



GOVERNMENT OF INDIA  
INCOME TAX DEPARTMENT

**OFFICE OF THE ADDL./JOINT CIT (ReFAC)(AU)-5(4) KOLKATA, STATION AT ASANSOL**  
**Aayakar Bhawan, 116, Vivekanand Sarani, Kanyapur, Asansol-713341**  
**PHONE -7782960151**

## TENDER NOTICE

No.Addl./Joint/CIT/ReFAC/AU/-  
5(4)/Kol./Asn./Vehicle/2021-22/

Dated:- 18/01/2022

The Addl./Joint CIT(ReFAC)(AU)-5(4) Kolkata, Stationed at Asansol invites e-tender application from reputed suppliers of commercial vehicles for entering into rate contract for one (01) Hiring the services Operational Vehicle Mid – sized and SUV (Premium) vehicle for the income Tax Office, Asansol. Comparatively new Latest Model vehicle of 2021 not more than 3 months old from the date of tender.

2. Decision of the Department with regard to type of vehicle and condition of vehicle before selection of the same will be the discretion of the Department which will not be opened for any discussion and dispute.

3. If the successful bidder fails to supply the vehicle the next lower bidder will be extended the offer letter.

4. Interested supplier may contact office of The Addl./Joint CIT(ReFAC)(AU)-5(4) Kolkata, Stationed at Asansol on any working day from 18/01/2022 to 31/01/2022, during office hours and collect the tender documents & Terms & Conditions on request. The same may also be obtained from the website of the Income Tax Department ([www.incometaxindia.gov.in](http://www.incometaxindia.gov.in)).

5. Last date of submission of tender is 31/01/2022 by 03:00 PM at the address mentioned above. The received tender will be opened on the same day at 3:30 PM. If office will remain closed on the date of opening of tender then tender will be opened on next working day. The tender shall be opened in presence of the members of Local Tender Committee in the chamber of the committee on scheduled time.

6. Department reserves the right to accept or to reject any bid/offer without assigning any reason whatsoever.

7. Other details are as under:-

1	Security Deposit	Rs. 10,000/- (Rupees Ten Thousand only) per vehicle. The successful bidder should furnish security deposit by way of Demand Draft in favour of ZAO, CBDT, Durgapur payable at Durgapur. Refundable without any interest only after successful completion of contract.
2	Tender Application fee	Rs. 1,000/- (Rupees One Thousand only) per vehicle by way of Demand Draft in favour of ZAO, CBDT, Durgapur payable at Durgapur non-refundable. To be submitted along with the sealed bid.

[ Note: Quotation should be sent in sealed covers must be super scribed with “ TECHNICAL BID QUOTATION FOR HIRING OF VEHICLE” and “ FINANCIAL BID QUOTATION FOR HIRING OF VEHICLE” should reach this office on or before 31/01/2022 by 3:00 PM. The valid technical bids will be scrutinized by the Tender Committee to short list the eligible bidders. Thereafter, the financial bids of the short listed bidders will be opened]

Dated, Asansol, 18<sup>th</sup> Jan., 2022

  
[A.E.P DUKURIA]

JCIT, ReFAC, (AU)-5(4), Kolkata, Stationed at Asansol



भारत सरकार#वित्त मंत्रालय#राजस्व विभाग

GOVERNMENT OF INDIA #MINISTRY OF FINANCE#DEPARTMENT OF REVENUE

संयुक्त आयकर आयुक्त ,आर.इ. एफ .ए ,सी.(एयु.) -५ (४)कोलकाता का कार्यालय# स्टेशन आसनसोल

OFFICE OF THE JOINT COMMISSIONER OF INCOME TAX, ReFAC, AU-5(4), KOLKATA, STATION AT ASANSOL

आयकर भवन # तीसरा तल, कमरा नंबर ३१२, # विवेकानंद सरणीपोस्ट ऑफिस , -कन्यापुर आसनसोल-७१३३४१

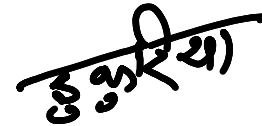
Aayakar Bhawan# 3<sup>rd</sup> Floor, Room No. 312, Vivekananda Sarani, P.O-Kanyapur # ASANSOL-713341

## **GENERAL TERMS & CONDITIONS FOR SUPPLY OF OPERATIONAL VEHICLE**

- 1 The Hiring will be for a period of 12 months for (The Addl./Joint CIT (ReFAC)(AU)-5(4) Kolkata, Stationed at Asansol of Air Condition Operational Vehicle (**Mid – sized and SUV vehicle premium**) from the date of signing the agreement and can be cancelled with a notice period of 30 days.
- 2 Preferences will be given to the supplier of latest model vehicle (Vehicle should be of 2021 the latest Model and not more than 3 month old from the date of tender).
- 3 The vehicle shall be at the disposal of the concerned user throughout the period of agreement, at all times. Dedicated vehicle and driver having valid driving license and sufficient experience, exposure and familiarity with the city roads must be provided. Dedicated vehicle and driver are not to be changed without prior approval of the user/hiring authority. Change of drivers will be allowed only in exceptional circumstances.
- 4 The driver must be adequately literate and well behaved and maintain cleanliness. He must follow traffic rules and regulations prescribed by the Government from time to time. The Driver will observe all the etiquette and protocol while on duty. He will be neatly dressed, preferably in white uniform and carry a mobile phone in working condition, for which no separate payment shall be made by the Department. The driver should be prepared for out station duty & stay anytime.
- 5 The Tenderer should keep the following document to justify their capacity to execute the contract: Certificate of Registration of Vehicle, Insurance of Vehicle, Road Tax certificate, Emission Test Certificate etc. in original.
- 6 The vehicle should be registered as **public service vehicle (commercial vehicle)** with the competent authorities of the State Government.
- 7 The vehicle is to be maintained in excellent condition and regular cleaning must be ensured.
- 8 The maximum monthly hire charge for Operational Vehicle is Rs. 50,000/- per month. TDS will be deducted as I.T. Act, 1961 while making payment to the service provider.
- 9 The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, Insurance, petrol/diesel, oil and all other incidental expenses including taxes, penalty, fine, parking fees etc.
- 10 The owner and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the officers.
- 11 The tenderer must ensure that vehicle have adequate fuel to cover the entire trip.
- 12 The tenderer should arrange alternative vehicle immediately in case of breakdown of the vehicle. In case of the inability of tenderer to provide alternative vehicle, an amount of Rs. 2500 per day will be deducted from the monthly bills.
- 13 The fixed cost shall remain unchanged during the entire period of the contract.

- 14 The fixed cost includes running up to 2500 Kms and all other charges like driver's salary, Travelling Allowance, Night Duty Allowance, Vehicle maintenance charges and all kinds of taxes and service charge as applicable and other miscellaneous expenses. Rupees Seven per Km would be payable for the vehicles taken on hire for extra mileage beyond 2500 kms.
- 15 The unused Kms of a month will be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e. 2500 Kms run in the month and actual kilometers run by the vehicle less than the agreed kilometers.
- 16 The tenderer is liable for payment of all claims/expenses in case of any accident. He will also indemnify the office of the concerned officer against any loss/damage/of property or life attributable to negligence on the part of the Driver or poor maintenance of the vehicle.
- 17 Payment shall be made by the Income Tax Office O/o ITO ReFAC (VU)1(1)(3), Burdwan/ H.o.O, Asansol after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
- 18 The tenderer will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Departmental Officers. The vehicle is to be parked in the premises of **Income Tax Office, Asansol** or in the premises of the user.
- 19 A daily record indicating time and mileage for each vehicle is to be maintained in a log book and entries therein must be certified by the user.
- 20 The contract may be renewed for a further period of 12 months as mutually agreed upon, subject to satisfactory performance of the person/tenderer which will be reviewed after every 12 months i.e., on annual basis.
- 21 The successful bidder shall enter into a contract with the department and shall supply Vehicle within 7 days of awarding of the contract.
- 22 The successful bidder has to furnish the acceptance letter after receiving the offer letter from the Department.
- 23 Interested suppliers are requested to submit the tender to the office of The Addl./Joint CIT(ReFAC)(AU)-5(4) Kolkata, Stationed at Asansol between 11:00 AM to 3:00 PM from **18/01/2022 to 31/01/2022**. The last date of submission of tender is **31/01/2022** by 3:00 PM.
- 24 The tenders will be opened by the "Tender Committee" on **31/01/2022** at 3:30 P.M. at Income tax Office, Asansol in front of tenderers or their representatives.

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[A.E.P DUKURIA]

JCIT, ReFAC, (AU)-5(4), Kolkata,  
Stationed at Asansol

**(FINANCIAL BID)**

HIRING OF VEHICLES IN ASANSOL

**RATE QUOTATION**

1. Name, Address and Mobile No of the tenderer :
2. Permanent Account No (PAN) :
3. Last three years copy of Income Tax Return :
4. Name and address of the Proprietor/Partners /  
Directors and their PAN :
5. Rate Chart for the vehicle  
(Exclusive of Service Tax) :

<b>Sl. No</b>	<b>Description</b>	<b>Mid – sized and SUV vehicle</b>
1.	For 2500 Kms	
2.	For every extra Kms beyond 2500 Kms ( Per Month)	

Name and Signature of the Authorised signatory with date

## **Other information to be supplied for Technical Bid:**

The interested parties are requested to provide the following information along with the quotations:

1. Name and address of the persons/contractors :
2. Mobile No./email :
3. Nature of business :
4. Income Tax Assessment particulars, Ward & PAN :
5. Details of vehicle like make, model, version, reg. no. etc. along with proof of ownership.  
:
6. Turnover during the past three years with Income Tax Return documents latest past three years.  
:
7. Details of hiring of vehicles done in the past. :
8. Names and addressed of the parties to whom vehicles were given on hire -
  - i) Period for which the vehicles were hired out :
  - ii) Number of vehicles given on hire :
  - iii) Goods & Service Tax registration :
- 9) List of Clientele
  - i) Names and addresses of the parties with contact number to whom vehicles) were given on hire :
  - ii) Period for which the vehicles were hired out :
  - iii) Number of vehicles of given on hire :
- 10) Permanent Account Number of the concern :
- 11) Goods & Service Tax Registration No :
- 12) Details of DD towards cost of tender form Attach DD :  
in case of Tender form downloaded from website
- 13) Vehicles to be given on hire for the station. : Asansol

### **DECLARATION:**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case of any deviation is found in the above statement, at any stage, the company will be blacklisted and will not have any dealing with the income tax Department in future.

(Signature of authorized signatory with date)