



Govt. of India • Ministry of Finance • Department of Revenue

## INCOME TAX DEPARTMENT

Office of the Pr. Commissioner of Income-Tax, Durgapur

Aayakar Bhavan(Annex), Aayakar Bithi, City Centre, Durgapur-713216

# TENDER NOTICE

**Dated, the 15<sup>th</sup> October, 2015 at Durgapur**

Tender Committee for hiring of vehicles, Durgapur invites application from suppliers of commercial vehicles for entering into rate contract for Hiring the services of one Mid-size Vehicle with AC e.g. XYLO D4/TOYOTOA INNOVA/SCORPIO for the Income Tax Office, Bankura. Preference should be given to latest Model vehicle.

Interested supplier may contact office of the Pr. Commissioner Of Income Tax, Durgapur on any working day from 15/10/2015 to 30/10/2015 during office hours and collect the tender documents and Terms & Conditions on request. The entire details and same documents are also available in the website 'incometaxindia.gov.in' .

Last date of submission of tender is 30/10/2015 by 03:00 P.M. at the address mentioned above. The received tender will be opened on 04/11/2015 at 03:00 PM. If office will remain closed on the date of opening of tender then tender will be opened on next working day.

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



*[Handwritten signature]*  
15/10/15

[ Swapan Kr. Mondal ]

ITO, Hqrs

O/o Pr. CIT, Durgapur

**Swapan Kr. Mondal**  
Income Tax Officer (Hqrs.)  
For C.I.T. Durgapur



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**INCOME TAX DEPARTMENT**

**OFFICE OF THE PR. COMMISSIONER OF INCOME-TAX, DURGAPUR**

Aayakar Bhawan (Annexe), Aayakar Bithi, City Centre, Durgapur-713216

**GENERAL TERMS & CONDITIONS FOR SUPPLY OF MID VEHICLE FOR  
INCOME TAX OFFICE, BANKURA**

1. The Hiring will be for a period of 24 months for 1 (one) number of Mid Size Vehicle XYLO D4 / TOYOTOA INNOVA / SCORPIO, from the date of signing the agreement. The vehicles offered should be Mid-sized vehicle to be used as operational vehicle. Preferences will be given to the supplier of latest model vehicle (BS-IV). The colour of the car should be preferably white. It should not have been manufactured before 01.01.2015.
2. The vehicles shall be at the disposal of the concerned user throughout the period of agreement, at all times. Dedicated vehicles and drivers having valid driving license and sufficient experience, exposure and familiarity with the city roads must be provided. Dedicated vehicles and drivers are not to be changed without prior approval of the used/hiring authority. Change of drivers will be allowed only in exceptional circumstances.
3. The driver must be adequately literate and well behaved. 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 (24 hrs), for which no separate payment shall be made by the Department.
4. The Tenderer should keep the following documents 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.
5. The vehicle should be registered as public service vehicle (commercial vehicle) with the competent authorities of the State Government.
6. The vehicles are to be maintained in excellent condition and regular cleaning must be ensured.
7. The maximum monthly hire charge for mid-size “Operational Vehicle” and Staff Car is 32,500 per month. TDS will be deducted as I.T. Act, 1961 while making payment to the service provider.

8. 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.
9. 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.
10. The vehicle should have commercial Registration number (Yellow number plate) duly registered with the Public Vehicles Department, govt. of West Bengal.
11. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. minimum wage, social security etc. will be the responsibility of the contractor.
12. In the event of breakdown of vehicle or absence of driver, arrangement for substitute vehicle/driver will have to be made by the contractor immediately. In case, the contractor is not able to provide any substitute, it will be open for the office to deduct proportionate amount on daily basis from the bills.
13. The tenderer must ensure that vehicle have adequate fuel to cover the entire trip.
14. The fixed cost shall remain unchanged during the entire period of the contract.
15. The fixed cost includes running upto 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.
16. 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 agree kilometers i.e. 2500 Kms run in a month and actual kilometers run by a vehicle is less than the agreed kilometers.
17. 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.
18. Payment shall be made by the Income Tax Office, Durgapur after the end of every month on presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
19. 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, Durgapur.

20. 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.
21. 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.
22. The successful bidder shall enter into a contract with the department and shall supply vehicle within 3 days of awarding of the contract.
23. The contract can be terminated at any time after giving 15 days notice without assigning any reason by the Department and two months notice by the contractor.
24. Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence/end in the beginning/end of a month, payment of minimum charges will be made on proportionate basis.
25. The applicant contractor should submit two sealed envelopes separately marked as **“Technical Bid” and “Financial Bid”**.
  - (i) The Earnest Money Deposit in the form of Demand Draft/Banker’s Cheque in favour of Zonal Accounts Officer, CBDT payable at Durgapur has to be given of an amount Rs. 500/- (Refundable if the bid is not successful).

(ii) The **Technical Bid** should be as per table below:

a	Name and address with telephone number of the tenderer i.e., the applicant contractor	
b	Permanent Account Number	
c	Evidence of ownership of the vehicles	
d	Annual Turnover during F.Y. 2011-12 to 2013-14 (Copy of Return of Income)	
e	Years of experience in running vehicle on hire basis	
f	Registration Nos./documents related to registration/ownership of vehicle being offered for hiring	

The Demand Draft/Banker’s Cheque in respect of Earnest Money Deposit should be submitted with Technical Bid.

(iii) **Financial Bid** -The tender document itself is a ‘Financial Bid’. Initially only the Technical Bid will be opened. The Financial Bid will be opened only if, the applicant contractor fulfills the stipulated conditions for technical bid.

26. The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.
27. Tenders will be opened on 04.11.2015 at 3:00 p.m. in front of the bidders or their authorized representatives by a designated Committee and the results will be announced thereafter on due evaluation of the committee. The successful bidders shall provide details of vehicle within 3 days of bid opening date and also physically produce the vehicle for inspection within a reasonable period mutually agreed upon and present himself/herself for signing agreement as and when called for.
28. The vehicle should report for duty on 09.11.2015 in case the vehicle do not report for duty on 09.11.2015, as the case may be the payment shall be made vehicle wise on a pro-rate basis depending upon the date of reporting of the respective vehicles. The requisite vehicle for which the contract is awarded to the contractor should definitely report for duties by 09.11.2015 i.e. date of commencement of the contract.
29. In case of non-compliance of the above terms and conditions of contact, a penalty may be levied. The penalty for some of the defaults is as under:

Sr. No.	Nature of default	Penalty Rs.
1.	Late Reporting	50% of proportional contact charges per day
2.	Non Reporting	100% of proportional contact charges per day
3.	Poor maintenance of vehicles	Rs. 2,000 per month
4.	Refusal of duties	100% of proportional contact charges per day
5.	Non-observation of dress-code	Rs. 100/- for first instance and Rs. 200/- for subsequent instances.
6.	Change of drivers without permission	Rs. 1,000 per instance
7.	Vehicle kept unclean	50% of proportional contact charges per day
8.	Refusal/Delay in filing the fuel tank	Rs. 1,000 per instance

The penalty shall be levied on the basis of the certificate signed by the Controlling Officer.

30. The Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

31. Interested suppliers are requested to submit the tender to the office of the Joint Commissioner of Income Tax, Range-TDS, Durgapur on any working day between 11:00 AM to 4:00 PM. The last date of submission of tender is 30.10.2015 till 3.00 P.M.
32. The tenders will be opened by the “Purchase Committee” constituted by Hon’ble Pr. Commissioner of Income Tax, Durgapur on 04.11.2015 at 3.00 P.M. at Income tax Office, Durgapur in front of Tenderers or their representatives.

[ Note : Quotation should be sent in sealed covers superscripted as “QUOTATION FOR HIRING OF MID SIZE VEHICLE AT BANKURA” ]

[FINANCIAL BID]

Hiring of Vehicles for the use of Range-3, Bankura

**RATE QUOTATION**

1. Name, Address and telephone No. Of the tenderer :
2. Permanent Account No. (PAN) :
3. Name and address of the Proprietor/Partners/  
Directors and their PAN :
4. Rate Chart per vehicle  
(Exclusive of Service Tax) :

Sl. No.	Description	Rates (in Rs.) for each make, model & version (2015 make)	
		Name & Type of car	
1.	For 2500Kms		
2.	For every extra Kms beyond 2500 Kms (Per Month)		

( For each kind of vehicles one quotation may be shown in separate column )

Name and signature of the Authorized Signatory