



GOVT OF INDIA.

OFFICE OF THE COMMISSIONER OF INCOME TAX (TDS), SILIGURI
C R BUILDING, HAREN MUKHERJEE ROAD, HAKIMPORA, SILIGURI

F. No. CIT/Slg/TDS//Vehicle/2015-16/1055

Date: 13.11.2015

NOTICE FOR INVITING TENDER FOR OPERATIONAL VEHICLE

Sub: Establishment - IT Department - inviting tender for hiring of vehicles for the operational use of the Office of the Commissioner of Income Tax(TDS), Siliguri - Regarding

The Office of the Commissioner of Income Tax(TDS), Siliguri invites sealed tenders from reputed parties engaged in the business of providing transport facilities for presently, hiring one **Midsize Vehicle RENAULT DUSTER (4 WD)** for the operational use of the Office of the Commissioner of Income Tax(TDS), Siliguri. Hiring shall be initially for a **period of two year** which may be extended further at the discretion of the Commissioner of Income Tax(TDS), Siliguri.

Tender forms along with terms and conditions can be obtained from the Administrative Officer, the Office of the Commissioner of Income Tax(TDS), Siliguri, 1st floor, C.R.Building on any working day from 16.11.2015 (10.00 AM) to 30.11.2015 (03.00 PM). The same may also be obtained from the website of the income Tax department. Quotation along with Earnest Money of Rs.3,000/- can be submitted upto 4.00 PM on 30.11.2015.

www.incometaxindia.gov.in/Pages/tenders.aspx

The bids shall be opened on the same day (30.11.2015) at 04.15 PM. in the presence of the Tender Committee, Income Tax Department., 1st floor, C.R.Building, Hakimpora, Siliguri and the Vendors present. The Tender Committee reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.



(D. W. Bhutia)

Income Tax Officer (TDS), Hqrs, Siliguri
For Commissioner

(D. W. BHUTIA)
Income Tax Officer (TDS)
Hqrs. & Admin.

TERMS AND CONDITIONS FOR HIRING:

1. The vehicle Renault Duster 4 WD should be brand new and should be Registered as Commercial vehicle with competent Authority with permission to ply within West Bengal and Sikkim.
2. The rates quoted shall be inclusive of all applicable taxes excluding Service Tax.
3. Copy of PAN card and necessary experience certificate in this field of business should be attached along with the bid.
4. The hired vehicle should be parked overnight at the office complex and services of the driver should be made available for all official duties as and when required which could be on all the days of the week.
5. The services of the driver, if and when required should also be made available for outstation duties for which no outstation allowances will be made available.
6. Salary and allowances of the driver should be borne by the vendor.
7. The driver deployed along with vehicle should satisfy the following conditions;
 - a. Driver should be well versed with local languages and the roads and different localities of respective places in Darjeeling District /Jalpaiguri / Sikkim and surrounding areas.
 - b. Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
8. All repairing/maintenance charges are to be borne by the vendor. If vehicle requires repairing, a replacement is to be provided in its place.
9. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be

responsible for loss/damage to property or life on account of such incidents.

10. A log book/trip sheet specifying daily reporting and relieving time as well as daily opening, closing meter reading and other details as may be specified by the Department shall be maintained for each vehicle. The contractor should submit the duly filled log book/trip sheet signed by the Controlling officer to whom the vehicle has been assigned along with the bill on the monthly basis.
11. The prescribed format for Technical and Financial Quotation are furnished in Annexure I & II enclosed herewith.

The vehicle will be initially hired for a period of two years which may be extendable for further periods at the discretion of Commissioner of Income Tax (TDS), Siliguri. However the vehicle can also be de-hired on account of non satisfactory performance of the services rendered (vehicle and/or driver) at the discretion of Commissioner of Income Tax (TDS), Siliguri with a one month notice.

The vendor can withdraw from the contract with a one month notice. However, the vendor would be liable to pay all cost for pre-mature withdrawal from the contract, the cost of process of hiring a new replacement vehicle, i.e. advertisement and tender cost etc.

(To be submitted in a separate sealed cover with a mention
"TECHNICAL QUOTATION" at top of the sealed cover)

ANNEXURE - I

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF
CARS FOR THE Commissioner of Income-Tax, (TDS). Siliguri

1	Name of the provider	
2	Address of the Service Provider	
3	PAN Number	
4	STC Number	
5	Experience in years along with details	

Date :

Station :
Signature

(Name with seal)

(To be submitted in a separate sealed cover with a mention "FINANCIAL QUOTATION" at top of the sealed cover)

ANNEXURE - II

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HIRING OF
CARS FOR THE COMMISSIONER OF INCOME TAX (TDS)-2, SILIGURI

- 1) Name of the Service provider:
- 2) Address (Please enclose the documentary proof):
- 3) Name of the contact person:
- 4) Mobile / Contact No. :
- 5) PAN:
- 6) Service Tax No. (if available) :
- 7) Hiring charges per month:

Sl. No.	Type of vehicle	Year of Make	Distance travelled	Hire charges per month without fuel (excluding service charge)	Hire Charges per month with fuel for 1500 Km traveling

In case of new vehicle proposed to be purchased and to be provided on hire to the Department, the year of make may be mentioned as "proposed to be purchased".

DECLARATION

I hereby declare that the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Date:

Signature : NAME with seal