



GOVERNMENT OF INDIA: MINISTRY OF FINANCE  
INCOME TAX DEPARTMENT: WEST BENGAL  
OFFICE OF THE INCOME TAX OFFICER  
(INTELLIGENCE & CRIMINAL INVESTIGATION), DURGAPUR  
Aayakar Bhawan Annexe, Aayakar Bithi, City Centre, Durgapur-713216

### TENDER NOTICE FOR HIRING OF OPERATIONAL VEHICLE

F. No. ITO/I&CI/DGP/Operational Vehicle/2016-17/292

Dated: 12.07.2016

The Office of the Income Tax Officer (Intelligence & Criminal Investigation), Durgapur intends to hire one mid size Operational Vehicle viz. Mahindra Scorpio OR Toyota Innova for the use of the Office of the Income Tax Officer (Intelligence & Criminal Investigation), Durgapur on monthly basis (3000 km per month of 30 to 31 days) as per the terms & conditioned annexed.

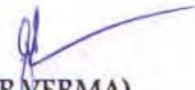
2. Sealed quotations are invited from reputed Vendors having requisite infrastructure. The vehicle should be of make August 2015 or later and in proper running condition and compliant to latest emission norms. Hiring shall initially be for a period of one year (12 months) from the date of commencement and would be extendable for further period at the discretion of the Income Tax Officer (Intelligence & Criminal Investigation), Durgapur.

3. Interested parties may submit the quotation mentioning '**Operational Vehicle for ITO(I&CI), Durgapur**' on top of the envelope latest by 20.07.2016 by 2.00 PM to the Addl. Director of Income Tax (Intelligence & Criminal Investigation), 2<sup>nd</sup> floor, Aayakar Bhawan Annexe, P-13, Chowringhee Square, Kolkata-700 069. Tenders will be opened on 20.07.2016 at 3.00 PM in front of the bidders or their authorised representatives in the chamber of Addl. DIT(I&CI), Kolkata. The Party to whom the contract is allotted will be required to provide the service with effect from 25.07.2016.

4. The terms of the contract and other details may be obtained from the room of the undersigned on any working day upto 4.00 PM of 19.07.2016.

5. The Income Tax Officer (Intelligence & Criminal Investigation), Durgapur reserves the right to reject any application/quotation without assigning any reason whatsoever.



  
(JOYDEEP VERMA)  
Income Tax Officer  
(Intelligence & Criminal Investigation), Durgapur

जयदीप वर्मा / JOYDEEP VERMA  
आयकर अधिकारी / Income Tax Officer  
आसुचना व आपराधिक अन्वेषण  
(Intelligence & Criminal Investigation)  
दुर्गापुर / DURGAPUR

## TERMS AND CONDITIONS:


1. The Vendor must have Service Tax Registration Number.
2. The Vehicle must have a Commercial Registration Number.
3. The vehicle shall be at the disposal of the Office of the Income Tax Officer (Intelligence & Criminal Investigation), Durgapur throughout the contract period at all times. It is further clarified that the vehicle shall be at the disposal of this office for all the 7 days of the week. During the contract period the Vendor shall not allow the vehicle to be used for any other person other than for the service of the customer.
4. The time & distance is to be calculated from the time and place of reporting to the time and place of release. It shall be the duty of the Vendor/ Driver to get the necessary mileage certified on daily basis.
5. The vehicle will be taken on the condition of running 3000 KM a month on an average. In case the vehicle runs short of 3000KM, the shortfall will be carried over to next month and in case the vehicle runs in excess that will be adjusted with the shortage.
6. In no case, the amount will exceed the contractual amount in a month, even if it exceeds the ceiling and only at the end of the term, the calculations of excess payment if any, will be calculated.
7. Payment for each month shall be made in the subsequent month after presentation of the bill. TDS will be deducted as per law.
8. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority.
9. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc. CNG fitted vehicles shall also have the option of running on petrol/diesel in emergency situations.
10. In the case of any accident, all the claims arising out of it shall be met by the Vendor.
11. The vehicle will be kept neat and clean and in perfect running condition and should be provided with air conditioners, neat and clean seat covers and curtains.
12. If the vehicle is out of order, the Vendor shall provide a substitute vehicle immediately. In case vehicle does not report on time/ does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Vendor/deducted from the payment of the Vendor.
13. The driver should have valid driving license and the vehicle should be registered with the concerned authorities of State Govt. The drivers should be trained and conversant with the routes.
14. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear uniform and shall carry a mobile phone in working condition at all time for which, no separate payment shall be made by the Department.



*[Handwritten signature]*

15. The vehicle shall have a valid permit to operate in West Bengal region. If required, the toll tax is to be borne by the Vendor. A certificate to this effect should be provided.
16. The contract between the office of the ITO(I&CI), Durgapur and the Vendor can be cancelled by the ITO after giving a notice of 30 days with or without assigning any reasons.
17. This contract will be effective for a period of one year, unless terminated earlier, at the sole discretion of ITO(I&CI), Durgapur whose decision shall be final and conclusive. The contract may be renewed for a further period, if required and as mutually agreed, subject to satisfactory performance.
18. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Customer whose decision shall be final and conclusive.
19. A penalty of Rs. 2000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day. However, in case of frequent violations of the terms and conditions, the contract can be cancelled forthwith without any notice.
20. The Vendor and driver shall be bound to carry out the instructions of the Department as well as of the Officer assigned to the vehicle.
21. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
22. The ITO(I&CI), Durgapur reserves the right to accept or reject any or all quotation without assigning any reasons.
23. In the event of the award of the tender and prior to execution of the contract, the Vendor shall be required to submit copy of the Registration Certificate, Comprehensive Insurance Policy and pollution under control certificate of the vehicle being offered for hire and particulars with photograph of the driver dedicated to the vehicle.
24. The Vendor shall abide by all the terms & conditions mentioned above.



  
(JOYDEEP VERMA)  
Income Tax Officer  
(Intelligence & Criminal Investigation), Durgapur

जयदीप वर्मा / JOYDEEP VERMA  
आयकर अधिकारी / Income Tax Officer  
आसुचना व आपराधिक अन्वेषण  
(Intelligence & Criminal Investigation)  
दुर्गापुर / DURGAPUR

### Quotation for Operational Vehicle for the Office of ITO ( I&CI) Durgapur

1.	Name of the Service Provider	
2.	Address (Please enclose Voter ID card or PAN card as proof of identity.)	
3.	Name of the contact person	
4.	CONTACT NUMBERS a) Mobile no. b) Landline no.	
5.	Permanent Account No. (PAN)	
6.	Whether you have experience in providing commercial vehicles in Govt. Department. Please file details along with proof.	

#### DECLARATION

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

Name:	Signature	
	Name	
	Seal	

**Other information to be supplied for technical bid**

The interested parties are requested to provide the following information along with the quotation.

1. Name and Address of the Person/Contactors.
2. Nature of Business
3. Income Tax assessment Particulars, Ward and PAN
4. Details of each category of vehicle like make, model, version, Reg. No. etc. along with proof of ownership.

Mahindra Scorpio	
ORToyota Innova	

1. If all vehicles note owned are to be pressed in service, contract with the owners placing the vehicle at the disposal of the bidder may be furnished.
2. Turn over during the past three years.
3. Detail of hiring of vehicles done in the past:
  - 3.1 Names and Addressed of the parties to whom vehicles were given on hire.
  - 3.2 Period for which the vehicle were hired out.
  - 3.3 No. of the vehicle given on the hire

Name & Signature of the Authorised Signatory

[FINANCIAL BID]

Hiring of Vehicles for the use of ITO ( I&CI), Durgapur

RATE QUOTATION:

1. Name, Address, 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 ) :

Sr. No	Description	Rates (In Rs.) for each make, model and version ( August 2015 or later OR 2016 make)	
		Name & Type of Car	
1.	For 3000 kms.		
2.	For every extra kms. Beyond 3000 kms. ( Per Month )		

Name & Signature of the authorised signatory