



वित्त मंत्रालय

MINISTRY OF FINANCE

प्रधान आयकर आयुक्त - 10 का कार्यालय

OFFICE OF THE Pr. COMMISSIONER OF INCOME TAX -10, KOLKATA

आयकर भवन दक्षिण / AAYAKAR BHAVAN DAKSHIN

2, Gariahat Road (South), Kolkata-700 068

No. Pr.CIT, Kol-10/Kol/Staff Car/2016-17/2742

Dt. 12/07/16

TENDER NOTICE

**Sub: Hiring of Staff Car for the office of the Principal Commissioner of Income Tax-  
Kolkata-10, Kolkata.**

Office of the Principal Commissioner of Income Tax, Kolkata-10 Kolkata invites tenders in sealed covers from reputed vendors of hiring of one Staff Car mid-size . This Staff Car will be required with effect from 01-08-2016 or immediately thereafter, in any case not later than 07 days from the date of intimation of the acceptance of the offer of the bidder and request for deployment of the vehicle hired for a period of one year. This period may be extended further on mutually agreeable terms and conditions if the quality of service provided by the vendor is to the satisfaction of the user of the staff car and the decision of the Pr. CIT, Kol-10, Kolkata shall be final in this regard.

2. The tender shall be submitted in two parts – Technical Bid and Financial Bid. Both the bids are to be place in two separate sealed envelopes (clearly super scribing 'Technical Bid and Financial Bid) which in turn should be placed in one cover. The bids of the vendors whose technical bid and financial bid are not in a separate sealed envelope or if they quote assigning any further reason and the decision of the committee approved by the Pr. CIT, Kol-10, Kolkata shall be final in this regard. Terms and conditions of the technical bid and financial bid are as per Annexure-I and Annexure-II. The financial bid of only those vendors shall be opened whose technical bid are found eligible by the committee approved by the Pr. CIT, Kol-10, Kolkata. The financial bid of the disqualified bidders on assessing Technical Bid shall be returned, unopened.



3. The proforma for Technical Bid (Annexure-III) and proforma for Financial Bid (Annexure-IV) for submitting the tender as well as this tender notice will be issued from office of the Pr. Commissioner of Income Tax, Kol-10 Kolkata, free of cost. The tender should be addressed to Pr. Commissioner of Income Tax, Kolkata-10, Kolkata and should reach the office of The Pr. Commissioner of Income-Tax, Kolkata-10, Kolkata, Aayakar Bhawan Dakshin, 2, Gariahat Road (South), Kolkata-700068 within the prescribed time. The tender shall accompany of earnest money deposit of Rs.5,000/-per vehicle in the form of Demand Draft/Pay Order, drawn on any nationalized bank, payable in favour of "ZAO, CBDT, Kolkata".

The tender without earnest money will be disqualified. The Demand Draft/Pay orders submitted by unsuccessful vendors will be returned within 7(Seven) working days of opening the tender. If the successful vendor refuses to supply the Staff Car then the earnest money will be forfeited. The earnest money deposit of the successful vendor will be returned after one month from the supply of Staff Car a period of one month is considered as a probation period. The last date and time for submission of sealed tender will conclude on 26.07-2016 at 4:00 p.m.

4. The tenders shall be opened at 3 p.m. on 27-07-2016 in Room No. 4/1, 4<sup>th</sup> floor, Aayakar Bhawan Dakshin, 2, Gariahat Road(s), Kolkata – 700068, in the presence of vendors or their duly authorized representatives who wish to be present. The tenders will be opened by purchase cum tender evaluation Committee members constituted for this purpose. They will scrutinize the technical bids and determine the eligible bids. Thereafter, financial bids of only eligible bidders selected after scrutinizing technical bids will be opened. It will rank all the eligible tenders in ascending order on the basis of amount quoted in the tender as L1, L2, L3..... of which L1 will be the lowest. The tender quoting the lowest amount (L1) will be declared as successful vendor. It is mentioned that Department reserves all rights to select the tender of higher quoted price at the place of lowest quoted price but below the maximum amount prescribed for this purpose by Board, if Technical specifications of the particular vehicle is such which may be beneficial to the department on the basis of cost benefit analysis and the decision of the committee appointed by the Pr. CIT, Kol-10, Kolkata shall be final in this regard. In case the successful vendor refuses to accept the contract, its scrutiny deposit will be forfeited and the



contract will be offered to the next higher vendor L2 and so on. This process will be repeated till the successful vendor accepts the work. The order to supply the Staff Car will be issued as soon as the vendor(s) is/are finalized.

5. The tender should not be conditional. Such tender is likely to be disqualified.

6. If the Staff Car is used for part of the month, for any reason, the payment to the vendor will be made on prorated basis for part of the month.

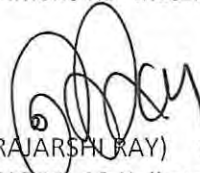
7. The vendor is required to submit details of bank a/c no. bank and branch, bank code, branch code, MICR code, IFSC code, where the e-payment will be made. A cancelled bank cheque should be provided for this purpose along with financial bid.

8. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the office of the Pr. Commissioner of Income Tax, Kol-10, Kolkata, whose decision shall be final and conclusive.

9. The Vendor(s) who is selected for supply of the Staff Car will be required to sign a contract with the office of the Pr. Commissioner of Income Tax Kol-10, Kolkata, where in the terms and conditions mentioned in the technical bid and the financial bid be specified.

10. Clarification if required by the prospective bidders will be given by ITO, Hqs.10, Kolkata.

11. This tender notice is displayed on notice board of all the office of Income Tax Department in Kolkata and also on the website of Income Tax Department viz "incometaxindia.gov.in"



(RAJARSHI RAY)

ITO, HQRS.-10, Kolkata

For Pr. CIT Kolkata-10, Kolkata.

**I.T.O. Hqs-10, Kolkata  
For P.C.I.T.-10, Kolkata**



Annexure-I

TERMS & CONDITIONS OF TECHNICAL BID

The interested parties must be capable of providing vehicles on their own on the following terms & conditions :-

1. The Staff Car to be supplied by the vendor must be owned by the tender (A proof in this regard in the form of a copy of R.C. book/blue book/Smart Card should be enclosed with technical bid), and the vehicle so supplied must not be attached to any other office public or private. If any violation of this condition would have been found at any future date, The contract so awarded deemed to be cancelled/terminated from the date of receiving such information regarding violation. Declarations in this regard need to be filed by the bidder with technical bid. Technical bid without such declaration would be rejected.

2. The Staff Car should be comfortable such as (a) Honda City, (b) Hyundai Verna.

3. The Staff Car having better suspension system quality and better riding quality will be preferred if it is within the monetary limit mentioned in the terms and conditions of the financial bid.

4. Preference would be given to the better environmentally performing vehicles.

5. The Vehicle should confirm to the latest BS (Bharat Stage) emission norms.  
Tender may be allowed to vehicles emitting less pollution despite not being the lowest bidder.

6. Tenders of Vendors against whom any complaint is pending/registered may be rejected.

7. The vendor will provide brochure of the Staff Car, he is offering in which technical details and specification will be available, along with technical bid.

8. The Staff Car should be commercial in nature (that is having yellow number plate.) (A proof in this form of a copy of R.C. book/Blue book/Smart Card should be enclosed with technical bid).

9. The make of the vehicle and model should not be more than 2(two) years old. A proof in this regard in the form R.C. book/Blue book/Smart Card should be submitted along with technical bid. The vendor should have valid service tax no. and evidence in this regard should be submitted with the technical bid.

10. The vendor should mention the number and make of Staff Car, he is able to supply

11. The Staff Car shall be at the disposal of the Income Tax Department throughout the contract period at all times. It is further clarified that the vehicles shall be at the disposal of the office of the Pr. Commissioner of Income Tax, Kolkata-10, Kolkata for all 7(seven) days of the week. Dedicated vehicle and driver will have to provided and they shall not be changed without prior approval of hiring authority. The Staff Car will not be used either by vendor or his representative or by his driver for any



other person. The violation of this will attract a lump sum penalty of Rs. 5,000/- per incident and it will be deducted from the bill amount.

12. CNG fitted vehicles shall also have the option of running on petrol/diesel in emergency situation.

13. The vendor shall take comprehensive insurance, at his own cost, for this purpose. A copy of insurance policy for Staff Car should be operational vehicle submitted along with technical bid. In the case of any accident, the vendor shall meet all the claims arising out of it. Neither the user nor the Income Tax Department will be responsible for any liability arising out of such an incident.

14. The vehicle will be kept neat & clean and in perfect running condition and should be provided with air conditioners, heaters, neat & clean seat covers and fresheners.

15. If the vehicle is out of order, the vendor shall provide a substitute of similar vehicle immediately. In case vehicle does not report on time or does not report at all, the Income Tax Department would have a right to hire a vehicle from the market including Radio Cab etc & the additional cost incurred by the Income Tax Department will be reimbursed by the vendor before presentation of bills. Also, if the vendor does not provide a substitute vehicle, a penalty of Rs. 2000/-per day will be imposed.

16. A penalty of Rs.2000/- per day per vehicle may be levied if any Staff Car fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice. The decision of Pr. CIT, Kolkata-10, Kolkata is final in this regard.

17. The driver should have valid driving license, Certified copy of the Commercial Driving License of the proposed driver for each vehicle need to be furnished along with technical bid, in absence of which tender would be rejected. The vehicle should have valid permit to operate in the state of West Bengal. The drivers of the Staff Car must follow traffic rules and other regulations prescribed by the Government from time to time. Consequences of not following the rules and regulations will be borne by the vendor. The vendor shall provide a copy of driving license and voter's identity card of the driver to the hiring authority at the time supply of Staff Car or whenever there is change of driver. The vendor shall also provide an undertaking that the driver has not been convicted or charge sheeted by an any Court in India.

18. Payment shall be made at the end of every month on presentation of the bill. TDS will be deducted as per Income Tax Act, 1961. The vendor should bear in mind that at times the payment might be delayed on account of late submission or incorrect submission of bills by the vendor or administrative of funds with the Income Tax Department.



19. The drivers shall observe all the etiquette and protocol while performing their duty. They shall be neatly dressed, and should wear uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Income Tax Department.

20. The vendor and driver shall be bound to carry out the instructions of the Income Tax Department as well as of the Officers/Users to whom the vehicle is assigned.

21. A daily record indicating time and mileage for each vehicle shall be maintained in a log book by the vendor who would obtain signature from the Officers/Users. A Photocopy thereof will be filed with bill raised by the vendor.

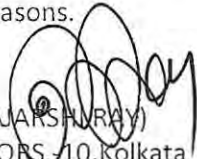
22. The contract between the Income Tax Department and the vendor can be cancelled with a notice of 30(thirty) days by the vendor or the Income Tax Department.

23. In the event of the award of the tender, prior to execution to the contract and supply of operational vehicles, the vendor shall be required to submit copies of (a) the Registration Certificates/Blue Book/Smart Card, (b) Comprehensive Insurance Policies of the vehicles being offered for hire, (c) particulars with photograph of the drivers, his driving licence and voters identity cards, (d) Evidence regarding Service Tax registrations, (e) Undertaking that the driver has not been convicted or charge sheeted by any Court of India. He shall also be required to produce the vehicles in the office of the Pr. Commissioner of Income Tax, Kolkata-10, Kolkata for the physical verification/instruction.

24. This contract will be effective for duration of period as mentioned in the Tender Notice from the date of signing the contract. The contract may be renewed further as mutually agreed upon, subject to satisfactory performance.

25. The operator shall abide by all the terms and conditions mentioned above. Notwithstanding anything contained in paragraph-16 and paragraph-22 above, this contract can be cancelled by the Income Tax Department without any notice for violation of any terms and conditions of the contract.

26. The Office of Pr. Commissioner of Income Tax, Kolkata-10, Kolkata reserves the right to accept or reject any or all the tenders without assigning any reasons.

  
(RAJARSHIRAY)  
ITO, HQRS-10, Kolkata  
For Pr. CIT, Kolkata-10, Kolkata.

**I.T.O. Hqrs-10, Kolkata**  
**For P.C.I.T.-10, Kolkata**



ANNEXURE – II

TERMS AND CONDITIONS OF THE FINANCIAL BID

1. The maximum running of the vehicle will be at the discretion of the users per month for which the maximum amount payable for each Staff Car will be Rs. 40,000/- (Rs. Fourty Thousand Only) per month.

2. The amount quoted in the tender will include all the other taxes, duties, cess, charges, parking cess, toll tax, octroi etc levied or leviable by Central Government, West Bengal Government and Local Authorities etc. The amount quoted in the tender will include monthly charges of driver, repairs and maintenance of vehicles, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc. The Income Tax Department will not pay any money other than the money mentioned by the vendor in his financial bid for which contract has been awarded. The time and distance will be calculated from the time and place for reporting to the time and place of release.



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ITO, HQRS.-10, Kolkata

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For P.C.I.T.-10, Kolkata



PROFORMA FOR TECHNICAL BID

Sl. No.	Particulars	Description
1	Name of the Vendor and address (Block letter )	
2	Permanent Account Number (PAN)	
3	Contact No (Land and Mobile)	
4	Has any complaint ever filed/pending or penalty imposed against you in any office for not providing services related to providing operational/staff vehicles as per the contract or not providing services up to the mark.	Yes,/No, If yes please furnish details.
5	Registration no of the Staff Car	
6	Date of Registration	
7	Make	
8	Model	
9	Manufacturing Year	
10	Registration Authority	
11	Are you the owner of the Staff Car	Yes/No
12	Is the Staff Car offered by you is a commercial vehicle	Yes/No
13	Have you submitted a copy of the R.C. Book/Blue Book/Smart Card herewith	Yes/No
14	Have you submitted a copy of the Insurance policy herewith	Yes/No
15	Have you submitted a copy of the latest Pollution Certificate issued by Government Authorities	Yes/No
16	Have you submitted a copy of brochure giving technical specifications	Yes/No
17	Have you submitted a copy of profit and loss account and balance sheet for Financial Year 2014-15	Yes/No
18	Have you submitted a copy of latest Income Tax return filed by you	Yes/No

Signature of Vendor:

Name:

Date:

Stamp:

Place:

Seal:



Annexure – III

PROFORMA FOR FINANCIAL BID

Sl. No.	Particulars	Description
1	Name of the Vendor and address (Block letter)	
2	Permanent Account Number (PAN)	
3	Registration no of the staff car	
4	Make	
5	Model	
6	Manufacturing Year	
7	Rate as per financial bid	
8	Bank a/c no., bank and branch, branch code, MICR code, IFSC code.	
9	Have you submitted a cancelled bank cheque	Yes/No

Signature of Vendor

Name :

Date

Stamp:

Place:

Seal

