



INCOME TAX DEPARTMENT
OFFICE OF THE PR. COMMISSIONER OF INCOME-TAX, BURDWAN
AAYAKAR BHAWAN, ANNEXE, COURT COMPOUND, BURDWAN
PHONE NO.- 0342 2569 299 & FAX NO.- 0342 2566 595

F.No. P-10/Operational Car/Pr.CIT/BWN/2015-16/1323

Date: 02.11.2015

To

webmanager@incometaxindia.gov.in

Sub: Request for uploading of Tender Notice for hiring Two White Mahindra XYLO BS-IV 2015 Model Midsize commercial vehicle for Monthly run of 2500 Km on the basis of terms and conditions enclosed.

Sir,

Being directed by Pr. Commissioner of Income Tax, Burdwan, West Bengal, I do hereby request you to upload the advertisement of following tender notice of inviting quotations :

Tender Notice No. F.No. P-10/Operational Car/Pr.CIT/BWN/2015-16/1322

Date: 02.11.2015

Enclosed please find the attachment for the above tender notice.

This for your information and necessary action.

Yours faithfully,

SD/-

(B.Datta)

Joint Commissioner of Income Tax, Range-1, Burdwan &
President/Chairman, Purchase Committee, of Pr. CIT, Burdwan.

M.No. P-10/Operational Car/Pr.CIT/BWN/2015-16/1324

Date: 02.11.2015

Copy to Pr. CIT, Burdwan

(B.Datta)

Joint Commissioner of Income Tax, Range-1, Burdwan &
President/Chairman, Purchase Committee, of Pr. CIT, Burdwan.



INCOME TAX DEPARTMENT
OFFICE OF THE Pr. COMMISSIONER OF INCOME-TAX, BURDWAN
AAYAKAR BHAWAN, ANNEXE, COURT COMPOUND, BURDWAN
PHONE NO.- 0342 2569 299 & FAX NO.- 0342 2566 595

F.No. P-10/Operational Car/Pr.CIT/BWN/2015-16/1322

Date: 02.11.2015

TENDER NOTICE

Quotations are invited from reputed concerns/persons for providing Two White Mahindra XYLO BS-IV 2015 Model Midsize commercial vehicle on hiring basis for Monthly run of 2500 Km on the basis of terms and conditions enclosed.

Quotations should be submitted in sealed cover **on or before 04.00P.M, 17.11.2015** to this office at the following address.

**Joint Commissioner of Income Tax, Range-1, Burdwan,
2nd floor, Aayakar Bhawan,
Court Compound, Burdwan-713101.**

The quotations will be opened **on 17.11.2015 at 04.30, P.M.**

Participants may be present at the time of opening of the tender either in person or through authorized representative.

Quotations should be accompanied with photocopy of Trade License/Voter identity Card/PAN card.

Submission of quotation by itself does not confer any right or entitlement to do the job. Unsealed quotations will be rejected outrightly. The authority reserves the right to reject any quotation without assigning any reason whatsoever.

The terms & conditions are as follows :

TERMS AND CONDITIONS FOR HIRING TWO WHITE MAHINDRA XYLO BS-IV 2015 MODEL MIDSIZE COMMERCIAL VEHICLE

1. The vehicle is proposed to be hired for an initial period of three years with a provision of extending it for a further period of one year at the discretion of the Commissioner of Income Tax., Burdwan. Brand new commercial vehicle is proposed to be hired and the vehicle shall be of year 2015 make.

2. The vehicle must be commercial vehicle. The vehicle must be in good condition. The vehicle will run for approximately 2500 kilometers per month. The unutilized mileage kilometers will be carried forward to the next month and this will be continued till the end of the respective Financial Year. The mileage from the vehicle provider's office/or any other place to the office premises will not count under the mileage.
3. The hiring charge shall include all taxes including Toll Taxes, cess levied by the state/central government or local authorities, driver's salary/wage, fuel/lubricating charges, maintenance charges on monthly basis.
4. The Contractor shall provide dedicated vehicle & drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of Driver. The vehicle can be called for reporting at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period. The vehicle should not be used by the contractor or driver for any other organization or individual either during day or night during the entire contract period.
5. The driver should be having valid driving License, with a minimum experience of 3 years.
6. The liability on account of fuel, driver salary / allowances / perquisites & all expenses relating to the vehicle would, solely and wholly, be on account of the contractor and department shall not bear any liability apart from the hiring charges.
7. The contract between the Department and the Contractor can be cancelled with a prior notice period of 15 days from either side. However, the department may cancel the contract without giving the aforesaid notice in case of severe failure of the contractor to abide by the terms of agreement.
8. The vehicle should always be maintained in good condition. Towels, Air Fresheners and other requirements which present the vehicle in good looking and running condition shall be arranged by the service provider on regular basis.
9. The officer in-charge may inspect the vehicle from time to time to ensure that the vehicle is maintained in good condition.
10. 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.
11. TDS will be made against the payment to Contractor as per existing Income Tax Act.

12. In case a vehicle is not maintained properly, the same should be replaced with a good condition vehicle of same brand immediately. In case of failure to do so, it would be considered as violation of contract.
13. A log book 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 signed by the relevant Officer to whom the vehicle has been assigned along with the bill on the monthly basis.
14. The Contractor should submit a copy of Trade License & Blue Book. The vehicle should be registered as a **commercial vehicle** and shall have all requisite permits, fitness certificate etc., as prescribed by the RTA/MVD throughout the contract period.
15. The driver employed along with vehicle should satisfy the following conditions:-
 - a) Driver should have minimum 3 years of experience in driving.
 - b) Driver should be well versed with the roads and different localities of Burdwan, Kalna, Katwa and Durgapur sub-divisions of Burdwan district, Birbhum district and Kolkata.
 - c) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.
 - d) Driver should be decent, well behaved and maintain proper dress code.

For further information, you may contract with the undersigned within 11.30. A.M to 12.30 P.M on any working day.

Yours faithfully,

SD/-

(B.Datta)

Joint Commissioner of Income Tax, Range-1, Burdwan &
President/Chairman, Purchase Committee, of Pr. CIT, Burdwan.