



प्रधान आयकर आयुक्त सिलीगुड़ी का कार्यालय

आयकर भवन ( भाग – बी ), पररबहन नगर, माटीगड़ा, सिलीगुड़ी-734010

OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, SILIGURI

AAYAKAR BHAWAN (WING-B): PARIBAHAN NAGAR MATIGARA :SILIGURI-734010

F. No. Pr. CIT/SLG/ VEHICLE/TENDER NOTICE/2016-17/ 6720

Date: 09.03.2017

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 Principal CIT, Siliguri – Reg-

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

Tender forms along with terms and conditions can be obtained from the Office of the Principal Commissioner of Income Tax, Siliguri, 1<sup>st</sup> floor, Aayakar Bhawan(Wing-B), Paribahan Nagar, Matigara, Siliguri on any working day from 10.03.2017 (10.00 AM) to 21.03.2017(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 21.03.2017.

[www.incometaxindia.gov.in/Pages/tenders.aspx](http://www.incometaxindia.gov.in/Pages/tenders.aspx)

The bids shall be opened on the same day (21.03.2017) at 04.15 PM. in the presence of the Tender/Purchase Committee, Office of the Principal Commissioner of Income Tax, Siliguri, 1<sup>st</sup> floor, Aayakar Bhawan (Wing-B), Paribahan Nagar, Matigara, Siliguri and the Vendors present. The Tender/Purchase Committee reserves the right to cancel or postpone the tender or reject any bid without assigning any reasons.

(ROSHNEE DORZAY)

Income Tax Officer (Hqrs. & TPS)

For Pr. Commissioner of Income Tax, Siliguri

## **TERMS AND CONDITIONS FOR HIRING**

1. The vehicle **Toyota Innova (White)** should be brand new and should be *Registered as Commercial vehicle* with competent Authority with permission to ply within the State of Sikkim and West Bengal.
2. The vehicle shall be stationed at the office Premises (Garage) of Aayakar Bhawan, Matigara, Siliguri.
3. The rates quoted shall be inclusive of all applicable taxes excluding Service Tax.
4. Copy of PAN card and necessary experience certificate in this field of business should be attached along with the bid.
5. 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.
6. 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.
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 the State of Sikkim/ Darjeeling District / Jalpaiguri District and surrounding areas.*
  - b. *Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.*
8. The hire charges will include monthly salary of the Driver, all repairing/maintenance of vehicle, Insurance, Diesel, Oil (Engine Oil), Mobil and all incidental expenses including taxes, penalty, fine, parking fees etc. are to be borne by the vendor. If vehicle requires repairing, a replacement of similar class/category should be provided in its place.
9. The fixed cost includes running upto 3000 Kms and all other miscellaneous expenses, Rupees Seven per Kilometre would be payable for the Vehicle taken on hire for extra mileage beyond 3000 Km per month which shall be calculated at the end of the contract period.

10. The unused Km of a month will be carried forward to the subsequent months till the contract ends. The unused Kms would mean the difference between the agreed Km i.e. 3000 Km run in a month and actual Kilometres and actual Kilometres run by the vehicle if less than the agreed Kilometres.
11. 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.
12. 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 the vehicle. The Contractor/Vendor should submit the duly filled in Log Book/Trip Sheet signed by the Controlling Officer to whom the vehicle has been assigned along with the bill on a monthly basis.
13. 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 Principal Commissioner of Income Tax, 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 Principal Commissioner of Income Tax, 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.

The Vendor must be able to provide the requisite vehicle **Toyota Innova (White)** at the earliest possible but not later than 01.04.2017. However, from the date of allotment of the contract till the arrival of the new vehicle (if not readily available), the vendor must provide substitute vehicle of similar class and category to the Department for performing its duty.

(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 VEHICLE FOR THE OFFICE OF THE PRINCIPAL COMMISSIONER OF  
INCOME-TAX, SILIGURI.

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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 VEHICLE FOR THE OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX, SILIGURI.**

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- 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 with fuel for 3000 Km travelling

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**