



भारत सरकार / GOVERNMENT OF INDIA

वित्त मंत्रालय : राजस्व विभाग / Ministry of Finance : Department of Revenue

प्रधान मुख्य आयकर आयुक्त, पूर्वोत्तर क्षेत्र का कार्यालय

**OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, NER**

आयकर भवन, प्रथम तल, क्रिश्चियन बस्ती, जी.एस.रोड, गुवाहाटी/Aayakar Bhawan, 1<sup>ST</sup> Floor, Christian Basti, G. S. Road, Guwahati-05

**TENDER NOTICE**

**Dated: 21/02/2018**

**Tender No: 44 /2017-18**

Office of the Pr. Chief Commissioner of Income Tax, NER, Guwahati invites sealed tender/quotation from reputed Firms/Suppliers/Travel Agents/individuals for hiring of **5(Five) nos. of Vehicle** as per specification mentioned below: -

Sl. No.	Type of Vehicle	Quantity (in number)
01	TOYOTA INNOVA CRYSTA	02
02	RENAULT CAPTUR	01
03	MAHINDRA SCORPIO	01
04	HONDA CITY	01

Colour: - May be specified later

The quotation for the Vehicles should be submitted in prescribed proforma as per ANNEXURE-I & ANNEXURE -II (enclosed).

**Terms and Conditions:**

1. The Vehicles should preferably be brand new and should be registered as commercial vehicle (not less than Three State Permit) with competent authority.
2. The rates quoted shall be inclusive of all applicable taxes.
3. Model No, Year of manufacturing, Registration Certificate, Kilometers Travelled, Population control certificate, Copy of PAN card & 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 the services of the driver should be available at least 12 hrs. per day, starting from 09:00 hrs, on all working days. [5 days a week]
5. The vehicle and services of driver, if and when required, should also be made available on Saturdays, Sundays & Holidays, for which no overtime charges will be paid. **[For outstation duty, no charges will be paid]**
6. Salary & allowances of the driver should be borne by the owner/supplier.
7. All repairing/maintenance charges are to be borne by the owner/supplier. If vehicle requires repairing, a replacement is to be provided in its place.
8. The vehicle should be kept in prime running condition during the contract period.
9. Charges for all types of Oil including lubricants, cost of Fuel has to be borne by the owner/supplier.
10. An agreement shall be executed with the owner/supplier, if the vehicle is hired.
11. The vehicle should be ready for placement w.e.f. the date of signing the contract agreement.

The quotations should not be for an amount exceeding **Rs.40,000/-** per month, inclusive of all charges.

Service of Driver not required for Honda City and 01(one) Toyota Innova Crysta.



14. Tender documents may be downloaded from the website:  
[office.incometaxindia.gov.in/guwahati/pages/tenders](http://office.incometaxindia.gov.in/guwahati/pages/tenders)

The vehicle will be initially hired for a period of **3 years** and it may be extended for further period but the contract agreement should be made every year. However, the vehicle may be de-hired at any time before the expiry of contract agreement, depending on the requirement/performance of vehicle.

The sealed Quotation shall be received by the undersigned upto **02:00 p.m.** of dated **19/03/2018** and shall be opened on the same day at **04:00 p.m.** The envelope containing the Quotation shall be super scribed as **“Quotation for 05(five) nos. of Vehicle”** and addressed to the **CIT (Admin & TPS), O/o Pr. CCIT, NER, Guwahati.**

The quotation must be accompanied by bid security/Earnest money of **Rs. 3000/-** only, in the form of Fixed Deposit/Call Deposit/Demand Draft/NSC, favouring **“ZAO, CBDT, Guwahati”**. The bid security/Earnest money of successful bidder shall be refunded after furnishing valid Performance Security. For others, the earnest money will be returned within 10 days of completion of bid evaluation. No interest will be payable on this deposit.

The successful bidder shall furnish **Rs. 25,000/-** as **‘Performance Security’** in the form of Fixed Deposit / Call Deposit/NSC favouring **“ZAO, CBDT, Guwahati”** which shall remain valid throughout the period of contract.

If approved party fails to place the vehicle from the date mentioned herein above, the earnest money will be forfeited.

The Pr. Chief Commissioner of Income-Tax, NER, Guwahati or any other person(s) authorised by him on his behalf reserves the right to accept any in full or in part or reject any or all the bids/quotations without assigning any reason thereof and no correspondences in this respect will be entertained.

If, for any reason, the office remains closed on the date of opening as stated above, the Tender will automatically be opened on the next working day without any change in the timing and venue.

Encl: a) ANNEXURE – I  
b) ANNEXURE - II

Sd/-

(तपन कुमार घोष/ Tapan Kumar Ghosh)

आयकर अधिकारी, मुख्यालय(प्रशासन)/ Income-tax Officer, Hqrs. (Admin.)  
कृते प्रधान मुख्य आयकर आयुक्त का कार्यालय,पूर्वोत्तर क्षेत्र,  
For, O/o the Pr. Chief Commissioner of Income Tax, NER  
गुवाहाटी / Guwahati

Memo No: B-119/Vehicle/Pt. VI/Pr. CCIT/NER/Ghy/2017-18/ 26542-50

Dated: 21/02/2018

- Copy to: 1. The Notice Board of all the Offices stationed at Guwahati.  
2. Departmental Website: [office.incometaxindia.gov.in/guwahati/pages/tenders](http://office.incometaxindia.gov.in/guwahati/pages/tenders)  
3. The [webmanager@incometax.gov.in](mailto:webmanager@incometax.gov.in) for uploading on the website for wide publicity.

*Tapan*

(तपन कुमार घोष/ Tapan Kumar Ghosh)

आयकर अधिकारी, मुख्यालय(प्रशासन)/ Income-tax Officer, Hqrs. (Admin.)  
कृते प्रधान मुख्य आयकर आयुक्त का कार्यालय,पूर्वोत्तर क्षेत्र,  
For, O/o the Pr. Chief Commissioner of Income Tax, NER  
गुवाहाटी / Guwahati



**ANNEXURE -I**

To,

The Commissioner of Income-tax (Admin & TPS),  
O/o Pr. Chief Commissioner of Income-tax, NER, Guwahati  
1<sup>st</sup> Floor, Aayakar Bhawan, Christian Basti,  
G.S.Road, Guwahati – 781005

Sir,

Sub: - Submissions of Quotations for hiring of vehicle -

Ref: - Tender Notice: 44 /2017-18 vide Memo No. B-119/Vehicle/Pt. VI/Pr. CCIT/NER/Ghy/  
2017-18/\_\_\_\_\_ dated: 21/02/2018

With reference to above, I/We hereby submit the quotation for hire of five vehicles by your office.

Number of vehicle(s) bidded: **FIVE**

Sl. No.	Type of Vehicle	Date of purchase	No. of Kilometers already run	Monthly Hiring Charge with Fuel upto 1600 K.M. (₹)	Monthly Hiring Charge without Fuel (₹)	Mileage charge per Kilometer beyond 1600 K.M.
1	TOYOTA INNOVA CRYSTA			NA		NA
2	TOYOTA INNOVA CRYSTA			NA		NA
3	RENAULT CAPTUR					
4	MAHINDRA SCORPIO					
5	HONDA CITY					

Date:

Place:

Name & Signature of the bidder

NB: - The successful bidder will ordinarily be decided on the basis of lowest quoted. However, other factors may also be considered for deciding the successful bidder.



**ANNEXURE -II**  
**DETAILS OF THE BIDDER**

1. Name of the Bidder : \_\_\_\_\_
2. Address of the Bidder : \_\_\_\_\_  
\_\_\_\_\_
3. Telephone Landline : \_\_\_\_\_  
Mobile : \_\_\_\_\_
4. Details of Earnest Money Deposit : \_\_\_\_\_  
DD/FD/NSC No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_
5. PAN (enclosed copy) : \_\_\_\_\_
6. GST Registration (Enclosed proof) : \_\_\_\_\_
7. Any other details : \_\_\_\_\_
8. Experience details : \_\_\_\_\_

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date: \_\_\_\_\_  
Place: \_\_\_\_\_

Name & Signature of the bidder

