



□□□□□□□□□□ : □□□□□□□□□□□□□□□□ : □□□□□□□□□□□□

Govt. Of India: Ministry of Finance: Department of Revenue  
आयकरनिदेशक (आसूचनाएवंअपराधअन्वेषण) कार्यालय, पूर्वोत्तरक्षेत्र, गुवाहाटी  
OFFICE OF THE DIRECTOR OF INCOME TAX (I&CI), GUWAHATI.  
चतुर्थतल, आयकरभवन, क्रिश्चियनबस्ती, जी. एस. रोड, गुवाहाटी/  
4<sup>th</sup> Floor Ayakar Bhawan, Christian Basti, G.S. Road, Guwahati-781005

Dated: 14<sup>th</sup> September, 2015

## **TENDER NOTICE**

Office of the Director of Income Tax (I&CI.), Guwahati invites sealed tender/quotation from reputed Firms/Suppliers/Travel Agents/individuals for hiring of 1(one) Operational Vehicle by the DIT(I&CI.), Guwahati on monthly hiring charge basis for **Agartala office** as per specification of any one below:

**Type:** Chevrolet - 'Enjoy'                      **Colour & Model:** - White, with AC & power steering'  
Mahindra - 'Scorpio'  
Tata - 'Safari'  
Toyota - 'Innova'

The maximum amount payable per vehicle is Rs. 40,000/- per month inclusive of all expenses.

The quotation for the Vehicle should be submitted in proper format as per ANNEXURE-I & ANNEXURE-II (enclosed) and it should mention clearly the following details:

- i. Expected monthly hiring charges.
- ii. Mileage charge per Kilometer.
- iii. No. of Kilometers already run & Date of purchase.

The bidder should furnish an undertaking subject to fulfillment of the following conditions.

### **Terms and Conditions:**

1. The vehicle should preferably be brand new and should be appropriately registered with competent authority. In any case, the vehicle should not be more than 1 year old.
2. The rates quoted shall include all applicable taxes.
3. Model No, Year of manufacturing, Kms. travelled, Pollution control certificate, Copy of PAN card & necessary experience certificate in this field of business should be attached 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. a day, starting from 09.00 hrs, on all days. [ 7 days a week]. The driver must observe all the etiquette and protocol while on duty.
5. **For outstation duty, no extra charges will be paid** and the cost will have to be borne by the owner/supplier
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 by the owner/supplier.
8. In the case of any accident, all the claims arising out of such event shall be met by the owner/supplier. He shall be responsible for any loss/damage to the property because of negligence of the driver or poor maintenance of the vehicle. The department will not be responsible for any such loss.

Contd. P/2

9. The vehicle should be kept in neat and clean condition during the contract period.
10. Charges for all types of Oil including lubricants, cost of Fuel has to be borne by the owner/supplier.
11. An agreement shall be executed with the owner/supplier, if the vehicle is hired.
12. The vehicle should be ready for placement w.e.f. the date of signing the contract agreement.

The vehicle will be initially hired for a period of **11 months**, which shall be extendable for further periods on satisfactory fulfillment of all 'Terms & Conditions' of contract agreement. However, the vehicle may be de-hired at any time before the expiry of contract agreement, depending on the requirement/performance of the vehicle by notice of 1 month.

The sealed Quotation shall be received by the office of the Income-tax Officer(I&CI), Unit-6, Agartala up-to **02.00 p.m** of dt.**04/10/2015** and shall be opened at the O/o the Director of Income-tax(I&CI), Guwahati on receipt of the tenders in this office. The bidders are permitted to be present at the time of opening of tender.


The envelope containing the Quotation shall be superscribed as "Quotation for Vehicle" and addressed to the Director of Income Tax (I&CI), Guwahati. The quotation must be accompanied by bid security/Earnest money of **Rs. 3,000/-** 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. 20,000/- as 'Performance Security'** in the form of Fixed Deposit/Call Deposit/NSC with the DIT(I&CI), Guwahati, which shall remain valid throughout the period of contract.

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

The DIT(I&CI), Guwahati or any other person(s) authorized by him/her on his/her behalf reserve the right to accept any, in full or in part, or reject any or all the quotations without assigning any reasons thereof and no correspondences in this respect will be entertained.

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


  
**(Momi Das Choudhury)**  
**Income-Tax Officer, Hqrs.,**

*for Director of Income Tax (I&CI), Guwahati.*

Memo No: S-1/Vehicle/DIT(I&CI)/GHY/2015-16/ **1052-53** Date: 14/09/2015

Copy to:

1. Notice Board.
2. Official website.

  
**(Momi Das Choudhury)**  
**Income-Tax Officer, Hqrs.,**  
*for Director of Income Tax (I&CI), Guwahati.*

**ANNEXURE – I**

To,

The Director of Income Tax (I&CI),  
4<sup>th</sup> Floor, Aayakar Bhawan, Christian Basti,  
G.S. road, Guwahati – 781 005

Sir,

**Sub:** Submissions of Quotations for hiring of vehicle by O/o DIT(I&CI), Guwahati

**Ref:** Tender Notice dated: **14/09/2015-16** vide **Memo No. S-1/Vehicle/DIT(I&CI)/GHY/2015-16/**  
Date: 14/09/2015

With reference to above, I/We hereby submit the quotation for supply of \_\_\_\_\_ vehicle for your **Agartala** office.

Number of vehicles bidden: \_\_\_\_\_

| Sl. No. | Particulars                         | Amount (Rs.) |
|---------|-------------------------------------|--------------|
| A       | Monthly hiring charges              |              |
| B       | Mileage charge per Kilometer        |              |
| C       | iii) No. of Kilometers already run: |              |
|         | iv) Date of purchase:               |              |

Date:

Place:

Signature of the bidder

N.B. – The successful bidder will ordinarily be decided on the basis of lowest quote as per this formula  $[A + (B \times 1500)]$ . However, other factors may also be considered for deciding the successful bidder.

**ANNEXURE – II**

DETAILS OF THE BIDDER

10. Name of the Bidder : \_\_\_\_\_
11. Address of the Bidder : \_\_\_\_\_
12. Telephone Landline : \_\_\_\_\_
- Mobile : \_\_\_\_\_
13. Details of Earnest Money Deposit : Rs 3,000/-  
DD/FD/NSC No. \_\_\_\_\_ Date \_\_\_\_\_  
Bank \_\_\_\_\_
14. PAN (enclose copy) : \_\_\_\_\_
15. Service Tax Registration : \_\_\_\_\_  
(enclose proof)
16. VAT Registration (enclose proof) : \_\_\_\_\_
17. Experience details, if any : \_\_\_\_\_
18. Any other 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:

Signature of the bidder