



GOVERNMENT OF INDIA
MINISTRY OF FINANCE :: DEPARTMENT OF REVENUE
OFFICE OF THE INCOME-TAX OFFICER, WARD-1, NAGAON & TPS
AAYAKAR BHAWAN, R.K.B.ROAD, CHRISTIANPATTY, NAGAON-782001
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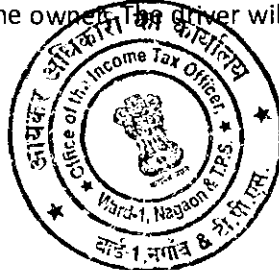
T E N D E R N O T I C E

Dated, Nagaon, 05th January, 2018.

Sealed Quotations are hereby invited from the reputed Firms/Supplier/Travel Agents/Individuals for hiring of **1(one) Office Vehicle – Mahindra Xylo**, on monthly basis for official use. Quotations will be accepted from the Firms/Supplier/Travel Agents/Individuals, those that have permanent address and existence at Guwahati/Nagaon/Hojai/Lumding. The vehicle will be hired on the following Terms & Conditions in respect of which the successful tenderer/bidder would be required to enter into a detailed agreement:-


Terms & Conditions.

1. The Vehicle should preferably be **Brand New** and should be registered as commercial vehicle with Competent Authority.
2. The firms/parties should have permanent address and existence at Guwahati/Nagaon/Hojai/Lumding and should have Permanent Account Number (PAN) Card and G.S.T. Registration Number. The firms/parties should submit the photocopies of their Income Tax Returns for last **3 years**.
3. The right of selection of vehicle from the above category (irrespective of make/model/variant) vests with the **Income Tax Officer, Ward-1, Nagaon**. For this purpose, the vehicle should be made available for inspection and test-drive.
4. The rate should be calculated and quoted indicating Monthly hire charges inclusive of all charges including fuel etc. for 1500 Kilometers in a month; and charges for each Kilometer of usage beyond 1500 Kilometers in the Format in **Annexure-II**.
5. The vehicle should be in excellent and prime condition and all necessary documents in support thereof should be produced for examination.
6. The vehicle shall be kept parked in the premises of **Income-tax Office at Aayakar Bhawan, R.K.B. Road, Christianpatty, Nagaon** or at the residence of the 'Hirer'/'User' or at any secure place as per instructions given by the 'Hirer' or its Authorized Representative and the services of the driver should be made available for at least 12 hours every day. If needed, the services of driver should be also made beyond **12 hours**, for which no overtime charges will be paid.
7. Salary & allowances of the driver should be borne by the owner of the vehicle and should not be in arrears. The driver will be provided with a mobile phone by the owner, for which expenses will be borne by the owner. The driver will keep the mobile phone ON at all times.



8. All repairing/maintenance are to be promptly done and charges are to be borne by the owner. In case the hired vehicle requires repairs, a replacement vehicle of equal quality should be provided in its place. The vehicle should be kept in prime condition during the period of agreement.
9. All expenses related to the vehicle are to be borne by the owner.
10. The vehicle and driver should be available for outstation use, for which no extra payment will be made.
11. The vehicle should be ready for placement **w.e.f. 19/02/2018**.
12. The vehicle will initially be hired for a period of **two (2) years** which may be extended for further one year subject to running condition of vehicle. However, the vehicle may be de-hired at any time before expiry of the agreement at the discretion of the Hirer.
13. The successful bidder shall furnish **Rs.20,000/-** as "**Performance Security**" in the form of Term Deposit/National Saving Certificate etc. with the Income Tax Officer, Ward-1, Nagaon which shall remain valid throughout the period of contract.
14. The quotations should not be for an amount exceeding **Rs.40,000/-** per month, inclusive of all charges.
15. Deductions may be made by the Hirer from bills submitted by the owner on account of deficiency in service.
16. The Quotations will be received by the undersigned **upto 11.30 A.M. of 29th January, 2018** and the quotation/tender will be opened on the same day i.e. on **29/01/2018** at **2.30 P.M.** The bidders are requested to be present at the time of opening the quotations.

The Quotations rates should be inclusive of all expenses and taxes. The envelope containing the Quotations should be properly sealed with sealing wax and should be addressed to the Income-tax Officer, Ward-1, Nagaon. The Income Tax Officer, Ward- 1, Nagaon or any other person(s) authorized by him in this behalf reserves the right to accept in full or in part or reject any or all the Quotations without assigning any reasons thereof and no correspondence in this respect will be entertained.


(B. P. Verma)
Income tax Officer,
Ward- 1, Nagaon & TP5

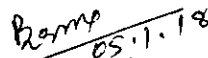
F.No. Vehicle-1/ITO/W-1/NGN/2017-18/ 2103-106

Dated : 05.01.2018

Copy to:

1. The Pr. Commissioner of Income-tax, Guwahati-1, Guwahati for kind information.
2. The Addl. Commissioner of Income-tax, Range-2, Guwahati for kind information.
3. Notice Board, O/o Income-tax Officer, Ward-1, Nagaon
4. Notice Board, O/o Joint Commissioner of Income Tax, Range-2, Guwahati.




(B. P. Verma)
Income tax Officer,
Ward- 1, Nagaon & TPS

Annexure-1

Application for supply of Office Vehicle to the Income-tax Department, NAGAON

Ref: Tender Notice dated _____ issued by the Income-tax Officer, Ward-I, NAGAON

Sl. No.	Particulars			
1	Name of the Tenderer			
2	Address of the Tenderer (Specify nature of document/proof enclosed)			
3	Telephone No. of the Tenderer			
4	Fax No. of the Tenderer			
5	Status: Firm/Proprietorship/Company			
6	Name(s) of the Partners/Owners/Director			
7	Address & Telephone No. of the Managing Partuer/Owners/Director	Office	Residence	Mobile
8	Permanent Account Number (Enclose a copy of PAN Card)			
9	G.S.T. Registration Number (Enclose a copy)			
9	Turnover of the business in that last 3 years (in Rupees 00.00 Lakhs) (Enclose a copy each of the Profit & Loss Account and Balance Sheet for the F.Y. 20 _____ and onward)	F.Y. 2014-15	F.Y. 2015-16	F.Y. 2016-17
10	Income of the last 3 years (Enclose a copy of the last Income Tax Return filed)	F.Y. 2014-15	F.Y. 2015-16	F.Y. 2016-17
11	Name & address of 3 organisations to which supply of vehicles have been made in the last 3 years	1.		
		2.		
		3.		
12	Details of Earnest Money (Enclose a photo copy alongwith original)	FD/NSC/etc. issued by		
		FD/NSC/etc. No.		
		Dated		
		Maturity date		

TENDER FOR :			
Name of the Tenderer			
Responsible person			
Address of Tenderer			
Experience Certificate	1.		
	2.		
	3.		
Telephone	Residence	Office	Mobile
PAN		Status: Individual/Firm/Company/Other	
Enclosed Copy of PAN	YES/NO	Enclosed Address proof	YES/NO

TENDER DETAILS	
Make & variant / Model	
Ex-Showroom price (Rs.) (Enclose copy of purchase bill / quotation)	
Year of manufacture	
Engine Displacement (cc)	
Registration Certificate /No.	
Pollution Control Certificate	
Any other certificate	
Fuel type (Diesel / Petrol)	
Approx mileage – City	
Approx mileage – Highway	
1.	Monthly Hire Charge including Driver Salary [in Rs.]
2.	Fuel Charge per Km upto 1500 Km [in Rs.]
	Fuel Charge every extra Km [in Rs. per Km] Beyond 1500 Km
3.	Any other charge (Please specify)

Dated:

.....
(Signature of Authorised Signatory)

Name & Designation :