



कार्यालय

OFFICE OF THE
आयकर अधिकारी, अम्बेडकरनगर
INCOME TAX OFFICER, AMBEDKAR NAGAR
Mob. No. 88005445049, Email- mohd.h.siddiqui@incometax.gov.in

F. No. CR-03/ Oper.Vehicle/ITO/AMB/2018-19

Dated: 22.11.2018

Tender Notice for hiring of one midsize operational vehicle

Sealed quotations are invited for the O/o Income Tax Officer, Ambedkar Nagar (hereinafter referred to as the "Purchaser") for:

1. Hiring one midsize operational vehicles (New 2018 top Model Innova Crysta/ Maruti Ertiga / Mahindra Morazzo / Honda BR-V) with driver, from the owner/lessees of commercial vehicle, under the Advertised Tender Enquiry System.
2. Tender documents and other details consisting of terms and conditions of the contract, instructions to bidder, proforma for bids, details of the bidder etc. can be obtained from the office of undersigned on any working day upto 03.00 P.M. till 29.11.2018.
3. The bidder can submit their bids in prescribed proforma with signature on all pages agreeing to the terms and conditions up to 05.00 P.M. on 29.11.2018 in this office i.e. O/o Income Tax Officer, Ambedkar Nagar Patel Nagar, Akbarpur, Ambedkar Nagar. Tenders will be opened at 12.00 P.M. on 30.11.2018 in the room of Addl. Commissioner of Income Tax, Range- Faizabad in presence of bidders.

(M. H. Siddiqui)
Income Tax Officer
Ambedkar Nagar

Copy to:

1. The Principal Commissioner of Income Tax, Faizabad.
2. The Addl. Commissioner of Income Tax Faizabad, Range- Faizabad.
3. The Dy. Director (System), O/o CIT (CO), Lucknow.
4. Notice Board

Email: mohd.h.siddiqui@incometax.gov.in
Mob. No. 8005445049

Terms & Conditions for Hiring vehicle

1. The New Vehicle (s) (AC Model) will be hired on monthly basis for 1 year.
2. The Vehicle will be available to the Department for 24 hours for each day of the Week. If vehicle is used for more than 24,000 K.M. in a year first party will pay extra charges as per contract.
3. No night charges shall be paid in any circumstances.
4. The vehicle shall be kept neat and clean and in perfect running condition along with tidy seat covers towels, hand towels, car perfume and cleaning materials like colln etc.
5. The vehicle operator should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the office.
6. If the Vehicle fails to report on any particular day, proportionate charges will be deducted from the monthly bill. The operator will also be liable to bear the charges of hire of alternative vehicle which the department may hire for that day.
7. Substitute of vehicle must be provided immediately in case of breakdown of the vehicle.
8. The vehicle must be under all India Taxi Permit.
9. The total running of vehicle will be reviewed in every six moth and if the vehicle runs less than 12,000/- K.M (2000/x6) in six months, then such remaining kilometres will be adjustable against the distance travel in the immediately succeeding six months period.
10. The vehicle shall be exclusively used by this office and if it is found to be used somewhere else, services of vehicle will be terminated with immediate effect.
11. The Operator will provide uniform prescribed by the Department as per schedule "A". The driver will always be in uniform during duty hours.
12. The hours of duty, off days, place of garaging and deployment will be decided by the Department and its officers.
13. The Vehicle Vendor, who is awarded the contract, will be liable to provide the vehicle within 03 days after awarding the contract.
14. The Operator will provide a qualified driver having valid commercial driving license with two year experience and carry all the necessary documents (Registration certificate, Insurance Papers etc.) with him. The driver shall have either a police verification certificate or two characters & good conduct certificate from two Gazetted officers of Central/State Government.
15. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information/approval.
16. The services of vehicle will be terminated if it is not be kept in well maintained condition.
17. The driver should get the reporting time and the mileage countersigned by the controlling officer daily on log sheet in duplicate and should submit its original to the controlling Officer next morning and the duplicate copy will have to be annexed along with the monthly bill presented for payment.

Contd.....2/-

18. All the expenses relating to taxes and fees and legal formalities relating to the vehicle will be borne and performed by the owner.
19. Payment shall be made in the succeeding month on the basis of actual invoice supported by duty slip(s)/log sheet(s) duly signed by the concerned officers
20. The cost of fuel, road permit, insurance, pollution fee, driver's salary, toll tax and cost of repair and maintenance etc, shall be borne by the concerned operator.
21. The contract will initially be a period of two year extendable for further one year on rendering satisfactory services (subject to approval of competent authority).
22. The liability of the Department is limited to the contract value only.
23. Any matter regarding use of vehicle during the period of the agreement, which has not been specifically covered by agreement, shall be decided by the Department whose decision shall be final and conclusive.

We agree to the above terms and conditions.

Signature with date.....

Name of the Firm.....

Seal.....

TECHINCAL BID

1. Name and address of the vehicle vender/Firm/Owner:
2. EMD demand draft of Rs.1000/- details
 - (vii) Demand Draft Amount
 - (viii) Demand Draft No. & Date:
 - (ix) Issuing Bank Name with address
3. PAN (enclosing copy of PAN Card):.....
4. GST (Registration) No. (certificate/letter copies to be annexed).....
5. Details of Vehicle(s) : (Make, Petrol/Diesel year of purchase, number & date of registration:
 - (i).....
 - (ii).....
 - (iii).....
 - (iv).....
 - Note: The vehicle must be registered for commercial purpose
6. Any other remarks:.....
7. Whether blacklisted by the Central/State Govt. Or any such Govt. Organization including PSIs etc:
(Yes/No.):

Signature of the Owner/
Authorised Signatory

Full Name.....
Name of Contractor Vender/Firm.....
Phone/Mobile No.....
Place:
Date

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/agency/owner/contractor will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

FINANCIAL BID

1. Basic fixed monthly rent for 2000 Kilometers per month/per vehicle

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2. Rate per extra Km. when used beyond 2000 Kilometers/per vehicle after adjustment as per contract conditions.

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Note: Separate monthly rent may be quoted for each vehicle by the vendor. Rate quoted shall be inclusive of all taxes.

Signature of Authorised Signatory

Full Name:

Name of the Contractor;

Mobile No.

Seal:

Place:

Date:

Schedule 'A'

Uniform of Driver:-

Summer

- (i) White shirt with 2 breast pockets and button down shoulder flaps to be worn tucked in.
- (ii) White trousers.
- (iii) Brown belt with plain buckle.
- (iv) Black lace up shoes.
- (v) Plastic name plate to be worn over right breast pocket.
- (vi) White peak cap.

Winter

- (i) Same as above with addition of navy Blue "V" neck cardigan and/Blue button up coat with silver colour buttons.

Seat Covers

Three sets of white seat covers of good quality cloth.