

**GOVERNMENT OF INDIA**



**INCOME TAX DEPARTMENT**  
{Ministry of Finance, Deptt. of Revenue}  
**OFFICE OF THE**

**JOINT DIRECTOR OF INCOME TAX (INVESTIGATION), NASHIK**  
3<sup>rd</sup> Floor, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik  
Tel. No. 0253-2579431, Fax No. 0253-2583548

No: NSK/Jt. DIT (Inv)/Tender/Vehicle/2013-14/

Date: 24.10.2013

**TENDER NOTICE**

Office of the Joint Director of Income Tax (Investigation), Nashik invites sealed tender/quotation from reputed Firms/Vendors/Travel Agents/Individuals for hiring of 1 (one) vehicle as per specification below.

**A) TERMS AND CONDITIONS:**

- i. Expected monthly hiring charges.
- ii. Mileage charge per extra Kilometer travelled beyond monthly limit of 3200 kms.
- iii. The quotation cannot be for amount exceeding Rs. 36,000/- per month, which is the maximum limit permitted by the Govt. of India as per existing guidelines. The above amount does not include service tax.
- iv. The charges include other expenses (driver's outstation expenses, octroi, insurance and vehicle tax etc.). The contract charges also include monthly charges of driver, repairs and maintenance of vehicle, petrol / diesel and also any other incidental expenses.
- v. The liability on account of fuel, driver and all expenses relating to the vehicle shall solely and wholly be on account of the vendor and the department will not bear any liability apart from hiring charges.
- vi. Payments shall also be made on monthly basis on the actual usage of the vehicles by the Department.
- vii. The vehicle will be normally used for six days a week. The vehicle alongwith the Driver, should be available to this office round the clock for the month, there

being no extra charge on account of overtime, outstation duty or duty on holiday. Expenses on this account, if any will be borne by the vendor.

**B) TECHNICAL CONDITIONS:**

- i. The vehicle provided must be brand new, in good condition and should be kept neat and clean and in perfect running condition.
- ii. The vendor should be registered with the authority concerned of State or Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1988.

**C) GENERAL CONDITIONS:**

- i. Dedicated vehicle and driver should be provided by the Vendor and changes in vehicle and driver should be made in exceptional circumstances. Replacement of good vehicle/driver should be provided in the event of break down of vehicle/non-availability of driver. The driver should be having minimum experience of three years and his antecedents should be duly verified by police authorities at the instance of the vendor.
- ii. The driver provided should be trained driver having valid driving licence and shall wear uniform and should be provided with mobile phones. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time. They should extend due courtesy and regard to the Officers/Officials at all times.
- iii. As far as possible, the same vehicle and driver should be deployed.
- iv. If the vehicle goes out of order, a substitute vehicle shall be provided by the vendor immediately. In case vehicle does not report on time/does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Vendor. In case neither a substitute vehicle is provided nor a vehicle is hired by the Department than proportionate contract charges is liable to be deducted from the contract charges.
- v. A log book specifying daily reporting and relieving time as well as daily opening and closing mileage meter reading shall be maintained for the vehicle. The Vendor will provide log book and a summary of log book along with remarks, if

any, of the officer to whom the vehicle has been assigned with the bill on the monthly basis.

- vi. The vehicle shall be deemed to be at the disposal of Income-tax department and the billing for Kms. and hours shall be made from the reporting place to the relieving place.
- vii. The vehicle shall be parked after completion of the duty for the day, at Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik-422 002 or at the residence of the Designated Officer.
- viii. The vehicle should be insured by the vendor. The vendor shall indemnify for loss/damage of property or life of passenger or third party because of negligence of driver or poor maintenance of vehicle or due to an accident.
- ix. The vendor and driver shall be bound to carry out the instructions of Department as well as of the officers assigned to vehicle.
- x. In case of non-compliance of the above terms and conditions, a penalty may be levied equivalent to the proportionate contract charges on the basis of the period of non-compliance.
- xi. The contract between the Department and the Vendor can be cancelled with a notice period of one month's time from either side. Department will have right to cancel the contract.
- xii. All repairing/maintenance charges are to be borne by the owner/vendor. If vehicle requires repairing, a replacement is to be provided in its place.
- xiii. Charges for all types of Oil including lubricants, cost of Fuel and interior has to be borne by the owner/vendor.
- xiv. An agreement shall be executed with the vendor, if the vehicle is hired.
- xv. The vehicle should be ready for placement w.e.f. the date of signing the contract agreement.

2. The vehicle will be initially hired for a period of 1 year, which shall be extendable for another year 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.

3. The sealed quotations shall be received by Shri. Prashant Salunkhe, Senior Tax Assistant (Investigation), Nashik upto 01.00 p.m. on 31.10.2013 at 3<sup>rd</sup> Floor, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik-422 002 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 Hiring of Vehicle" and addressed to the Joint Director of Income Tax (Investigation), 3<sup>rd</sup> Floor, Kendriya Rajaswa Bhavan, Gadkari Chowk, Old Agra Road, Nashik-422 002. The quotation shall be accompanied by details of vendor as per proforma enclosed to this notice.

4. The successful bidder shall furnish Rs. 20,000/- as 'Performance Security' in the form of Fixed Deposit/Call Deposit/NSC with the Joint Director of Income Tax (Investigation), Nashik, which shall remain valid throughout the period of contract.

5. If the approved party fails to place the vehicle with effect from scheduled date, the next bidder will be awarded the contract.

6. The Joint Director of Income Tax (Investigation), Nashik or any other person(s) authorized by him/her on his/her behalf reserves 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.

Date: 24.10.2013.

Sd/-  
**(B.D. NAIK)**  
Joint Director Income Tax (Inv),  
Nashik

**PROFORMA**

<b>Sr. No.</b>	<b>Particulars required</b>	<b>Information</b>
1	Name & Address of the Vendor	
2	PAN (copy of PAN card should be furnished)	
3	Copy of registration/permit issued by RTO as a tour vendor/travel agent	
4	Expected monthly charges towards provision of vehicle	
5	Expected extra kilometre charges	

**(Name & Signature of the Vendor)**