

GOVERNMENT OF INDIA
INCOME TAX SETTLEMENT COMMISSION (IT & WT),
Additional Bench,
10-C, Middleton Row, 2nd Floor.
Kolkata.

F.No. SC/CAL/AB/7/1/2014-15

Date 05/09/2014.

NOTICE :- INVITING QUOTATIONS FOR SUPPLY OF VEHICLE ON HIRE.

Sealed quotations are hereby invited from reputed Car Operators having requisite infrastructure, experience and adequate number of vehicles at their disposal, for supply of five vehicles with commercial number preferably Honda City/ Toyota Etios/ Hyundai Verna/ Maruti Suzuki SX4/ Maruti Suzuki Ciaz/ Volkswagen Vento/ Maruti Swift Dzire as staff car and supply of two vehicles preferable Mahindra Bollero/ Mahindra Scorpio/ Zylor/ Swift Dzire as operational vehicles on monthly hiring basis (Twelve hours per day) giving therein details of the make and registration numbers of the vehicles with photo copies of the Registration Documents, latest motor vehicles tax payment certificates, Emission Certificate etc. relating to the vehicles and the Income Tax PAN, the proof of filing the last Income Tax Return etc of the Car Operators and subject to the following conditions.

1.	The vehicle should be brand new and should conform to the latest BS (Bharat Stage) emission norms. The colour of the vehicle should be white.
2.	The vehicle should be in perfect good running condition. New seat covers, towel etc. will have to be provided by the owner "Govt. of India" board has to be placed prominently with the "Office Logo" in front of the car by the owner.
3.	The same driver will continue and the car will be used exclusively as Staff Car only.
4.	The vehicle should mandatorily have commercial registration number (Yellow Number Plate) and vehicle should be registered as Public Service Vehicle (Commercial Vehicle) with the competent authorities of the State Government.
5.	The car will be supplied for 30/31 days per month and 12 hours per day.

6.	The monthly rent should be inclusive of all expenses, fuel, driver, tax, cess etc. For 2500 Km runs per month.
7.	The hiring will be done with zero-dead mileage basis starting/ending at office/ residence of the officer as the case may be.
8.	The vehicle should be maintained in excellent condition and regular cleaning should be ensured.
9.	The vehicle should be provided with sufficient fuel.
10.	Dedicated drivers should be provided and change of driver will be allowed only in exceptional circumstances after written permission from us.
11.	The drivers should have valid driving licence and the drivers must observe etiquette and protocol while performing duties.
12.	The drivers should be well-dressed and must carry mobile phone in working condition. For service of the mobile phone no separate payment shall be made by the Commission.
13.	The vendor and the driver should be duty bound to carry out the instruction of the officer concerned to whom the vehicle shall be assigned and the Administrative Officer, I.T.S.C., Kolkata who is the Controlling Officer of the vehicle.
14.	The vendor should arrange alternative suitable vehicle immediately in case of breakdown of the car or absence of the driver. In case of failure to provide alternative suitable vehicle, hiring charges on pro-rata basis shall be deducted from the monthly hiring charges + penalty @ Rs.1,000/- per day.
15.	Parking charges and toll payable, if any, shall be borne by the vendor, even when the vehicle is in use by the office.
16.	In case of any accident all claims arising out of it shall be borne by the vendor.
17.	A daily record indicating time and mileage for each vehicle should be maintained in a log book and entries therein must be certified by the person using the vehicle or his authorized person.
18.	The TDS will be made as per I.T. Act while making payment to the vendor.
19.	The bills for running the car along with logbook completed in all respect in every month must be submitted in this office by 7 th of the subsequent month positively.

20.	The contract shall be valid for one year from the date of commencement.
21.	The vendor may cancel the contract giving a notice of 30 days. The office may also cancel the contract due to administrative reasons giving a notice of 30 days.
22.	The contract shall be cancelled instantly without any notice for violation of any of the terms and conditions as mentioned above and for poor & unsatisfactory service rendered by the vendor.

2. The quotation should be accompanied by an Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) in the form of Bank Draft payable to the Income Tax Settlement Commission, Kolkata. The tender received without EMD will be rejected summarily. The EMD is returnable to the bidders after award of the contract. The Earnest Money shall be forfeited if the successful bidder withdraws his offer.

3. Sealed quotations are to be submitted on or before 22/9/2014 up to 04 p.m. in the Receiving Section of the office of Income Tax Settlement Commission, Kolkata, Pin – 700 071.

4. The initial agreement is likely to be a period of twelve months from the date of award of the contract subject to periodic review of performance, if deemed necessary.

5. The Income Tax Settlement Commission reserves the right to accept or reject any application/ quotations without assigning any reasons whatsoever.

(N.R.Chowdhury)
Administrative Officer