

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 / 1470

Date -09/07/2014.

NOTICE

Sealed quotations are hereby invited from the reputed vendors who have at least ten vehicles in their fleet for hiring one operational vehicle having commercial registration number preferably Toyota INNOVA/ Mahindra Bollero/ Mahindra Scropio/ Zylo. The tender documents shall be available from 11 a.m. to 5 p.m. on payment of Rs. 100/- from 14/7/2014 to 22/7/2014 or can also be downloaded from our website www.itscindia.gov.in .The last date for submission of quotation is on 23/7/2014.


(Anup Chattopadhyay)
Superintendent
Tel.No. 2265 0089.

To
The Bldg.-in-charge/Caretaker of I.T. Bldgs.
He is requested to display this notice in the Notice Boards of I.T.Deptt. in Kolkata as per the discussion with DCIT Hqrs./Admn., O/o. the CCIT-I, Kolkata.

2. Income-Tax Settlement Commission website.

Tender Documents for hiring of one operational vehicle
Preferably Toyota INNOVA/ Mahindra Bollero/ Mahindra
Scrapio/ Zylu having Commercial Registration.

Brief Procedure For The Hiring

The tenderer should submit two bids namely

1. **Technical Bid** (which should contain the copies of Registration Certificate or N.O.C. from Transport Department for purchasing commercial vehicles, Road Tax Certificate, Insurance of the vehicle and PAN Card of the tenderer).
2. **Commercial Bid** (which should contain the monthly rent quoted by the tenderer).

The envelopes containing the bids should be superscribed as "Technical Bid" & "Commercial Bid" and the name of the tenderer should be properly written on the envelopes. Both the envelopes should be sealed in a large envelope superscribing "Quotation for Staff Car".

Interested parties may submit quotation in the drop box at the Receiving counter of Income Tax Settlement Commission, Additional Bench, 10-C Middleton Row, 2nd floor, Kolkata – 700071 till ~~23-07-2014~~ up to 4 p.m. Quotations will be opened in presence of the tenderers on a date which shall be initiated to the tenderers and in the Notice Board.

The Technical Bid shall be opened first and if the tenderer fulfills the criteria of the Technical Bid, his Commercial Bid shall be taken into consideration for comparison.

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Brief Description of the Car To Be Hired

The car should be preferably brand new (or not more than one year old) Toyota INNOVA/ Mahindra Bollero/ Mahindra Scropio/ Zylor and the colour of the car should be white. The car should be preferably registered in the name of the tenderer. The vehicle should be registered as Public Service Vehicle (Commercial Vehicle) with the competent authorities of the State Govt. or N.O.C. from Transport Department purchasing commercial vehicles should be given.

Terms & Conditions

1. Each tenderer will have to pay a sum of Rs. 2000/- by way of Demand Draft drawn in favour of Income Tax Settlement Commission as earnest money which will be refundable to all tenderers after close of the tender except those backing out their tender(s) at the time of the tender.
2. The authority shall have the right to reject any or all of the tenderers without assignment of reason.
3. The tender proceedings shall be overseen by an officer of this Department and his decision on the acceptability or otherwise of the lowest tender shall be final and binding.
4. Before submitting the quotation the tenderer must know that the car is required on monthly hiring basis.
5. The car will be hired for 30/31 days in a month & 9.30 a.m. to 8.30 p.m.
6. The month hiring will be done with zero-dead mileage starting/ending at office/residence of the officer as the case may be.

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7. The monthly rent to be quoted should be inclusive of all running expenses, fuel, driver, tax, cess etc for **2000** km run per month. Rates shall be quoted for each Model/Make of manufacturer separately.
8. The vehicle should be brand new (OR not more than one year old).
9. The vehicle should carry the proper Registration Certificate, Road Tax Certificate, Certificate Insurance Policy and Emission Test Certificate etc. in original.
10. Dedicated drivers should be provided and change of driver will be allowed in exceptional circumstances.
11. The drivers should have valid driving license 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 this office.
13. The vendor and the driver should be bound to carry out the instructions of the concerned officer to whom the vehicle will be assigned and the officer who is in charge of the vehicle.
14. The vendor should arrange alternative suitable vehicle immediately in case of breakdown of the car or absence of the driver or for routine servicing/maintenance. In case of failure to provide alternative suitable vehicle, hiring charges on pro-rate basis shall be deducted from the monthly hire charges.
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 (log book) indicating time and mileage for each vehicle should be maintained in a log book and entries therein must be for certified by the person using the vehicle.
18. The TDS will be made as per I.T. Act while making payment of the vendor.
19. The vendor shall provide towels/name board indicating the name of the office, beacon light, if required at his expenses.