

कार्यालय संयुक्त आयकर आयुक्त  
सेंट्रल रेंज, विशाखापट्टनम,  
प्रत्यक्ष कर भवन  
5वीं मंजिल, एम वी पी कोलनी  
विशाखापट्टनम.- 17



Office of the  
Joint Commissioner of Income Tax,  
Central Range, 5<sup>th</sup> Floor,  
Pratyakshakar Bhavan,  
MVP Colony, Visakhapatnam-17.  
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F.No.59/JCIT/CR/VSP/Vehicle Corr./19-20

Date : 13.03.2020

**NOTICE INVITING QUOTATION FOR HIRING OF MID SIZE AND SMALL SIZE VEHICLE**

**UNDER GFR, 2017, RULE 201(i)**

The Office of the Joint Commissioner of Income Tax, Central Range, Visakhapatnam intends to hire air conditioned Operation vehicles for office purpose for a period of One Year (From 01<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2021) on contract basis through process of tendering as per details given below.

Sl. No.	Particulars	Quantity Required	Type	Place of Deployment Vehicles	Amount should not be more than
1.	<u>Category: Mid Size</u> Toyota Innova or equivalent	01 (One) (7 or more seater)	Taxi / Commercial	O/o.JCIT(Central), Visakhapatnam	Rs. 50,000/- Per Vehicle Per Month (exclusive of GST)
2.	<u>Category: Small size</u> Toyota Etios or equivalent	01(One)	Taxi/ Commercial	O/o.JCIT(Central), Visakhapatnam	Rs.40,000/- Per vehicle per month (exclusive of GST)

The tender consisting of most number of latest /newer vehicles among the vehicles to be provided as part of the above stated tender with least KM run so far will be given top preference. The interested parties may submit their tender forms/quotations to the Joint Commissioner of income -tax, Central Range, Fifth Floor, MVP Colony, Visakhapatnam. The terms & conditions and tender form can be downloaded from the website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in). The last date for submission of duly filled in quotations/tenders in a sealed cover is 23<sup>rd</sup> March, 2020. The sealed covers will be opened by the designated committee at 04.00PM on 24th March, 2020 at the above mentioned address in the presence of the bidders(Bidders who fail to be present at the time of the opening of the bids, such bids shall not be entertained).At the time of opening of the bids, the bidders shall make available the vehicles to be given under contract as per the tender selection committee. Incomplete bids with incorrect/incomplete documentation will be rejected. The valid bids will be scrutinized by the Department to short list the eligible bidders. Late submission of tenders will not be accepted. The quotations/tenders received after the above said schedule date and time will not be considered. Submission of tenders by FAX will not be entertained.

*(M. Subashri)*  
( M.SUBASHRI )

Joint Commissioner of Income Tax,  
Central Range, Visakhapatnam.

Encl:Annexure-1: Terms and conditions.

Annexure-2: Proforma for Quotation.

Copy submitted to :

i)The CIT(Admin.& TPS),IT Towers,Hyderabad with a request to display the notice on the Income Tax Department site(<https://incometaxhyderabad.gov.in>)



**TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING OF ONE MID SIZE AND ONE SMALL SIZE VEHICLES FOR OFFICE USE IN O/o.JOINT COMMISSIONER OF INCOME TAX,CENTRAL RANGE,VISAKHAPATNAM.**

Sealed Quotations/tenders are invited from the interested Parties/Travel agencies for supply of following vehicles on monthly hire basis for the office use of the O/o the Joint Commissioner of Income Tax ,Central Range, 5<sup>th</sup>Floor, Direct Taxes Building, M V P Colony, Visakhapatnam 530 017 for a period of one year on contract basis.

Sl. No.	Particulars	Quantity Required	Type	Place of Deployment of Vehicles	Amount should not be more than
1.	<b>Category:Mid Size</b> Toyota Innova or equivalent.	01 (One) (7 or more seater)	Taxi / Commercial	O/o.JCIT(Central), Visakhapatnam	Rs. 50,000/- Per Vehicle Per Month (exclusive of GST)
2.	<b>Category: Small size</b> Toyota Etios or equivalent	01(One)	Taxi/ Commercial	O/o.JCIT(Central), Visakhapatnam	Rs.40,000/- Per vehicle per month (exclusive of GST)

The tender consisting of latest /newer vehicle (Registered from 2019 onwards) among the vehicles to be provided as part of the above stated tender with least KM run so far will be given top preference. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender. The prospective bidder may quote the rates in the format prescribed as per **Annexure-2**. Bidder shall quote the rates in Indian Rupees entire contract on a 'single responsibility' basis such that the Tender price covers contractors all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the hiring of the vehicles. Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained.

During the period of contract, the rates will not be revised every time with the revision to any taxes by the State Government or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled, in ink legibly or typed. The tender bidder



should quote the number rates and amount tendered by him /therein figures and as well as in words. Alterations, if any, unless legibly attested by the tender bidder shall disqualify the tender. The tender bidder shall take care that the rate and amount be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

1. The contract shall be valid for a period of one year. The Department reserves the right to curtail or to extend validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. The Vehicle must have a valid Taxi permit to run in Andhra Pradesh/Telangana state with valid agreement and form PC(Permission certificate) issued by Transport Department.
3. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public sector.
4. The firm whose tender is accepted shall sign an Agreement of contract within 10 days from the date of receipt of confirmation.
5. The contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor to remove of any Driver, who is not found competent or disciplined.
6. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Officer has the right to hire vehicle from other sources at the expense of the contractor.
7. The contractor shall provide names, addresses of the drivers along with the driving license number and copies within one week of the award of the contract.
8. Laws/Acts/Rules like minimum wages, provident funds, ESI, Bonus, Gratuity Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisos under Labour laws or any other law applicable by the contractor, there will not be any liability on the Department.
9. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contract or/agency.



10. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
11. The contractor shall not indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
12. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
13. Excess/shortage in the mileage achieved during a month can be set off or yarned forwarded to the next month not exceeding a total of 2000 kms in a particular month.
14. Vehicles provided to the Department should bear Commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License and Badges.
15. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Andhra Pradesh.
16. The contractor shall provide vehicles as per requirement of the Department.
17. The Vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
18. The contractor shall be responsible for total maintenance of the vehicles provided by him/her. All the vehicles provided should be in good running condition and should not be more than two years old.
19. No advance payment will be made.
20. Duty slips/Movement slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
21. The contractor will maintain separate log books for each vehicle which will also be verified/countersigned by the concerned officer.



22. The bills in triplicate should be made date wise by the contractor and should be submitted in O/o. Joint Commissioner of Income Tax, Visakhapatnam on monthly basis.
23. The Department will deduct Income Tax at source under Section 194C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
24. The prospective bidder shall furnish the following documents along with their bid:
- Self attested copy of PAN Card under Income Tax Act.
  - Self Attested copy of GST Number.
  - Self Attested copy of valid Registration number of the Agency/Firm.
  - Self Attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules.
  - Proof of Average Annual Turnover as stated in Clause 2 supported by audited Balance sheet.
  - List of vehicles along with photocopy of their RC/Fitness and permit owned by the contractor.
  - An undertaking to the effect that the Agency has not been blacklisted by any of the Department/Organisations of the Government of India/Government of Andhra Pradesh and no criminal case is pending against the said firm/agency.
  - Terms and conditions duly accepted /signed with the stamp of the prospective bidder.

The parties / travel agencies those who are willing for the above terms and conditions may furnish their sealed quotations on or before 24.03.2020 at the office of the Joint Commissioner of Income Tax, Central Range, 5th Floor, Direct Taxes Building, M V P Colony, Visakhapatnam 530 017. The sealed covers will be opened by the designated committee at 04.00PM on 25<sup>th</sup> March, 2020 at the above mentioned address.

*M. Subashri*  
( M.SUBASHRI )

Joint Commissioner of Income Tax,  
Central Range, Visakhapatnam.



To

The Joint Commissioner of Income Tax,  
Central Range, Visakhapatnam.

Madam,

Sub: Submission of quotations for hiring of Operational vehicles for the period from \_\_\_\_\_ to \_\_\_\_\_ the O/o. Joint Commissioner of Income Tax, Central Range, Visakhapatnam.

Ref: JCIT, Central Range, Visakhapatnam letter in F.No.59/JCIT/CR/VSP/Vehicle Corr./19-20 Date :

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With reference to the above, I/We hereby submit the quotation(s) for hiring of Operational vehicle(s) for O/o. The Joint Commissioner of Income Tax, Central Range, Visakhapatnam.

1.	Name of the Proprietor/ Registered Firm/Company	:	
2	(a) Address of concern	:	
	(b) Telephone Numbers	:	
	(c) Fax Numbers	:	
	(d) Emails	:	
	(e) Mobile Numbers	:	
3	Name, address and contact no.s of the Partners/Directors (in case of firm/company)	:	
4	No. of years of experience in providing services	:	
5	Enclose the attested copies of trade license and bank statement containing the details of Bank Account no., Bank and Branch name, Branch code, IFSC code and MICS code	:	

6. Details of vehicles that can be provided to the Department:

Sl. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of vehicle	Whether copy of RC Book submitted	Whether having Taxi permit



7. List of Clients details (Please attach copies of work orders) in the following format:

Sl. No.	Name and Address of the Client	Name and Address of the Contact Person	Period for which the Vehicles were/are given on hire	Number of Vehicles given on hire
1				

8	Permanent Account Number (Please attach Photocopy of PAN card and latest I.T. return)	:	
9	GST Registration No.	:	
10.	Rates of various operation vehicles & their models (Exclusive of GST)		
	Sl. No.	Vehicle Make	Vehicle Model (Month & Year of Manufacturing)
			Amount (in rupees)
11	GST (%) charges	:	
12	Rate per Km. in case 2000 km. over and above	:	

DECLARATION

I/We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage, the bidder/company will be blacklisted and will not have any dealing with the O/o The Additional Commissioner of Income Tax, TDS Range, Visakhapatnam in future.

Place:

Signature of the Applicant/Bidder with seal

Date:

(Name of the Applicant)