



**Office of the
Joint Commissioner of Income-tax, Central Range,
Raj Kamal Complex, 3rd Floor, Lakshmpuram Main Road, Guntur.**

F.NO.Estt.01/JCIT/CR/GNT/Operational Vehicle/2018-19

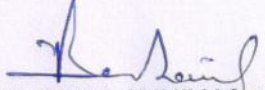
Dated: 31.08.2018

**NOTICE INVITING QUOTATION FOR HIRING OF OPERATIONAL VEHICLE
(ONE MIDSIZE) UNDER GFR, 2017, Rule 201(i)**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply one medium sized operational vehicle on hire basis for the use of O/o Joint Commissioner of Income Tax, Central Range, Guntur for a period of one year (from 10th September, 2018 to 31st August, 2019) on contract basis through the process of tendering. Last date for submission/receipt of tender(s) is 11:30 hrs on 7th September 2018, which will be opened by the Joint Commissioner of Income Tax, Central Range, Guntur in the presence of tender bidders or their authorized representatives on the same day at 15:00 hrs in the Office of the Joint Commissioner of Income Tax, Central Range, Guntur. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be entertained.

The brief description of the job is as tabulated

S. No.	Description of Item	Qty	Rate as per month Rs.
01	Driver driven Mid-size motor vehicle – for hire. All the incidental expenses including fuel oil, engine oil, driver salary, insurance, servicing of vehicle and any other consumables, Road-Tax and day to day maintenance, are to be borne by the service provider. The running kilometres of the vehicle to be offered to the Department are up to 2000 km per month. The rated passenger seating capacity of the vehicle shall not be less than seven, excluding driver. The Max rate quoted should not exceed Rs.40000/- per month .	One Vehicle (Mid Size)	


(**वै.शेषश्रीनिवास**) (**Y. SESHASHRINIVAS. I.R.S**)

संयुक्तआयकरआयुक्त/ Joint Commissioner of Income Tax
सेंट्रलरेंज, गुंटूर/Central Range, Guntur

Encl: Terms and conditions

TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING ONE MEDIUM SIZED VEHICLE FOR OFFICE USE IN THE O/o. JOINT COMMISSIONER OF INCOME TAX, CENTRAL RANGE, GUNTUR.

Sealed tenders are invited from reputed transporters / fleet owners having capacity to supply 01 number of MID SIZE OPERATIONAL VEHICLE and in this field for the last three years for the supply of vehicles on hire basis for the use of O/o. Joint Commissioner of Income Tax, Central Range, Guntur for a period of one year on contract basis. The prospective bidder may quote the rates in the format prescribed below. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document respect of the hiring of vehicles.

Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender.

PRICE BID

Sl. No	Make/Model of the vehicle	Mode of Fuel	Rate for journey upto 2000 kms per month

During the period of contract, the rates will not be revised every time with the revision of 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/them in 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 may 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. The Additional/Joint Commissioner of Income Tax, Central Range, Guntur reserves the right to accept or cancel the tender without assigning any reason.

1. The contract shall be valid for a period of one year. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.

2. All registered agencies who are providing similar kind of services for at least last three consecutive years may submit the bids in the prescribed format.
3. The vehicle should be in a proper running condition and well maintained.
4. The vehicle must have a valid taxi permit to run within and outside the state of Andhra Pradesh.
5. The vehicle shall be at the disposal of the Income Tax Department, Guntur for the exclusive use by the **Office of the Joint Commissioner of Income Tax, Central Range, Guntur** for all days of the year, i.e. 24 hours of a day, 7 days a week and 365 days of the year.
6. The vehicle should be provided along with a driver and fuel.
7. The vehicle should be maintained in a neat, clean and perfect running condition.
8. The vehicle driver must hold a valid license and should comply with the traffic rules and other rules, as prescribed by the Road Transport Authority from time to time.
9. The driver should be of very polite and gentle nature, and must observe all etiquettes and protocol while performing his duty.
10. The driver must always carry a mobile phone in a switch on mode and in perfect working condition, and also to wear white uniform while performing his driving duties.
11. The driver should maintain personal hygiene of the highest degree so as not to emit any foul body odor resulting from flatulence, unclear bowel, and excessive sweating.
12. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.


13. Any excess or lesser usage of the vehicle (in terms of running in kilometers in a month) will be adjusted against the credit of mileage of the future months upto a maximum mileage of 24000 kms for the contract period and that no extra amount will be paid over and above the agreed amount of **Rs.40,000** per month.
14. The payment of hire charges are subject to statutory deductions like Income Tax etc.,
15. The supplier of the vehicle shall arrange alternative suitable vehicle immediately in the event of any breakdown of the vehicle supplied.
16. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis will be deducted from the monthly hire charges.
17. Change of vehicle and driver would be permissible only under exceptional circumstances based on valid reason, and not on flimsy grounds.
18. The supplier of the vehicle shall along be responsible for the salaries, emoluments, and any other claims of its drivers or any workers in respect of the specified vehicle, and the Department shall not have any responsibility towards any claim of such employee, and the vehicle supplier shall comply with all the statutory liabilities with regard to the service conditions of his driver, such a contribution to the ESI, PF etc.,
19. The supplier of the vehicle shall not give the said hired vehicle to any other third party during the subsistence of the present agreement.
20. The owner or the driver on behalf of the owner shall maintain a daily log book in respect of the vehicle by recording therein all the necessary particulars including the particulars of starting and closing time of travel, the places travelled and the extent of travel undertaken, with the kilometer reading etc.,

21. The vehicle shall be parked after the duty hours at the Income Tax office premises where the **Office of the Joint Commissioner of Income Tax, Central Range, Guntur** works.
22. The Income Tax Department reserves the right to discontinue the use of the vehicle for any length of time on administrative grounds during the subsistence of the contract, and, accordingly, no hire charges would be paid for the period of non-use of the vehicle, and correspondingly, proportionate reduction from the maximum mileage credit of 24000 kms to be allowed to the contractor.
23. If any of the conditions mentioned are violated by the vehicle supplier during the subsistence of the contract, this arrangement shall be terminated after giving a notice of 10 days.
24. In order to secure the interest of the Income Tax Department, pending any decision to terminate the contract for infringement of any of the terms of the contract, a penal deduction of a minimum amount of Rs.1000/- for each default of deficiency of service and violation of any terms of the contract, and a minimum deduction of Rs.2,000/- for each instance of misconduct and misdemeanor by either the driver or the vehicle contractor or any of his representative and employee, be made from the monthly hire charges.
25. The Addl.CIT/JCIT, Central Range, Guntur, reserves the right to cancel the contract, if any deviation is noticed from the above conditions, without giving any prior notice to the supplier of the vehicle.
26. If the supplier of the vehicle intends to cancel the contract, he has to give intimation atleast 2 months prior to the withdrawal.
27. The firm/individual whose tender is accepted shall sign an Agreement of contract within 15 days from the date of receipt of confirmation.

28. The Department will be under no legal obligation to provide employment to any of the personnel of the contract or after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.

29. The contract or 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 contract 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 contract or during the course of performing the duties.

30. The Department reserves the right to relax the terms and conditions in the public interest.



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Copy to:

1. Zonal Accounts Officer, CBDT, Hyderabad.
2. DD(Sys), IT Towers, Hyderabad, with a request to display the notice on the Income Tax department site. (<http://www.incometaxhyderabad.gov.in/>)
3. Office copy
4. Notice Board