



**Office of the Commissioner of Income Tax  
(Appeal Unit)-1**

**Aayakar Bhawan Annexe, Veerabadrapuram  
Rajamahendravaram-533 105 (A.P.)**

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F.No.15/Estt./Vehicle/CIT(AU)/RJY/21-22

Dated the 24<sup>th</sup> November, 2021

**LIMITED TENDER NOTIFICATION**  
**FOR HIRING OF STAFF CAR**

The Commissioner of Income Tax (Appeal Unit)-1, Rajamahendravaram (hereinafter in this document mentioned as Department), on behalf of the President of India intends to hire one Staff Car as per details given below for Commissioner of Income Tax (Appeal Unit)-1, Rajamahendravaram for a period of **two years** from the date of agreement.

Sl. No.	Particulars	Quantity Required	Type	Place of deployment of vehicle	Amount should not be more than
1.	Mid size vehicle (Innova type)	1 (One)	Taxi / Commercial	O/o Commissioner of Income Tax (Appeal Unit)-1, Rajamahendravaram	Rs.50,000/- per vehicle per month (exclusive of GST)

The Agencies / Service providers, (hereinafter referred to as the "Vendor") if interested, may submit their quotations to the Office of the Commissioner of Income Tax (Appeal Unit)-1, Aayakar Bhawan Annexe, Veerabadrapuram, Rajamahendravaram-533 105 with the terms and conditions enumerated below:

1. Tender document can be collected from **25/11/2021** from this office on all working days or can be downloaded from the Department's websites i.e. [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in), [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in),

2. Quotations should be submitted in two bid patterns, i.e. Technical Bid as per **Annexure-I** and Financial Bid as per **Annexure-II**. Both the bids in prescribed formats along with required documents as prescribed should be placed in separate envelopes and kept in **sealed cover** and superscribed as "Tender for Hiring of Staff Car - Technical Bid" and "Tender for Hiring of Staff Car – Financial Bid" respectively. Both the envelopes should be placed in a single cover and superscribed as "QUOTATION FOR HIRING OF STAFF CAR" and should be sent by registered post or handed over in **sealed cover** to O/o the Commissioner of Income Tax (Appeal Unit)-1, Aayakar Bhavan Annexe Building, Veerabadrapuram, Rajamahendravaram latest by **06/12/2021 before 5:00 P.M.** The bids will be opened on **07/12/2021 at 03:00 P.M.** in the Conference Hall, Aayakar Bhawan, Veerabadrapuram, Rajamahendravaram. However, the Commissioner of Income Tax (Appeal Unit)-1, Rajamahendravaram reserves the right to postpone the opening of bids and the same shall be intimated to all the bidders.
3. Bidders or their authorised representatives may remain present there at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Commissioner of Income Tax (Appeal Unit)-1, Rajamahendravaram.
4. The Service Provider / bidder should be agreeable to other terms and conditions as at **Annexure-III**.
5. Initially, the technical bids will only be opened. The financial bids will be opened only, if the applicant tenderer is selected in the technical bid qualifying in all aspects as per the eligibility criteria and evidence to thereof enclosed to the technical bid. Rates quoted should be all inclusive with proper break-up and no separate claims will be entertained except GST.
6. The successful bidder shall have to execute the Contract as decided by the Department.
7. The Commissioner of Income Tax (Appeal Unit)-1, Rajamahendravaram reserves its right to reject any or all bids at any stage of bid process without assigning any reason.
8. Each technical bid should accompany the **Earnest Money Deposit of Rs.10,000/- (Rs. Ten thousand only)** in the form of Demand Draft of any scheduled bank payable at Visakhapatnam drawn in favour of the 'Zonal Accounts Officer, CBDT, Visakhapatnam'. The bids without Earnest Money Deposit will be rejected. The EMD of unsuccessful bidder will be returned on

completion of bid process. The EMD of successful bidder will be converted as security deposit and will be kept for two years without interest. **The contract shall be awarded to the vendor/service provider with the lowest bid for the above vehicle as per the terms & conditions mentioned in the tender documents.**

9. The successful bidder shall deploy the vehicle at the O/o Commissioner of Income Tax (Appeal Unit)-1, Aayakar Bhawan Annexe Building, Veerabadrapuram, Rajamahendravaram from **15.12.2021**.



**(DR. SUPRIYO DE, IRS)**

Commissioner of Income Tax (Appeal Unit)-1  
Rajamahendravaram