GOVERNMENT OF INDIA
MINISTRY OF FINANCE
OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOMETAX (CENTRAL),
7th Floor, AAYAKAR BHAVAN, BASHEERBAGH, HYDERABAD - 500004

F.No.Pr.CIT(Central)/ Vehicle Tender Notice/2022-23

Date : 06/04/2022

NOTICE INVITING TENDERS

Tenders/quotations are invited from interested transport contractor enterprise / private individuals for providing the following Vehicle to the office of the Commissioner of Income Tax (Appeals)-12, Hyderabad under the charge of Pr. Commissioner of Income Tax (Central), Hyderabad, as per the terms and conditions of the contract (Annexure-1). **The prospective vehicles should be new or less than 2 years old and should be in perfect running condition.**

S. No	Vehicle Make/ Model	Size	No. of Vehicles required	Amount per vehicle should not exceed	Office for which vehicle is required	Vehicle to be provided by
1	Mid Size Vehicle (Petrol/Diesel) (Toyota Innova Crysta or better make/ model)	7 Seater	1	Rs. 50,000/- *	The CIT (A) - 12, Hyderabad.	01-05-2022

(*includes all expenses like driver's salary, fuel expenses, maintenance, repairs etc but exclusive of GST)

The critical dates for tender submission and processing are as follows:

Publish Date	07/04/2022 (15:00 Hrs)
Bid Document Download Start Date	07/04/2022 (15:00 Hrs)
Bid Document Download End Date	25/04/2022 (10:00 Hrs)
Bid Submission Start Date	07/04/2022 (15:00 Hrs)
Bid Submission End Date	25/04/2022 (10:00 Hrs)
Bid Opening Date	25/04/2022 (15:00 Hrs)

The tender document will be available on CPP (Central Procurement Portal) Website http://eprocure.gov.in and departmental website www.incometaxhyderabad.com from 07/04/2022. Bids shall be submitted by dropping a sealed cover with all the enclosures as per Annexure – 2 in the sealed box placed in the chambers of the ITO (Hq), O/o the PCIT (Central), 7th Floor, Basheerbagh, Hyderabad during working hours. Bids received will be opened by the Tender Committee/Purchase Committee in the presence of tenderers or their authorized representatives on 25/04/2022 at 15.00 hrs in the presence of the Chairperson of the Purchase/ Procurement Committee of the Office of the Pr. CIT (Central), Basheerbagh, Hyderabad. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be kept sealed till such date and time. Submission of tenders by FAX/email will not be considered.

K. Madhu.

(K MADHU)
Administrative Officer
O/o the Pr. CIT (Central)
Hyderabad

Encl: Annexure -1 Terms and Conditions.
Annexure-2 Proforma for Quotation.
Copy to: The DDIT (Systems), Hyderabad, with a request to upload the tender document on www.eprocure.gov.in, and at www.incometaxhyderabad.gov.in

ANNEXURE-1

TERMS AND CONDITIONS OF THE CONTRACT

1. The Bidder's place of Business should be from Hyderabad/ Secunderabad/ Rangareddy district/ MedchalMalkajgiri district. **The prospective vehicles provided should be new or less than 2 years old.**
2. The vehicle shall be at the disposal of the PCIT (Central), Hyderabad for all days (24 * 7) of the month, during the period of the contract.
3. The vehicle has to travel for office purpose subject to a maximum of 2000 Kms in a month. Any excess/ shortage in the mileage achieved during a month can be set off or carried forwarded to the next month upto 3 months.
4. 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.
5. 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.
6. The bidder should have the experience of similar works in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or State Government.
7. The Firm whose tender is accepted shall sign an Agreement of Contract within 1 Week from the date of receipt of confirmation.
8. The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
9. The vehicle should be in good condition.
10. In case of breakdown of the vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The Pr. CIT (Central), Hyderabad has the right to hire vehicle from any other sources at the expense of the contractor.
11. The Contractor shall provide name, address of the driver along with driving license number and copies within one week of the award of the contract.
12. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labor Laws/ Acts/ Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor Act and other Labor Laws/ Act/ Rules in force from time to time at his own cost. In case of violation of any such statuary provisions under Labor Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
13. 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 contractor/agency.
14. 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 on any manner whatsoever.
15. The contractor shall 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 damages to the property of any member of the public or any person or in executing the work 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 period of performing the duties.
16. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.

Vehicle provided to the Department should bear Commercial Taxi Cab Registration Number and should have comprehensive insurance and Driver so provided with the vehicle shall have commercial LMV Driving License and Badges.

18. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
19. The contractor shall provide vehicle as per requirement of the department.
20. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
21. The contractor shall be responsible for total maintenance of vehicle provided by him. The vehicle provided should be in good running condition.
22. Operation and function of vehicle and Driver shall be governed by Motor Vehicles Act/Motor Vehicles Rules, as applicable from time to time and these shall be the responsibility of the contractor.
23. No advance payment will be made.
24. The dead mileage in any case should not be more than five kms, One way.
25. Duty slips/ Movement slips will be signed by the officer with whom the vehicle is 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.
26. The contractor will maintain separate log books for the said vehicle which will also be verified / countersigned by the concerned officer.
27. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Drawing and Disbursing Officer, O/o Pr. CIT (Central), Aayakar Bhavan, Hyderabad on monthly basis.
28. The department will deduct Income Tax at source under Section 194-C of Income Tax for the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
29. The prospective bidders shall furnish the following documents along with their financial bid:
    (a) Self attested copy of the PAN card under Income Tax Act.
    (b) Copy of Vehicle documents along with photocopy of their RC/Fitness and permit owned by the contractor.
    (c) An undertaking to the effect that the Agency/Individual has not been blacklisted by any of the Department/Organization of the Government of India/Government of Telangana and no criminal case is pending against the Firm/Agency/Individual.
    (d) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.
    (e) Copy of work-orders, in support of past experience of providing vehicles to the Department or any organization of Govt. of India.
30. The bid will ordinarily be decided on the basis of the quote as per price quoted in Serial No. 1 (Price for the services of One Mid-size vehicle) of Annexure – 2, year of manufacture and condition of the vehicle.
31. In case of a tie, total of quotes mentioned in S.No. 3 (Annexure 2) will be considered.
32. In opening the tender and awarding tender, the decision of Chairperson of Purchase Committee is final and binding on all parties.
33. In case of a tie, suitable method will be adopted by the Chairperson to resolve the same. The decision of the Chairperson in this regard is final and binding on all parties.

K. Madhu

(K MADHU)
Administrative Officer
O/o the Pr. CIT (Central)
Hyderabad

ANNXEURE – 2

To

The Pr. Commissioner of Income-Tax (Central),
7th Floor, AayakarBhavan,
Hyderabad.

Sir,

Sub: Submission of quotations for hiring of Vehicles for the O/o the Pr CIT (Central), Basheerbagh, Hyderabad – Reg.

Ref: Notice Inviting Tenders in F.No.Pr.CIT(Central)/ Vehicle Tender Notice/2022-23 dated 06/04/2022.

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With reference to the above, I /We hereby submit the quotation for hiring of vehicle for the Pr. Commissioner of Income Tax (Central), AayakarBhavan, Hyderabad.

S.No.	Vehicle Make	Type of Vehicle	Year of Manufacture	Amount in Rs.
1		Mid-Size		
2	GST (%) charges			
3	Rate per Km over and above 2000 Kms.			

Date :
Place:

Signature of Bidder with Seal

(*) The bids will be considered and contract shall be awarded on the basis of the Terms and conditions as mentioned from Sl. No 30 to 33 of Annexure -1.

Encl:

1. Self attested copy of the PAN card under Income Tax Act.
2. Copy of Vehicle documents along with photocopy of its RC/Fitness and permit owned by the contractor.
3. An undertaking to the effect that the Agency has not been blacklisted by any of the Department/ Organization of the Government of India/Government of Telangana and no criminal case is pending against the firm/ agency.
4. Terms and conditions duly accepted / signed with the stamp of the prospective bidder.
5. Copy of work-orders, in support of past experience of providing vehicles to the Department.