



**GOVERNMENT OF INDIA**  
**MINISTRY OF FINANCE**  
**OFFICE OF THE ADDL. COMMISSIONER OF INCOMETAX,**  
**RANGE-2, 5TH FLOOR, SIGNATURE TOWER, KONDAPUR, HYDERABAD**

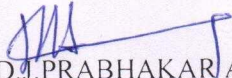
F.NO.Estt.10/Addl.CIT/R-2/Hyd/Small Size Vehicle/2020-21

Dated: 23.11.2020

**NOTICE INVITING QUOTATION FOR HIRING OF SMALL SIZE VEHICLE  
UNDER GPR, 2017, Rule 201 (i)**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply one small sized operational vehicle on hire basis for the use of O/o Addl. Commissioner of Income Tax, Range-2, Hyderabad for a period of one year (from 1st December, 2020 to 30th November, 2021) on contract basis through the process of tendering. Last date for submission/receipt of tender(s) is 11:30 hrs on 27th November, 2020, which will be opened by the Addl. Commissioner of Income Tax, Range-2, Hyderabad in the presence of tender bidders or their authorized representative on the same day at 15:00 hrs in the Office of the Addl. Commissioner of Income Tax, Range-2, Hyderabad. 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 Small-size motor vehicle – Maruti Swift Dzire or any other similar make, 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 kilometers 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 four, excluding driver. The Max rate quoted should not exceed Rs.30,000/- per month (for Petrol/Diesel Vehicle), terms and conditions for the tender for the award of annual contract for hiring one small size vehicle is enclosed.	One Vehicle (Small Size)	Rs.30,000/- (for Petrol/Diesel Vehicle)

  
(D.J.PRABHAKAR ANAND)  
Addl. Commissioner of Income Tax,  
Range-2, Hyderabad

Encl: Terms and conditions



**TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL  
CONTRACT FOR HIRING ONE SMALL SIZE VEHICLE FOR OFFICE USE IN THE O/O  
ADDL.COMMISSIONER OF INCOME TAX, RANGE-2, HYDERABAD**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply 01 number of SMALL SIZED OPERATIONAL VEHICLE and having business in Hyderabad in this field for the last three years for the supply of vehicles on hire basis for the use of O/o Addl. Commissioner of Income Tax, Range-2, Hyderabad 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 in 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**

S. 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.

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 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 15 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 for removal of any Driver, who is not found competent or disciplined.
6. The vehicles should be in good running conditions. In case of providing vehicles older than three years, Rs.500/-(Rupees Five hundred only) shall be charged per day as penalty.
7. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The Addl. Commissioner of Income Tax, Range-2, Hyderabad has the right to hire vehicle from any other sources at the expense of the contractor.
8. The contractor shall provide names, addresses of the drivers along with their driving license number and copies within one week of the award of the contract.
9. 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 Labour 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

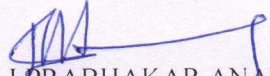


violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.

10. 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.
11. 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.
12. 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.
13. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
14. Excess/shortage in the mileage achieved during a month can be set off or yarned forward to the next month not exceeding a total of 2000kms in a particular month.
15. Vehicles provided by 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,
16. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Andhra Pradesh.
17. The contractor shall provide vehicles as per requirement of the Department.
18. The vehicle and Driver shall remain available all the time as per Dufy Roster and shall not leave place of duty without prior permission.
19. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than two years old.
20. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.
21. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
22. The dead mileage in any case should not be more than five kms one way.
23. No advance payment will be made
24. 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.
25. The contractor will maintain separate log books for each vehicle which will also be verified / countersigned by the concerned officer.
26. The bills in triplicate should be made date-wise by the contractor and should be - submitted to the Drawing and Disbursing Officer, O/o Addl.CIT, Range-2, Hyderabad on monthly basis.
27. The contractor while raising the bill should clearly mention that the rate charged/quoted is for petrol or diesel vehicle.



28. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
29. The Department reserves the right to vary the numbers of vehicles Hired as to relax the terms and conditions in the public interest.
30. The prospective bidder shall furnish the following documents along with their, financial bid:-
- (a) Self attested copy of PAN No. card under income Tax Act.
  - (b) Self attested copy of Service Tax Registration Number.
  - (c) Self attested copy of Valid Registration No. of the Agency/Firm.
  - (d) Self attested copy of valid Provident Fund Registration Number,
  - (e) Self attested copy of valid ESI Registration Number.
  - (f) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts/Rules.
  - (g) Proof of Average Annual turnover as stated in Clause 2 supported by audited Balance Sheet.
  - (h) Proof of experience as stated in Clause 3(a), (b) and (c) supported by documents from the concerned organizations;
  - (i) list of vehicles along with photocopy of their RC/fitness and permit owned: by the contractor.
  - (j) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Andhra Pradesh and no criminal case is pending against the said firm/agency.
  - (k) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

  
(D.J. PRABHAKAR ANAND)  
Addl. Commissioner of Income Tax,  
Range-2, Hyderabad

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.incnmetaxhyderabad.gov.in>)
3. Office copy.
4. Notice board