

**INCOME TAX DEPARTMENT, VIJAYAWADA**

**NOTICE INVITING QUOTATION**

The Office of the Commissioner of Income-tax (Appeals), Vijayawada, Andhra Pradesh intends to hire one Mid-size vehicle capable of carrying 7 for office purpose. The interested parties may submit their quotations to the Commissioner of Income-tax (Appeals), Second Floor, S.V.R.Plaza, Moghalrajpuram, Vijayawada. The terms & conditions can be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The last date for submission of duly filled in quotations in a sealed cover is 8<sup>th</sup> November, **2018**. The sealed covers will be opened by the designated committee at 04.00PM on **09th November, 2018** at the above mentioned address.



**[K.S. RAJENDRA KUMAR]**  
Commissioner of Income Tax(Appeals),  
Vijayawada.



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE

Office of the Commissioner of Income-tax(Appeals),  
D.No.40-6-15, S.V.R.Plaza, Second Floor  
Moghalrajpuram, Vijayawada – 520 010  
Phone No. 0866- 2472070 and Fax No. 0866 – 2471060.

F.No.Hire.Vehicle/CIT(A)/VJA/2018-19.

Dated :24/10/2018.

Sub : Hiring of Mid size Vehicle on monthly hire basis for  
O/o CIT (Appeals), Vijayawada – Calling for fresh  
Quotations – Regarding.

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Quotations are invited from the interested Parties/Travel agencies for supply of a Mid size air conditioned vehicle capable of carrying 7 or more persons on monthly hire basis for the office use of the O/o the Commissioner of Income tax(Appeals), Vijayawada, Andhra Pradesh.

The monthly rent will not be more than Rs.40,000/- (exclusive of Service tax) for the Mid size vehicle including all expenses like driver's salary, diesel, maintenance, repairs etc.

**TERMS & CONDITIONS :**

- 1. The vehicle should not be a old vehicle and should not be more than one year old vehicle and should be in proper running condition and must have a valid taxi permit to run in the state of Andhra Pradesh/Telangana.**
- 2. The vehicle shall be at the disposal of the income Tax Department for all the days of the month. The vehicles shall be parked at the parking of the respective building where the office is situated.**
- 3. The vehicle should be provided along with the driver and fuel. The vehicle supplier shall ensure that driver is made available along with vehicle for all the days of the month.**

4. The department is not responsible for any repairs and maintenance of the vehicles. No other charges except the hire charges will be borne by the department.
5. The vehicle has to travel for Office purpose subject to maximum of 2000 kms in month. If the kms agreed upon ( as per the agreement) are not utilized by the Department in any month, the unused kms will be carried forward to the next month.
6. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss/damage to property or life on account of such incidents.
7. The vehicle should be maintained in a neat, clean and in a perfect running condition.
8. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
9. The driver should have a valid driving license, should wear proper and clean uniform as prescribed by the RTA and should follow traffic rules and other regulations prescribed by the Government from time to time.
10. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
11. The vehicle provider should arrange for an alternative suitable vehicle, at his own cost, immediately in case of break down of the vehicle supplied.
12. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
13. Changes of vehicle and the driver should be allowed only in exceptional circumstances.
14. The monthly hire charges are subject to statutory deductions, like Income Tax etc.
15. The department reserves the right to terminate the contract with one month notice.
16. In case the supplier wants to withdraw the contract, he has to give 3 months notice.

17. No additional charges will be paid for extra mileage and overtime.
18. The department reserves the right to cancel/suspend the tender process without attributing/giving any reason.

The parties/travel agencies those who are willing for the above terms and Conditions may furnish their sealed quotations giving the details of mileage to be given per month subject to maximum of 2000 kms ( Mid size vehicle) on or before 08/11/2018 at the Office of the Commissioner of Incometax (Appeals), Second Floor, S.V.R.Plaza, Vijayawada. The sealed covers will be opened by the designated committee at 04.00 PM on 9th November, 2018 at the above mentioned address.



**[K.S. RAJENDRA KUMAR]**  
Commissioner of Income Tax (Appeals),  
Vijayawada.

Copy to the Notice Board.  
Copy to the Web-Manager, [incometaxindia.gov.in](http://incometaxindia.gov.in), New Delhi.