



**INCOME TAX DEPARTMENT, VISAKHAPATNAM**

**NOTICE INVITING QUOTATION**

The Office of the Additional Commissioner of Income Tax, TDS Range, Visakhapatnam intends to hire one mid size vehicle capable of carrying 7 or more persons such as Sumo, Bolero, Innova, Tavera only for operational purpose for the Fin. Year 2019-20 w.e.f. 01.08.2019. The interested parties may submit the quotations to the Additional Commissioner of Income Tax, TDS Range, 1<sup>st</sup> floor, Aayakar Bhavan, Dabagardens, Visakhapatnam, Andhra Pradesh - 530020. The terms & conditions can also be downloaded from the website [www.incometaxindia.gov.in](http://www.incometaxindia.gov.in). The last date and time for submission of duly filled in quotations in a sealed cover is **24.07.2019.**

17/7/19

**[P SRINIVASA MURTHY]**  
Addl. Commissioner of Income Tax,  
TDS Range, Visakhapatnam (i/c)

DATE: 15.07.2019.



Office of the Addl. Commissioner of Income-tax, TDS Range,  
1<sup>st</sup> Floor, Aayakar Bhavan, Dabagardens,  
Visakhapatnam - 530 020  
Phone No. 0891- 2713404 and Fax No. 0891 - 2713404.

F.No.07/Op.Vehicle/TDS Rg./VSP/2019-20.

Date : 15.07.2019

**Sub : Hiring of Mid size vehicles on monthly hire basis for operational purpose of o/o Addl. CIT, TDS Range, Visakhapatnam - calling for fresh quotations for the F.Y. 2019-20 - Reg.**

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Quotations are invited from the interested Parties/Travel agencies for supply of one mid-size air conditioned vehicle capable of carrying 7 or more persons on monthly hire basis for the office use (operational purpose) of the O/o the Addl. Commissioner of Income tax, TDS Range, Visakhapatnam, Andhra Pradesh. The quotations should be submitted in two bid patterns i.e Technical Bid as per Annexure-1 and Financial Bid as per Annexure-II (attached). Both the bids in the prescribed format along with required documents as prescribed should be placed in separate envelopes and sealed and superscribed as "Tender for Hiring of Operational Vehicles - Technical Bid" and "Tender for Hiring of Operational Vehicle - Financial Bid" respectively. Both the envelopes should be placed in a single cover and superscribed as "Quotation for hiring of Operational Vehicle" and the tender documents should be dropped in the drop-box kept for the purpose at the O/o the Addl. Commissioner of Income Tax, TDS Range, Visakhapatnam. 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 inclusive of all taxes.

The monthly rent will not be more than Rs. 50,000/- (exclusive of taxes) 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 within and outside the state of Andhra Pradesh.**

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 Place 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 operational purpose subject to minimum 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.
19. 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.,
20. The supplier of the vehicle shall not give the said hired vehicle to any other third party during the subsistence of the present agreement.
21. The period of contract for hiring of vehicle contract will be from 01.08.2019 to 31.03.2020.

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 minimum of 2000 kms on or before 24.07.2019 at the office of the Additional Commissioner of Income Tax, TDS Range, 1<sup>st</sup> Floor, Aayakar Bhavan, Daba Gardens, Visakhapatnam.



[P SRINIVASA MURTHY]

Addl. Commissioner of Income Tax,  
TDS Range, Visakhapatnam (i/c)

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

Copy to the Notice Board.

**TECHNICAL BID**

1.	Name of the Proprietor/ Registered Firm/Company	:	
2	(a) Address of concern	:	
	(b) Telephone Numbers	:	
	(c) Fax Numbers	:	
	(d) Emails	:	
	(e) Mobile Numbers	:	
3	Name, address and contact no.s of the Partners/Directors (in case of firm/company)	:	
4	No. of years of experience in providing services	:	
5	Enclose the attested copies of trade license and bank statement containing the details of Bank Account no., Bank and Branch name, Branch code, IFSC code and MICR code	:	

**6. Details of vehicles that can be provided to the Department:**

Sl. No.	Make & Model of Vehicle	Year of Mfg. (Month & Year)	Registration No. of vehicle	Whether copy of RC Book submitted

7. List of Clients details (Please attach copies of work orders) in the following format:

Sl. No.	Name and Address of the Client	Name and Address of the Contact Person	Period for which the Vehicles were/are given on hire	Number of Vehicles given on hire
1				
2				

8	Permanent Account Number (Please attach Photocopy of PAN card and latest I.T. return)	:	
9	GST Registration No.	:	

10. Details of EMD in the following format:

DD/ Bankers Cheque No.	Date	Name of the bank	Amount

**DECLARATION**

I/We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage, the bidder/company will be blacklisted and will not have any dealing with the O/o The Additional Commissioner of Income Tax, TDS Range, Visakhapatnam in future.

Place:

Signature of the Applicant

Date:

(Name of the Applicant)

**FINANCIAL BID**

1	Name and Address of the concern	:	
2	Contact Person's Mobile No. & Email address	:	
3	Rates of various operation vehicles & their models (Exclusive of GST)		
	Sl. No.	Vehicle Make	Vehicle Model (Month & Year of Manufacturing)
			Amount (in rupees)
4	GST (%) charges	:	
5	Rate per Km. in case 2000 km. over and above	:	

**Note: Bid will be finalized on the basis of amount quoted against Sl. No.3 only**

Place:

Signature of the Applicant

Date:

(Name of the Applicant)