NOTICE INVITING TENDER

Office of the
Income Tax Officer, Ward-1 (DDO), D.NO. 10-251,
Gandhi Road, Chittoor.

Sealed tenders/quotations are invited from interested Transport Contractor/Enterprise/Private Individuals for providing one latest model SUV/Mid-Sized Vehicle to the office of The Income Tax Officer, Ward-1 (DDO), Chittoor.

<table>
<thead>
<tr>
<th>SL NO</th>
<th>Vehicle model/Year</th>
<th>SIZE</th>
<th>Amount should not be more than</th>
<th>Office for which vehicle is required</th>
<th>Date from which vehicle is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vehicles such as INNOVA/MARUTI ERTIGA/MAHINDRA XUV or any other similar make</td>
<td>8 Seater</td>
<td>Rs 50,000/- for Vehicle per month</td>
<td>Income Tax Officer, Ward-1 (DDO), Chittoor</td>
<td>01/04/2019</td>
</tr>
</tbody>
</table>

The last date for Submission/Receipt of the tender/quotations is 18-03-2019, upto 5.30 P.M in the office of the Income Tax Officer, Ward-1, DDO, Chittoor. The tender documents should be dropped in the drop-box kept for the purpose with the DDO of the office of the Income Tax Officer, Ward-1, Chittoor. Tenders will be opened by the “ITO, WARD-1 (DDO)” on 19/03/2019 at 4.30 PM in the presence of such bidders or their representatives as are present at the given time and venue. No tenders or quotations received after the stipulated date and time will not be entertained. Tenders/quotations not in proper format will be rejected.

(C.M. PREMEELA)
INCOME TAX OFFICER
WARD-1 (DDO), CHITTOOR

*Notice board.
*website: http://www.incometaxhyderabad.gov.in
ANNEXURE-1

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The Transport Contractor/Enterprise/Individual will provide brand new vehicle to
   Income tax office, Chittoor.

2. The hiring charges should be specified (exclusive of Service Tax) for 2500 Kms.
   (reckoned from place of reporting to place of release). The additional distance beyond
   2500 Kms. (per month) should also be specified.

3. The vehicles shall be provided for 365 days in the year as per requirement of the
   ITO, WARD-1 (DDO) of the Income Tax Department and shall be at the exclusive
   disposal of the aforesaid Unit. In the event of any breakdown of the vehicle, or
   unavailability of the vehicle/driver for any reason, immediate alternate arrangements
   shall be made by the Transport Contractor/Enterprise/Individual. In case, the Transport
   Contractor/Enterprise/individual is unable to make alternative arrangements, the ITO
   , WARD-1 (DDO) of the Income Tax Department will be at liberty to make alternative
   arrangements and deduct the expenditure incurred on such arrangements from the
   Transport Contractor/Enterprise’s/Individual bill. If no alternative arrangements could
   be made by either of the parties, deduction shall be made from the Transport
   Contractor/Enterprise’s bill on pro rata basis.

4. The Transport contractor/Enterprise/Individual to whom the contact is awarded, would
   furnish name, address and contact number of a person to whom the ITO , WARD-1 (DDO)
   of the Income Tax Department/Controlling Office should contact, in case of any
   problem faced with regard to services being provided by such contractor on day to day
   basis.

5. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance,
   salary of the drivers/staff, payment of insurance/road/state taxes/Toll Tax/permit and
   parking charges etc. Adequate spares such as Bulbs, Belts, Spare Tyres etc. in good
   condition shall be kept in the vehicle at all times alongwith tools for use, if necessary.

6. The hiring rates shall be exclusive of Service Tax. (A copy of Service Tax registration to
   be submitted). The same will be reimbursed on submission of proof of payment.

7. The vehicles deployed with the ITO, WARD-1 (DDO) of the Income Tax Department
   should be commercially registered and should be comprehensively insured with third
   party unlimited risk cover. The ITO, WARD-1 (DDO) of the Income Tax Department shall
   not be responsible for any damages whatsoever to public property and/or any third person
   due to any accident arising out of and in the course of deployment of Transport
   Contractor/Enterprise’s/individual vehicles with the ITO, WARD-1 (DDO) of the Income
   Tax department. The Transport Contractor/Enterprise/individual shall be solely
   responsible for any claims by any third party and/or employees of the ITO, WARD-
1(DDO) of the Income Tax Department travelling in the vehicle for any injuries caused by
the Driver of the vehicle whether by accident or otherwise. The Transport
Contractor/Enterprise/individual shall be required to indemnify the ITO, WARD-1(DDO)
of the Income Tax Department from any consequences arising out of and in the course of
deployment of vehicles with ITO, WARD-1(DDO) of the Income Tax department.

8. The Transport Contractor/Enterprise/ Individual shall be responsible for the acts and
deeds of drivers of the vehicles. ITO, WARD-1(DDO) of the Income Tax Department will,
in no way, be responsible for violation of the traffic rules and/or other loss either by the
driver of the vehicle or by the Transport Contractor/Enterprise. The Transport
Contractor/Enterprise/individual shall comply with the relevant rules and regulations of
the Motor Vehicle Act applicable at present and as may be enforced from time to time.

9. The employees of the Transport Contractor/Enterprise/ Individual shall not be considered
to be the employees of the Income Tax Department for any purpose. Income Tax
Department will not be responsible for any injury sustained by the employee(s) of the
Transport Contractor/Enterprise/individual during the performance of their duties and
also any damages or any compensation due to any dispute between the Transport
Contractor/Enterprise/individual and its employees/ workers.

10. The drivers should have valid driving licenses issued by the RTO to drive such vehicles
and must carry the same with them all the time while on duty.

11. The drivers must have experience of at least five years. They must always be properly
dressed as per RTO rules, well behaved and courteous and should be familiar with public
/civic laws, rules and regulations.

12. The drivers should be provided Mobile phones in good working condition with two way
communication facility. Detailed list of mobile numbers should be provided to the
ITO, WARD-1(DDO) of the Income Tax Department.

13. The Transport Contractor/Enterprise shall provide dedicated vehicles and drivers and any
change in vehicle and/ or driver should be made only in very exceptional circumstances.

14. The antecedents of drivers must be free from any criminal record. Complete particulars of
the drivers along with local and permanent addresses and their photographs should be
submitted to the office of the INCOME TAX OFFICER, WARD-1(DDO) before they are
deployed on duty with the ITO, WARD-1(DDO) of the Income Tax Department.

15. A daily Log Book indicating opening and closing meter reading, time-in and time-out
shall be got signed by the driver concerned from the officer/official using the vehicle. On
the basis of above Log- Book of each day, the Transport Contractor/ Enterprise shall
prepare monthly bill in respect of each vehicle separately and submit the same to the
Controlling Officer at the relevant station of duty.
16. The payment for the monthly bill will be made by cheque within 30 days of receipt of the bill after deduction of TDS wherever applicable or other Govt. dues, if any.

17. The agreement for hiring of vehicle shall be in force for a period of one year and would be extendable for further period of one year subject to satisfactory performance by the vendor and at the discretion of the ITO, WARD-1(DDO). However, the ITO, WARD-1(DDO), shall be at liberty to terminate the contract by giving one month’s notice in respect of any vehicle hired by the ITO, WARD-1(DDO) of the Income Tax Department in case the Enterprise fails to abide by any of the conditions specified above. The Transport Contractor/ Enterprise shall also be at liberty to terminate the contract for similar reasons by giving three month’s notice in advance to the ITO, WARD-1(DDO) of the Income Tax Department.

18. While bidding, the applicant contractor/ enterprise should submit a sealed envelop marked as “Financial Bid”. The tender document, marked as Annexure ‘A’, itself is a ‘Financial Bid’.

19. Tender document should be submitted by 5.30 P.M on 18-03-2019 in the office of the Income Tax Officer, Ward-1, DDO, 10-251, Gandhi Road, Chittoor. The tender documents should be dropped in the drop-box kept for the purpose with the DDO of the office of the Income Tax Officer, Ward-1, DDO. Tenders will be opened by the “ITO, WARD-1(DDO) on 19/03/2019 at 4.30 PM in the presence of such bidders or their representatives as are present at the given time and venue.

20. Late receipt of the offers: Late/delayed offers, offers received by post, fax offers/messages, telegraphic offers and incomplete offers are liable to rejected. Any late/delayed tenders received will not be opened. Any bidder wishing to withdraw the bid, after it is submitted may do so provided the written notice of such withdrawal is received prior to the deadline for submission of the bid.

21. Each page of the offer must be neat & clean and signed & stamped by the authorized signatories.

22. Only such bids will be entertained which are received from Transport Contractors/Enterprises who offer for hiring INNOVA/MAHINDRA/ERTIGA car. The successful bidder shall enter into a contract with ITO, WARD-1(DDO) of the Income Tax Department and shall supply all requisite vehicles within 10 days of awarding the contract.
23. In case of failure to supply the stipulated number of vehicle for hiring by the contractor within stipulated time, the contract may be cancelled by ITO, WARD-1/DDO of the Income Tax Department may be forfeited. In such case, new tender will be floated.

24. In case of any dispute during the tender process, the decision of the ITO, WARD-1/DDO would be final and binding.

25. The ITO, WARD-1/DDO of the Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reasons.

26. The vehicle can be called for reporting at any time. The vehicle would remain at the exclusive disposal of the ITO, WARD-1/DDO of the Income Tax Department for all the seven days in a week during the entire contract period.

(C.M. PREMEELA)
INCOME TAX OFFICER
WARD-1/DDO, CHITTOOR

*Copy to the Notice Board
*Copy to the Web site of http://www.incometaxhyderabad.gov.in
TO

The INCOME TAX OFFICER,
WARD-1(DDO),
10-251,GANDHI ROAD,
CHITTOOR.

Sir/Madam,

Sub: Submission of quotations/Tenders for hiring of vehicle by The Office of the
Income Tax Officer,Ward-1,DDO,10-251,Gandhi Road,Chittoor.-Reg
Ref :F.NO.ITO/W-1(DDO)/CTR/OFF.VE/2018-19 dt 27.02.2019

With reference to the above I/We hereby submit the quotation for hiring of vehicle for the
The Office of the Income Tax Officer,Ward-1,DDO,10-251,Gandhi Road,Chittoor.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Particulars of model/Type of Vehicle</th>
<th>Size</th>
<th>Date of purchase</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Details of Bid:

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Particulars Amount(Rs)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Monthly hire Charges for 2500 KMs</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Rates per Km over and above 2500 KMs</td>
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<td></td>
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</tbody>
</table>

DATE:  
PLACE:  

SIGNATURE OF THE BIDDER