



Office of the
Income Tax Officer
Ward-1, Adoni

Date: 05.08.2026

F. No. Hiring of Vehicle /TTO/WDN/ADN/2026-27

HIRING OF VEHICLE — CALLING FOR TENDER

Quotations are invited from interested Transport Contractors/ Enterprises/ Private Individuals for providing one latest model Small-Sized Vehicle with a capacity of 5-seater (4+1) for Operational/Official/Protocol purposes w.e.f 17.08.2026. The terms & conditions can be obtained from the site of "<https://www.incometaxhyderabad.gov.in>" or in person during the Office hours, at the above address. The quotations should reach this Office on or before 10.08.2026.

(M Anisul Haq)
Income Tax Officer/DDO,
Ward-1, Adoni

*Notice board.

* website: "<https://www.incometaxhyderabad.gov.in>"



F. No. Hiring of Vehicle /ITO/WDN/ADN/2026-27

Date: 05.08.2026

NOTICE INVITING TENDER

**Office of the
Income Tax Officer
Ward-1, Adoni**

Sealed tenders /quotations are invited from interested Transport Contractors/ Enterprises/ Private Individuals for providing two latest model Small-Sized Vehicle with a capacity of 5-seater for operational/official/protocol purposes in the office of Income Tax Officer, Ward-1, Adoni.

S.No	Vehicle model/Year	SIZE	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required
1.	Latest Model	Small Size (4+1 Seater)	Rs 40,000/- per month	O/o ITO, Ward-1, Adoni	17.08.2026

The last date for Submission of the tender/quotations is **10.08.2026 - 5.00P.M** in the office of the Income Tax Officer, Ward-1, Adoni. The tender documents should be dropped in the drop-box kept in the office of Income Tax Officer, Ward-1, Adoni. Tenders will be opened by the O/o Income Tax Officer, Ward-1, Adoni on **10.08.2026 at 5.30 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 be entertained. Tenders/quotations which are not in proper format will be rejected.

(M Anisul Haq)
Income Tax Officer/DDO
Ward-1, Adoni

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Tender/Quotation may be submitted in the O/o Income Tax Officer, Ward-1, Adoni on or before **10.08.2026 - 5.00P.M.**

ANNEXURE-1

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. The Transport Contractor/ Enterprise/Individual will provide vehicle such as latest small-size vehicle for operational/official/protocol in the office of Income Tax Officer, Ward-1, Adoni.
2. The vehicle will be hired for use of 2000 kilometers per month, the unutilized mileage kilometers will be carried forward to the next month and this will be continued till the end of the contract period.
3. This adjustment will be done throughout the contract period. Any excess or lesser usage of vehicle (in terms of running Kms in a month) will be adjusted against the credit of mileage of the future months up to a maximum mileage of 15,000 Kms (2,000 Kms per vehicle per month) for 7 1/2 months period and / or any extension granted, if any and no extra amount will be paid over and above the agreed amount in the event of the mileage for the entire hire period exceeds 15,000 Kms at any point of time, additional charges will be paid by the department as per agreed amount as per bid.
4. The vehicle shall be provided through the contract period in the year as per requirement of the Income Tax Department and shall be at the exclusive disposal of the aforesaid Unit at Adoni. 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 without any reminder from this office. In case, the Transport Contractor/ Enterprise/individual is unable to make alternative arrangements, 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.
5. The Transport contractor/ Enterprise/ Individual to whom the contract is awarded, would furnish name, address and contact number of a person to whom the Income Tax Department/ Controlling Officer should contact, in case of any problem faced with regard to services being provided by such contractor on day-to-day basis.
6. 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 along with tools for use, if necessary.
7. 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.
8. The vehicle deployed with the Income Tax Department should be commercially registered and should be comprehensively insured with third party unlimited risk cover. The Income Tax Department shall not be responsible for any damages whatsoever to public property and/or any third person due to any accident or any other event arising out of and in the course of deployment of Transport Contractor/Enterprise's/individual vehicle with 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 Income Tax Officer, Ward-1, Adoni 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 Income Tax Department from any consequences arising out of and in the course of deployment of vehicle to Income Tax Officer, Ward-1, Adoni.

9. The Transport Contractor/Enterprise/ Individual shall be responsible for the acts and deeds of drivers of the vehicle. 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.
10. 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.
11. The drivers should have valid driving licenses issued by the RTO to drive such vehicle and must carry the same with them all the time while on duty.
12. The drivers must have experience of at least five years. They must always be properly dressed as per RTO rules, well behaved/well-groomed and courteous and should be familiar with public /civic laws, rules and regulations.
13. The drivers should be provided Mobile phones in good working condition with two-way communication faculty. Detailed list of mobile numbers should be provided to the Income Tax Department.
14. The Transport Contractor/Enterprise shall provide dedicated vehicle along with driver and any change in vehicle and/ or driver should be made only in very exceptional circumstances.
15. 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, Adoni before they are deployed on duty with the O/o Income Tax Officer, Adoni.
16. 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 vehicle and submit the same to the Controlling Officer at the relevant station of duty.
17. The agreement for hiring of vehicle shall be in force for a period of 7 ½ months and would be extendable for further period subject to satisfactory performance by the vendor and at the discretion of the Income Tax Officer, Ward-1, Adoni. However, the Income Tax Officer, Ward-1, Adoni shall be at liberty to terminate the contract by giving one month's notice in respect of any vehicle hired by the Income Tax Officer, Ward-1, Adoni, 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 months' notice in advance to the O/o Income Tax Officer, Ward-1, Adoni.
18. While bidding, the applicant contractor/ enterprise should submit a sealed envelope Marked as "Financial Bid". (The tender document, marked as Annexure '2', itself is a 'Financial Bid'.)
19. Tender document should be submitted by 5.00 P.M on 10.08.2026 in the office of the O/o Income Tax Officer, Ward-1, Adoni. The tender documents should be dropped in the drop-box kept for the purpose of the O/o Income Tax Officer, Ward-1, Adoni. Sealed tenders will be opened in the chamber of the Income Tax Officer, Ward-1, Adoni in the presence of such bidders who may like to be present on 10.08.2026 by 5:30 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 be 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 Small-size Car. The successful bidder shall enter into a contract with Income Tax Officer, Ward-1, Adoni and shall supply all requisite vehicle 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 the Income Tax Officer, Ward-1, Adoni. In such case, new tender will be floated.
24. In case of any dispute during the tender process, the decision of the Income Tax Officer, Ward-1, Adoni would be final and binding.
25. The Income Tax Officer, Ward-1, Adoni 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 O/o. Income Tax Officer, Ward-1, Adoni for all the seven days in a week during the entire contract period.



(M Anisul Haq)
Income Tax Officer/DDO
Ward-1, Adoni

*Copy to the Notice board.

* Copy to the website: <https://www.incometaxhyderabad.gov.in>

ANNEXURE - 2

To,
The Income Tax Officer,
Ward-1, Adoni

Respected Sir,

Sub: Submission of quotations/Tenders for hiring of Small-size Vehicle by the Office of the
Income Tax Officer, Adoni- Reg.

Ref: F.No. Hiring of Vehicle/ITO/WDN/ADN/2026-27 dated 05.08.2026

With reference to the above, I/we hereby submit the quotation for hiring of vehicle for the O/o
Income Tax Officer, Adoni -Reg.

S.No.	Particulars of model/Type of vehicle	Size	Date of Purchase

Details of Bid:

S.No	Particulars Amount (Rs)		
1	Total monthly hire charges for 2000 KMs		
2	Rates per km over and above 2000 KMs		

DATE:

PLACE:

(SIGNATURE OF THE BIDDER)