GOVERNMENT OF INDIA
Ministry of Finance: Income Tax Department
OFFICE OF THE INCOME TAX OFFICER: WARD-1, PRODDATUR
D.No.24-578, Vasanthapeta, Proddatur, Kadapa (District) -516360
Tel: 08564 248000, FAX: 08564 248000, E-mailproddatur.ito1@incometax.gov.in

---

F.No. Tenders/ITO/W-1/PDTR/2026-27 Date:09.09.2026

NOTICE INVITING TENDER

Sealed tenders are invited from interested transport operators/agencies for hiring of Small-size vehicle (Petrol/Diesel) for the period of six months i.e., from 01.10.2026 to 31.03.2027 for the Office of The Income Tax Officer, Ward-1 & DDO, Proddatur. The requirement is as under:

Sl. No.	Particulars make / model vehicle	Size	No. of Vehicle	Cost ceiling (exclusive of Taxes) in Rs.	Office for which vehicle required	Date w.e.f., which vehicle required
1.	Operational vehicle Such as Dzire/Nexon/ Glanza	4 + 1 Seater	01	Rs.40,000/- per month	O/o Income Tax Officer, Ward-1 & DDO,Proddatur – 516 360	01/10/2026

Last date for submission/receipt of tender(s) is **17.09.2026 up to 03.00 P.M** in the office of the Income Tax Officer, Ward-1 & DDO, Proddatur. The tender documents should be dropped in the drop-box kept for this purpose with the DDO of the office of the Income Tax Officer, Ward-1 & DDO, Proddatur. Tenders will be opened by the "ITO, WARD-1 & DDO, PRODDATUR" on **17.09.2026 @ 03.30 P.M** 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.

Encl: Annexure -1 – Terms and Conditions
Annexure – 2 – Proforma for Quotation.
* Copy to the Notice board.

*Website:http://www.incometaxhyderabad.gov.in and https://incometaxindia.gov.in/Pages/tenders.aspx for uploading on website of department

K. Raghuramaiah
(K RAGHURAMAIAH)
Income Tax Officer
Ward-1 & DDO, Proddatur

ANNEXURE-1

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The Transport Contractor/Enterprise/Individual will provide vehicle such as latest small-size vehicle for operational/official/protocol to the Office of **O/o Income Tax Officer, Ward-1, Proddatur**.

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 12,000 Kms (2,000 Kms per vehicle per month) for 6 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 12,000 Kms at any point of time, additional charges will be paid by the department as per agreed amount as per bid.

4. Th e 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 Proddatur. 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 contact 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, Proddatur 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.

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 respective drivers 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, Proddatur before they are deployed on duty with the O/o Income Tax Officer, Proddatur.

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 payment of the monthly bill be made by cheque within 30 days of the receipt of the bill after deduction of TDs wherever applicable or other Govt. dues, if any.

18. 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, Proddatur and shall supply all requisite vehicle within 10 days of awarding the contract.

19. 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, Proddatur. In such case, new tender will be floated.

20. In case of any dispute during the tender process, the decision of the Income Tax Officer, Ward-1, Proddatur would be final and binding.

21. The Income Tax Officer, Ward-1, Proddatur reserves the right to accept or reject any part of the tender or whole tender, without assigning any reasons.

22. 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, Proddatur for all the seven days in a week during the entire contract period.

K. Raghu

(K RAGHURAMAIAH)
Income Tax Officer
Ward-1 & DDO, Proddatur

ANNEXURE – 2

To
The Income Tax Officer,
24-578, Vasanthapeta, Proddatur,
Kadapa District, Andhra Pradesh – 516 360

Madam/Sir,

Sub: Submission of quotations/Tenders for hiring of vehicle to the O/o Income Tax Officer, Ward-1 & DDO, Proddatur – Reg.

Ref: Your Notice inviting tender for vehicle in F.No.ITO/W-1/PDTR/ Operation Vehicle/2026-27, Dated: 09.09.2026.

****

With reference to the above, I/We hereby submit the quotation for hiring of vehicle for the office of Income Tax Officer, Ward-1 & DDO, Proddatur, Kadapa District, Andhra Pradesh – 516 360.

Sl. No.	Particulars of Model / Type of Vehicle	Size	Date of Purchase

Details of bid:

Sl. No.	Particulars Amounts (Rs.) (per vehicle)	
1	Total Monthly hire charges for 2000 Kms.*	
2	Rate per Km over and above 2000 Kms.	

Date: Signature of Bidder with seal

Place:

*The bid will ordinarily be decided on the basis of the quote as per Serial No. 1 and in case of tie, quote as per Serial No. 2 will be considered.