



OFFICE OF THE Pr. COMMISSIONER OF INCOME TAX(ReAC)-1

5th Floor, Signature Towers,

Opp: Botanical Gardens, Kondapur, Hyderabad.

F.No.Pr.CIT(ReAC)-1/Vehicle Hiring/ 2019-20.

Date : 26/12/2019

NOTICE INVITING TENDER

Sealed tenders/Quotations are invited from interested Transport Contractor Enterprise / Private Individuals for providing four Mid Sized Vehicles (Toyota Innova/Ertiga) and Two small size Vehicles (Swift Dzire/Etios) to the Office of the Pr Commissioner of Incometax (ReAc)-1, Hyderabad, as per the terms and conditions of the contract (Annexure-1). The Vehicles should not be older than the Manufacturing year 2011 and should be in perfect running condition.

S.No.	Vehicle Model	Size	Number of Vehicles required	Amount should not be more than	Office for which vehicle is required	Vehicle to be provided latest by
1	Mid Size Vehicle (Toyota Innova/Ertiga)	7 Seater	4	Rs. 40,000/- *	Office of the Pr. CIT(ReAC)-1, Hyderabad.	15-01-2020
2	Small Size Vehicle (Swift Dzire/Etios)	5 Seater	2	Rs. 30,000/- *	Office of the Pr. CIT(ReAC)-1, Hyderabad.	15-01-2020

(*- includes all expenses like driver's salary, fuel expenses, maintenance, repairs etc but exclusive of GST)

The last date for submission/receipt of tender(s) is 11.30 hrs on **06.01.2020** which will be opened by the Tender Committee/Purchase Committee in the presence of tenderers or their authorized representatives on the same day at 15.00 hrs in the Office of the Pr. CIT (ReAC)-1, Hyderabad. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on the same day and time, as scheduled above. The Tender documents shall be dropped in the Sealed box kept in Room No. 505, Signature Towers, Hyderabad. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be considered.

(SHISHIR AGARWAL)

**Pr. Commissioner of Incometax,
ReAC-1, Hyderabad.**

Encl: Annexure -1 Terms and Conditions.

Annexure-2 Proforma for Quotation

Copy to: The DDIT (Systems), Hyderabad, with a request to upload the tender document on www.incometaxhyderabad.gov.in & at www.eprocure.gov.in.

ANNEXURE-1

TERMS AND CONDITIONS OF THE CONTRACT

1. The Bidder's place of Business should be from Hyderabad/Secunderabad/ Rangareddy District/Medchal Malkajgiri district.
2. The vehicle shall be at the disposal of the Income Tax Department for all days (24 * 7) of the month, during the period of the contract.
3. The vehicles have to travel for office purpose subject to a maximum of 2000 kms in a month. Any Excess / Shortage in the mileage achieved during a month can be set off or carried forwarded to the next month, upto 3 months.
4. The contract shall be valid for a period of One Year. The department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the department.
5. All registered agencies who are providing similar kind of services for at least last three consecutive years may submit the bids in the prescribed format.
6. The bidder should have the experience of similar works in any of the Departments / Autonomous Institutions / Universities / Public Sector Undertakings of the Government of India or State Government.
7. The Firm whose tender is accepted shall sign an Agreement of Contract within 15 days from the date of receipt of confirmation.
8. The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent of disciplined.
9. The vehicles should be in good condition.
10. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The Pr. CIT(ReAC)-1, Hyderabad has the right to hire vehicle from any other sources at the expense of the contractor.
11. The Contractor shall provide names, addresses of the drivers along with their driving license number and copies within one week of the award of the contract.
12. The contractor shall not employ any persons who have not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labor Laws/ Acts/ Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor Act and other Labor Laws/ Act/ Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labor Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
13. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.

14. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly on any manner whatsoever.
15. The contractor shall indemnify the Department against all other damages/ charges for which the Government / Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident / injury to the person damages to the property of any member of the public or any person or in executing the work otherwise and against all claims and demand thereof. The department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the period of performing the duties.
16. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
17. Vehicles provided to the Department should bear Commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License and Badges.
18. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
19. The contractor shall provide vehicles as per requirement of the department.
20. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
21. The contractor shall be responsible for total maintenance of vehicles provided by him. All the vehicles provided should be in good running condition.
22. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules, as applicable from time to time and these shall be the responsibility of the contractor.
23. The department reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
24. No advance payment will be made.
25. The dead mileage in any case should not be more than five kms, One way.
26. Duty slips/ Movement slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/ verified by the concerned officer.
27. The contractor will maintain separate log books for each vehicle which will also be verified / countersigned by the concerned officer.
28. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Drawing and Disbursing Officer, O/o Pr. CIT(ReAC)-1, Signature Towers, Hyderabad on monthly basis.
29. The contractor while raising the bill should clearly mention that the rate charged/ quoted is for petrol or diesel vehicle.

30. The department will deduct Income Tax at source under Section 194-C of Income Tax for the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
31. The prospective bidder shall furnish the following documents alongwith their financial bid:
- (a) Self attested copy of the PAN No. card under Income Tax Act.
 - (b) Copy of Vehicles documents alongwith photocopy of their RC/Fitness and permit owned by the contractor.
 - (c) An undertaking to the effect that the Agency/Individual has not been blacklisted by any of the Department/Organization of the Government of India/Government of Telangana and no criminal case is pending against the Firm/Agency/Individual.
 - (d) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.
 - (e) Copy of work-orders, in support of past experience of providing vehicles to the Department or any organisation of govt. of India.
32. The bid will ordinarily be decided on the basis of the quote as per Serial No. 1 (Annexure – 2), year of manufacture and condition of the vehicle.
33. In case of multiple bids, following position shall be considered while awarding contract. Including splitting of contract.
- i. Vehicles manufactured during the Year 2017, 2018, 2019 will be categorized separately and it shall have its separate price listing for the purpose of determination of lowest price. Priorities will be given to hire vehicles from this category on the basis of lowest quotation. In case of any deficiencies in getting the required number of vehicles from this category, then, vehicles having other category which has been discussed in (ii) below will be considered.
 - ii. In this category, vehicles from the manufacturing year 2011 to 2016 will be categorised on the basis of price offered. The vehicle having least bid price shall have priorities over the others in this category. It is clarified that hiring of vehicles under this category will be considered only after exhausting possibilities of hiring vehicles as per (i) above.
34. In case of tie, quote as per Serial No. 2 (Annexure-2) will be considered
35. In opening the tender and awarding tender, the decision of Chairperson is final and binding on all parties including splitting of the contract.
36. In case of a tie, suitable method will be adopted by the Chairperson to resolve the Same. The decision of the Chairperson in this regard in final and binding on all parties.


(SHISHIR AGARWAL)
Pr. Commissioner of Incometax,
ReAC-1, Hyderabad.

ANNEXURE – 2

To

The Pr. Commissioner of Income-tax,
ReAC-1, 5th Floor, Signature Towers,
Botanical Garden Road,
Hyderabad.

Sir,

Sub: Submission of quotations for hiring of Mid Size / Small Size operational vehicle to the
O/o Pr CIT(ReAC)-1, Signature Towers, Kondapur, Hyderabad – Reg.
Ref: F.No.Pr.CIT(ReAC)-1/Vehicle Hiring/ 2019-20, dated 26/12/2019

With reference to the above, I /We hereby submit the quotation for hiring of vehicle for the Pr. Commissioner of Incometax (ReAC)-1, Signature Towers, Hyderabad.

S.No.	Particulars of Model/Type of Vehicle	Size	Year of Manufacture

Details of bid:

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

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

Date :

**Signature of Bidder with Seal
Complete address & Mobile number**

Place:

(*) The bids will be considered and contract awarded on the basis of the Term and conditions as mentioned from Sl. No. 32 to 36 of **Annexure-1**.

- Encl:
1. Self attested copy of the PAN No. card under Incometax Act.
 2. Copy of Vehicles documents alongwith photocopy of their RC/Fitness and permit owned by the contractor.
 3. An undertaking to the effect that the Agency has not been blacklisted by any of the Department/ Organization of the Government of India/Government of Telangana and no criminal case is pending against the firm/agency.
 4. Terms and conditions duly accepted / signed with the stamp of the prospective bidder.
 5. Copy of work-orders, in support of past experience of providing vehicles to the Department