



**OFFICE OF THE INCOME TAX OFFICER, WARD-1, SANGAREDDY**  
**'Aayakar Bhavan', Veerabhadra Nagar - 502001, Phone & Fax – 08455 276446.**  
**e-mail id: sangareddy.ito1@incometax.gov.in**

F.No.ITO-SRD/DDO/OFF. VEHICLE/2021-2022

Dated: 23-01-2021.

**SHORT TENDER CALL FOR HIRING OF VEHICLES**

Quotations are invited from interested Transport Contractor/Enterprise/Private Individuals for providing one latest model Small Sized Vehicle with a capacity of 4 seats for Official use of this Office w.e.f 01.04.2021. The Terms & conditions can be obtained from the side of <http://www.incometaxhyderabad.gov.in/or> in the office during the Office hours. The Quotations should reach this Office on or before **08/03/2021** so that the necessary approval can be obtained from the Pr. Commissioner of Income Tax-2, Hyderabad.

**(P.Srinivasa Babu)**  
Income Tax Officer,  
Ward-1, (DDO), Sangareddy.

- Notice board
- Website: <http://www.incometaxhyderabad.gov.in>



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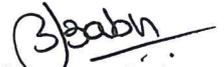
Dated: 23-01-2021.

**NOTICE INVITING TENDER**

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

SL NO	Vehicle model /year	Size	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required
1	Vehicle such as Hyundai Venue, Marthi Ertiga/Mahaindra XUV300 or any other similar Models	4+1 Seater	Rs. 40,000 for Vehicle per month	Income Tax Officer, Ward-1, Sangareddy	01.04.2021

The last date for submission /receipt of the tender/quotations is **08.03.2021**, upto **4.30 P.M** in the office of the Income Tax Officer, Ward-1, Sangareddy. 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, Sangareddy. Tenders will be opened by the " ITO, WARD -1, (DDO)" on **08.03.2021 at 5.30 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.

  
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**TERMS AND CONDITIONS FOR HIRING OF VEHICLES**

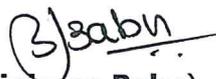
1. The Transport Contractor / enterprise /Individual will provide brand new vehicle to **Income Tax office, Sangareddy.**
2. The hiring charges should be specified (exclusive of Service Tax) for 2500 Kms (reckoned from place of reporting to place of release). The additional distance beyond 2500 Kms (per month) should also be specified.
3. The Vehicle shall be provided for 365 days in the year as per requirement of the ITO, WARD-1, (DDO), SANGAREDDY, 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 arrangement, 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/ Individual bill. If no alternative arrangement 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 contract 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 Officer 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 divers, 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 conditions shall be kept in the vehicle at all time along with 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 vehicle deployed with the ITO, Ward-1, (DDO), Sangareddy should be commercially registered and should be comprehensively insured with third party unlimited risk cover. The ITO, ward -1,(DDO), Sangareddy, of the Income Tax Department shall not be responsible for any damages whatsoever to public property and or third person due to any accident arising out of and in the course of deployment of Transport Contractor/ Enterprise/ Individual vehicle with the ITO, ward-1,(DDO), Sangareddy of the Income Tax Department.



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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), Sangareddy 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), Sangareddy.

8. The transport Contractor/ Enterprise/ Individual shall be responsible for the acts and deeds of drivers of the vehicles. ITO, ward -1,(DDO), Sangareddy 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/ Individuals 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 employees (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), Sangareddy of the Income Tax Department.
13. The Transport Contractor/ Enterprise/ Individual shall provide dedicated vehicle 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 and their photographs should be submitted to the office of the Income Tax Officer, Ward-1, Sangareddy before they are deployed on duty with ITO, ward -1,(DDO), Sangareddy of the Income Tax Department.

  
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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 / 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 of 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), Sangareddy. However, the ITO, ward -1,(DDO), Sangareddy, 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), Sangareddy of the Income Tax Department in case the Enterprise fails to abide by any of conditions specified above. The Transport Contractor/ Enterprise/ Individual shall also be at liberty to terminate the contract for similar reasons by giving three month notice in advance to the ITO, Ward-1,(DDO), Sangareddy of the Income Tax Department.
18. While bidding, the applicant contractor/ enterprise should submit a sealed envelope marked as " Financial Bid". The tender document, marked as Annexure 'A' itself is a " Financial Bid".
19. Tender document should be submitted by **4.30 P.M on 08.03.2021** in the office of the Income Tax Officer, Ward-1,(DDO), Sangareddy. 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), Sangareddy. Tenders will be opened by Income Tax Officer, ward -1,(DDO), Sangareddy on **08.03.2021 at 5.30 PM** in the presence of such bidder 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 must do so provided the written notice of such withdrawal is received prior to the deadline for submission of bid.
21. Each page of the offer must be neat & clean and signed & stamped by the authorized signatories.

  
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22. Only such bids will be entertained which are received from Transport Contractor/ Enterprise/ Individual who offer for hiring Hyundai Venue, Suzuki Breeza and Mahindra XUV300 Vehicle. The successful bidder shall enter into a contract with Income Tax Officer, Ward-1, (DDO), Sangareddy 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 the Income Tax Officer, Ward-1, (DDO), Sangareddy 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 Income Tax Officer, Ward-1, (DDO), Sangareddy shall be final and binding.
25. The ITO, Ward-1(DDO), Sangareddy 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), Sangareddy of the Income Tax Department for all the seven days in a week during the entire contract period.

  
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\* Notice board

\* Website: <http://www.incometaxhyderabad.gov.in>

**Annexure-2**

To  
The Income Tax Officer,  
Ward-1(DDO),  
Sangareddy,

Sir,

Sub: Submission of quotations / Tenders for hiring of vehicle by The Office of the Income Tax Officer, Ward -,1, (DDO) Sangareddy, Reg.

Ref : F.NO. ITO/W-1(DDO)/HDP/OFF.VEH/2020-21, Dated

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With reference to the above, I/WE hereby submit the quotation for hiring of vehicle for the Office of the Income Tax Officer, Ward-1,(DDO), Sangareddy.

Sl.No	Particulars of model/Type of Vehicle	Size	Date of purchase

**Details of Bid:**

Sl. No.	Particulars Amount (Rs.)		
1	Total Monthly hire Charge for 2500 KMs		
2	Rates per Km over and above 2500 Kms		

Date:

Place:

**SIGNATURE OF THE BIDDER**