



**Office of the  
Income Tax Officer, Ward - 1, Vikarabad-502 103.  
Email – Vikarabad.ito1@incometax.gov.in**

F.No.Vehicle/ITO VKB/2021-22.

Dt. 04.03.2021

NOTICE INVITING TENDER

Sealed quotations are invited from interested transport operators/agencies for hiring of vehicle for the office of the Income Tax Officer, Ward-1, Vikarabad. The requirements are as under:

Sl. No.	Particulars make /model vehicle	Size	No. of Vehicle	Amount should not be more than	Office for which vehicle required	Date w.e.f which vehicle required
1.	Operational Vehicle - Toyota Etios/Swift Dzire / TATA Indigo/Maruti Ertiga, etc.	4 Seater	1	Rs.40,000/- for the vehicle per month.	O/o Income Tax Officer, Ward-1, Vikarabad.	01.04.2021

Last date for submission / receipt of tender(s) is 15.03.2021 upto 4.00 PM in the office of the Income Tax Officer, Ward-1, Pathisrinadham Complex, Ramaiahguda Road, Vikarabad – 501 101. The tender documents should be dropped in the drop-box kept for this purpose with the Income Tax Officer & DDO, Ward-1, Vikarabad. Tenders will be opened by the ITO, Ward-1, Vikarabad on 15.03.2021 at 05:00 PM in the presence of such bidders or their representative 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 not in proper format will be rejected.

[Pallakonda Suresh]  
Incometax Officer, Ward – 1,  
Vikarabad.

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



**Office of the  
Income Tax Officer, Ward - 1, Vikarabad-502 103.  
Email – Vikarabad.ito1@incometax.gov.in**

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

Dated: 04-03-2021.

**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 **15/03/2021** so that the necessary approval can be obtained from the Pr. Commissioner of Income Tax-2, Hyderabad.

**(PALLAKONDA SURESH)**  
Income Tax Officer,  
Ward-1, (DDO), Vikarabad.

- Notice board
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## ANNEXURE-1

### TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The Transport Contractor/Enterprise/Individual will provide brand new vehicle to Income Tax Office, Vikarabad.
2. The hiring charges should be specified (exclusive of Service Tax) for 2000 Kms. (reckoned from place of reporting to place of release). The additional distance beyond 2000 Kms. (per month) should be specified.
3. The vehicle shall be provided for 365 days in the year as per requirement of the ITO, Ward-1 (DDO), Vikarabad 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 Transport Contractor/Enterprise/Individual. In case, Transport Contractor/Enterprise/Individual is unable to make alternative arrangements, the ITO, Ward-1 (DDO), Vikarabad 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 arrangements could be made by either of the parties, deduction shall be made from the bill of the Transport Contractor/Enterprise/Individual, 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), Vikarabad 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 driver/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.
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), Vikarabad 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), Vikarabad or 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/Individual vehicle with the ITO, Ward-1(DDO), Vikarabad 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 ITO, Ward-1(DDO), Vikarabad of the Income tax department for any consequences arising out of and in the course of deployment of vehicles with ITO, Ward-1(DDO), Vikarabad of the Income Tax Department.

8. The Transport Contractor/Enterprise/Individual shall be responsible for the acts and deeds of driver of the vehicle, ITO, Ward-1(DDO), Vikarabad 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 driver should have valid driving licence issued by the RTO to drive such vehicle and must carry the same with him all the time while on duty.
11. The driver must have experience of at least five years. He 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 driver should be provided Mobile phone in good working condition with two way communication facility. Detailed list of mobile numbers should be provided to the ITO, Ward-1 (DDO), Vikarabad of the Income Tax Department.
13. The Transport Contractor/Enterprise shall provide dedicated vehicle and driver 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), Vikarabad before they are deployed on duty with the ITO, Ward-1(DDO), Vikarabad 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 the 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 checked within 30 days of receipt of the bill after deduction of TDS wherever applicable or other government Duties, if any.
17. The agreement for hiring the 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), Vikarabad. However, The ITO, Ward- 1(DDO), Vikarabad, 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), Vikarabad 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 months notice in advance to the ITO, Ward-1(DDO), Vikarabad 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 4.00 PM on 15.03.2021 in the office of the Income Tax Officer, Ward- 1(DDO), Pathisrinadham Complex, Ramaiahguda Road, Vikarabad.** 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), Vikarabad. Tenders will be opened by the ITO, Ward- 1(DDO), Vikarabad on 15.03.2020 at 05:00 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 tender 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 authorised signatories.
22. Only such bids will be entertained which are received (Transport Contractor/Enterprise/Individual who offer for hiring Small Size car). The successful bidder shall enter into a contract with ITO, Ward -1(DDO), Vikarabad 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 vehicles for hiring by the contractor within stipulated time, the contract may be cancelled by ITO, Ward-1(DDO), Vikarabad of the Income Tax Department and the contract 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), Vikarabad would be final and binding.
25. The ITO, Ward-1(DDO), Vikarabad 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), Vikarabad of the Income Tax Department for all the seven days in a week during the entire contract period.

[Pallakonda Suresh]  
Incometax Officer, Ward – 1,  
Vikarabad.

\*Copy to the Notice Board of ITO, Ward-1(DDO), Vikarabad.

\*Copy to the Website of <http://www.incometaxhyderabad.gov.in>

ANNEXURE - 2

To  
The Income Tax Officer,  
Ward1-1, Pathisrinadham Complex,  
Ramaiahguda Road,  
Vikarabad – 501 101.

Sir,

Sub: Submission of quotation for hiring of vehicle to the O/o Income Tax Officer, Ward-1, Vikarabad -502 103 - Regarding.

Ref: F.No.ITO/W-1(DDO), VKB/Op.Veh./2020-21 dt.04.03.2021.

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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), Vikarabad-501101.

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

Details of bid:

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

Date:

Sig nature 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.

