



सत्यमेव जयते

Office of the Principal Commissioner of Income-tax  
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F No. Staff Car/PCIT.VU.ReAC/2020-21

Dated. 22-03-2021.

### **TENDER NOTIFICATION**

Sub : Hiring of (Staff Car) Vehicle for the office of the Pr. Commissioner of Income-tax (ReAC) Verification Unit-1, Guntur - Regarding.

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Sealed quotations are invited from interested parties/travel agencies for supply of 1 Mid Size vehicle on monthly hire basis for the office use of Pr. Commissioner of Income-tax (ReAC), VU-1, Guntur located at 4<sup>th</sup> Floor of Income-tax Office, Rajkamal Complex, Lakshmipuram Main Road, Guntur-522007 for the period from 01-04-2021 to 31-03-2022. The details are as under :

SI No.	Particulars	Quantity	Type	Place of Deployment	Maximum Amount
1	Tayota Innova/Crysta/Ertiga/XUV 500	One (1)	Mid Size	O/o Pr. Commissioner of Income-tax, (ReAC) VU-1, Guntur	Rs. 50,000/- per vehicle per month (exclusive GST)

The above mentioned monthly rent, including all expenses like driver's salary, diesel/petrol, maintenance and repairs etc.,

The terms and conditions for providing Vehicles shall be as under :

1. The Vehicles should not to be an old vehicle (i.e., not more than one year old) and should be in proper running condition and must have a valid taxi permit to run in the State of Telangana/Andhra Pradesh.
2. The vehicle shall be at the disposal of the Income Tax department for all the days of the month. The vehicles shall be parked at the parking place of the office at Lakshmipuram Main Road, Guntur.
3. The vehicle should be provided along with a senior driver, having experience of at least 10 years driving and having adequate quantity of fuel. The vehicle supplier shall ensure that driver is made available along with the vehicle for all the days of the month.

4. The department is not responsible for any repairs and maintenance of the vehicle. No other chargers, except the hire charges will be borne by the Department.
5. The vehicle has to travel for operational purpose, subject to maximum of 2000 kms in a month. If the kms. agreed upon (as per agreement) are not utilised by the department in any month, the unused kms will be carried forward to the next month.
6. The vehicle should always be maintained in a neat & clean and in perfect running condition.
7. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
8. The driver is required to have a valid driving license and should wear proper and clean uniform as prescribed by the RTA and should follow traffic Rules and other regulations prescribed by the Government from time to time.
9. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
10. The travel Agency should arrange alternative suitable vehicle immediately in case of break — down of the vehicle supplied.
11. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
12. Change of vehicle and driver should be allowed only on exceptional circumstances.
13. The monthly hire charges are subject to statutory deductions of TDS and any other applicable charges.
14. The travels agencies should submit its acceptance letter immediately on receipt of this tender and arrange to supply the vehicle also. Necessary Insurance / Road Tax paid documents should be handed over by the hirer of the vehicle.
15. Monthly rental charges as agreed upon supra will be reimbursed to the travel agency as and when the funds are available under the relevant head. The undersigned reserves the right to cancel the contract, if any

deviation is noticed from the above conditions, without giving any prior notice to the supplier of the vehicle. However, if the supplier of the vehicle intends to cancel the contract, it should give a prior notice to the office well in advance and at least prior notice of 30 days, so as to make alternative arrangements.

The Pr. Commissioner of Income-tax (ReAC) Verification Unit-1, 4<sup>th</sup> Floor, Rajkamal Complex, Lakshmipuram Main Road, Guntur reserves its right to reject any or all bids at any stage of bid process and also to cancel the entire tender process without assigning any reasons.

Last date for submission of Tenders is 31-03-2021.

[ RAMESH CHAND ]  
Pr. Commissioner of Income-tax (ReAC)  
Verification Unit-1, Guntur

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