



**Office of the Pr. Commissioner of Income Tax (ReAC)(AC)-4, Hyderabad.**

10th Floor, Signature Towers, Opp.Botanical Garden, Kothaguda, Hyderabad- 500 084.

Ph. No. 040 23485403/Fax No.040 23485282 e-mail:Hyderabad.pcit4a.c.@incometax.gov.in

F.No 11 /Pr.CIT(ReFAC/ (AU)-4/ Vehicle Hiring /2021-22

Date:23.03.2022

## TENDER NOTICE

Sealed tender/Quotations are invited from interested Transport Contactors Enterprise/Private Individuals for providing Mid Size and Small size vehicles to the Office(s) working under the charge of the Pr. Commissioner of Income tax (ReFAC) (AU) -4, Hyderabad, as per the terms and conditions of the contract (Annexure -1), the vehicles with Manufacturing year 2019 or later would only be taken and should be in perfect running conditions.

S.No	Vehicle Model	Number of Vehicles required	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required.
1	Mid-Size Vehicle (Toyota Innova Crysta or better make/model)	03	Rs. 50,000/-	Office of the Pr. CIT (ReFAC) (AU)-4, Hyderabad	01/04/2022
2	Mid-Size Vehicle (Swift Dzire/ Toyota Etios)	02	Rs.40,000/-	Office of the Pr. CIT (ReFAC) (AU)-4, Hyderabad	01/04/2022

(\* 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 29.3.2022** which will be opened by the Tender Committee/ Purchase Committee in the presence of tenderers or their authorized representatives on the same day 1500hrs in the Office of the Pr. Commissioner of Income tax (ReFAC) (AU)-4, 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 as per the Annexure-2 shall be dropped in the sealed box kept in Room No. 1005, 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.**

**This notice is issued with the prior approval of the Pr. Commissioner of Income tax (ReFAC) (AU)-4, Hyd.**

Encl : Annexure -1 Terms and Conditions.  
Annexure -2 Proforma for Quotation.

(D.SUDHAKARA RAO)

Pr. Commissioner of Income tax,  
(ReFAC) (AU)-4, Hyderabad. (I/c)

ANNEXURE-2

To  
The Pr. Commissioner of Income Tax (ReFAC)(AU)-4,  
Room No. 1001, 10<sup>th</sup> Floor, Signature Towers,  
Botanical Garden Road,  
**Hyderabad.**

Sir,

Sub: Submission of quotations for hiring of Mid / small operational vehicle to the O/o  
PrCIT (ReFAC) (AU)-4, Signature Towers, Kondapur, Hyderabad-Reg.

Ref: F.No. 11/PrCIT (ReFAC) (AU)-4/Vehicle Hiring/2021-22, dated 23/03/2021.

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With reference to the above, I/We hereby submit the quotation for hiring of vehicle for the Pr.  
Commissioner of Income Tax (ReFAC)(AU)-3, Signature Towers, Hyderabad.

S.No.	VEHICLE Make	Type of vehicle	Year of Manufacture	Amount in Rs.
1		Mid Size/ Small Size		
2	Total price for the Service of above 05 Vehicles			
3	GS (%) charges			
4	Rate per Km over and above 2000 kms for Mid Size Vehicle			
5	Rate per Km over and above 2000 kms for Small Size Vehicle			

Date:

Signature of Bidder with Seal

Place:

- Encl: 1. Self attested copy of the PAN No. card under Income tax 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  
6. Document evidencing the GST No.

## TERMS AND CONDITIONS OF THE CONTRACT

1. The bidder's place of Business should be from Hyderabad/ Secunderabad/ Rangareddy District/ Medchal Malkajiri District.
2. The vehicle shall be at the disposal of the PCIT (ReFAC) (AU)-4, Hyderabad for all days (24\*7) during the period of the contract.
3. The vehicle has 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 up to 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 Institute / Universities/ Public Sector Undertaking of the Governments 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 or disciplined.
9. The vehicle should be in good condition.
10. In case of breakdown of the vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The Pr. CIT (ReFAC) (AU)-4, Hyderabad has the right to hire vehicle from any other source at the expense of the contractor.
11. The contractor shall provide name, address of the driver along with driving license number and copies within one week of the award of the contract.
12. The Contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts / Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Act / Rules In force from time to time at his own cost. In case of violation of any such statutory provisions under Labour 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. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
18. The contractor shall provide vehicle as per requirement of the department. Vehicle provided to the department should bear commercial taxi cab registration number and should have comprehensive insurance and drivers so provided with the vehicles shall have commercial Driving License and Badges.
19. The vehicle and driver shall remain available all the times as per Duty Roster and shall not leave place of duty without prior permission.
20. The contractor shall be responsible for total maintenance of vehicle provided by him. The vehicle provided should be in good running condition.

21. Operation and function of vehicle and driver shall be governed by Motor Vehicles Act/Motor Vehicles Rules, as applicable from time to time and these shall be the responsible of the contractor.
22. No advance payment will be made.
23. The dead mileage in any case should not be more than five kms, One way.
24. Duty slips/ Movement slips will be signed by the officer with whom the vehicles is attached for duty on day to day basis. No duty slip shall be entertainment unless and until the same is certified/ verified by the concerned officer.
25. The contractor will maintain separate log books for the said vehicle which will also be verified/ countersigned by the concerned officer.
26. The bills I triplicate should be made date-wise by the contractor and should be submitted to the Drawing and Disbursing Officer, O/o Pr. CIT (ReFAC)(AU)-4, Signature towers, Hyderabad on monthly basis.
27. The contractor while raising the bill should clearly mention that the rate charged/ quoted is for petrol or diesel vehicle.
28. 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.
29. The prospective bidders shall furnish the following documents along with their financial bid:
  - (a) Self attested copy of the PAN card under Income Tax Act.
  - (b) Copy of Vehicle documents along with 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) Document evidencing registration of provider with GST.
30. The bid will ordinary be decided on the basis of the quote as per Serial No. 1 (Annexure-2), year of manufacture and condition of the vehicle.
31. In opening the tender and awarding tender, the decision of Chairperson is final and binding on all parties.
32. 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 is final and binding on all parties.
33. The prospective bidder(s) should be registered with GST and have valid PAN No.
34. This office is alongside inviting tenders through GeM portal and if operational vehicle service sought to be availed are available on GeM in compliance with General Financial Rules, 2017 then preference for bidders on GeM would be given.
35. In case of non-compliance terms & Condition of contract, a penalty may be levied. The penalty of some of defaults is as under;
  - a) Late reporting Rs. 150/-per day.
  - b) Non reporting Rs. 500/- per day instance and the prevailing market rate for hiring of taxi from local market would be deducted from the bill of the contractor.
  - c) Refusal of duties Rs. 500/- per day instance and the prevailing market rate for hiring of taxi from local market would be deducted from the bill of the contractor.
  - d) Change of drivers without prior intimation Rs. 200/- per instance.
36. Log sheet specifying daily reporting and relieving time as daily opening, closing meter reading and other details as may be specified by the department should be maintained by h department.

Submitted for open tender with the prior approval of the Pr. CIT (ReFAC) (AU)-4, Hyderabad.



**(D.SUDHAKARA RAO)**  
Pr. Commissioner of Income tax,  
(ReFAC) (AU)-4, Hyderabad. (I/c)