



कार्यालय प्रधान आयकर आयुक्त (आरईएफएसी (आरयू)-1,  
3 मंजिल, 'ए-ब्लॉक, आयकर शिखर, ए. सी. गॉडर्स, हैदराबाद-500004.  
Office of Pr. Commissioner of Income Tax (ReFAC)(RU)-1  
Room No.312,3<sup>rd</sup> Floor, A-Block, I T Towers, A.C. Guards, Hyderabad -500004.  
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F. No. 338/Operational Vehicle/PCIT (ReFAC)(RU)-1/2021-22 Dated: 28.12.2021

### INVITATION OF TENDER

**Subject:** Hiring of Operational Vehicles for the Office Pr. Commissioner of Income tax (ReFAC)(RU)-1, Hyderabad – Regarding.

Sealed quotations are invited from interested Parties/Travel agencies for supply of 4 (four) operational vehicles and one Staff car vehicle (3Mid size and 2 Small size) on monthly hire basis for office use in the O/o. Pr. Commissioner of Income Tax (ReFAC)(RU)- 1, Hyderabad located at 3<sup>rd</sup> Floor A – Block, IT Towers, A.C. Guards, Hyderabad – 500 004 for the period from 01.02.2022 to 31.01.2023. The details are as under:

S. No.	Particulars	Quantity	Type	Place of deployment	Amount
1	Toyota InnovaCryst a/ Ertiga/ XVU 500/ Corolla Altis	Three (3) (Seven Seater or more)	Taxi/ Commercial	O/o. Pr. Commissioner of Income Tax (ReFAC)(RU) - 1, Hyderabad	Rs. 50,000/- per vehicle per month (exclusive of GST)
2	Verna/ Honda City/ MarutiCiaz	Two (2) (Five Seater or more)	Taxi/ Commercial	O/o. Pr. Commissioner of Income Tax (ReAC)(RU) - 1, Hyderabad	Rs. 40,000/- per vehicle per month (exclusive of GST)

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

The last date for submission of the tender/quotation is 20-01-2022 by 5.00 PM in the office of the Pr. Commissioner of Incometax(ReFAC)(RU)-I, Hyderabad. The tender documents should be dropped in the drop-box kept in the office of the Pr. Commissioner of Income tax(ReFAC)(RU)-I, I.T. Towers, 3<sup>rd</sup> floor, 'A' Block, Hyderabad. Tenders will be opened by the Joint.Commissioner of Income tax(ReFAC)(RU)-1(1), I.T.Towers, 7<sup>th</sup> floor 'D' Block at Room No.741 on 21-01-2022 at 12.00 P.M in the presence of such bidders of their representatives 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 which are not in proper format will be rejected.

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

1. The Vehicle should be new and, in any case, not to be 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 of the IT Towers, Hyderabad.
3. The vehicle should be provided along with an experienced 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 utilized 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 and 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 should 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 all the time.
10. The travel Agency should arrange alternative suitable vehicle immediately in case of break – down of the vehicle supplied.
11. Change of vehicle and driver will not be allowed, except in exceptional circumstances and with prior permission of the office. In case of increase in number of any of the type of vehicle mentioned above, the vendor will provide such additional vehicle(s) on the same terms & conditions, including monthly hire charges.

12. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges, in addition to a penal charge of Rs. 2,500/- per day for the period of default.

13. The monthly hire charges are subject to statutory deductions of TDS and any other applicable charges.

14. The travel 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 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 (ReFAC)(RU)-1, 3<sup>rd</sup> floor 'A' Block, I.T. Towers, A. C. Guards, Masabtank Hyderabad 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 reason.

Last date for submission of tenders is **20.01.2022**.



**(PATHLAVATH PEERYA, IRS)**

Pr. Commissioner of Income Tax (ReFAC)(RU)-1,  
Hyderabad

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