



Office of the Income Tax Officer (I&CI)
3rd Floor, Rajkamal Complex, Lakshmipuram Main Road,
Guntur -522 007
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F.No.: Hiring of vehicle/ITO(I&CI)/GNT/2020-21

Date:11-01-2021

SHORT TENDER CALL FOR HIRING OF VEHICLE

Quotations are invited from interested Transport Contractor/ Enterprise/ Private Individuals for providing one latest model Small Sized Vehicle capable of carrying 4 persons for operational purpose w.e.f. 01/11/2020. The interested parties may submit the quotations to the Income tax Officer (I & CI), Guntur in the address mentioned above.

The terms & conditions can be obtained from the site of <http://www.incometaxhyderabad.gov.in>. The quotations in a sealed cover should reach this Office on or before 12/01/2021.

N. S. Sri Latha
(N S SRILATHA)
Income tax Officer (I & CI),
GUNTUR.

* Notice board.

* website: <http://www.incometaxhyderabad.gov.in>



सत्यमेव जयते

OFFICE OF INCOME TAX OFFICER (I&CI)*3rd Floor, Rajkamal Complex, Lakshmipuram Main Road, Guntur- 522 007**Tele-Fax 0863-2219834.*

F.No.Operational Vehicle/ DCIT/CC-1/GNT/ 2020-21

Date:11/01/2021

Sub.: - Inviting Quotations for hiring of Small -Size Vehicle for Operational purposes – Reg.

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Quotations are invited from the interested parties like Reputed Tour/Taxi Operators, Individual Owners having requisite vehicles/ infrastructure for supply of a Small-Size Vehicle for operational use of the offices of the I&CI, Guntur.

TERMS AND CONDITIONS

1. **The monthly rent shall not be more than Rs.30,000/- @ 2,000 KM per month (Exclusive of Service Tax/GST), for the Small-Size Vehicle including all expenses like Driver's Salary, Diesel, Maintenance, Repairs, etc. No other charges except the hire charges will be borne by the Department. No extra amount will be paid for mileage and time.**
2. **The vehicle should not be an old vehicle and should not be more than one year old vehicle and should be in proper running condition and must have a valid taxi permit to run in the State of Andhra Pradesh. The office of the Principal Chief Commissioner of Income Tax (Andhra Pradesh & TELANGANA) or the Director General of Income Tax (Investigation), Hyderabad may withhold the budget, if it is the case that a vehicle without taxi permit is hired.**
3. **The duration of the hire-contract shall be initially for a period of ONE YEAR starting from 11.01.2021 and ending with 31.12.2021. However, the period of hiring of the vehicle could be extended for a future period of one year on terms and conditions to be agreed in writing between the Income Tax Department and the present supplier of the vehicle.**

4. The hired Small-Size Operational Vehicle should clearly be inscribed as "**ON GOVT. DUTY**". The name of the department or designation should not be mentioned.
5. The vehicle must travel for official purpose subject to maximum of 2000 KMs in a month.
6. The vehicle shall be at the disposal of the Income Tax Department for all the days of the month. The vehicle shall be parked at the parking area of the respective building where the office is situated.
7. The vehicle should be provided along with the driver and fuel. The vehicle supplier shall ensure that driver is made available along with the vehicle for all the days of the month.
8. The Department is not responsible for any repairs and maintenance of the vehicles. No other charges, except the hire charges will be borne by the department.
9. The vehicle provider will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The Department would not be responsible for loss/damage to property or life on account of such incidents.
10. The vehicle should be maintained in neat, clean and perfect running conditions.
11. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
12. The driver should have a valid driving license, should wear proper and clean uniform (white and white) as prescribed by the Road Transport Authority (RTA) and should follow traffic rules and other regulations prescribed by the Government from time to time.
13. The driver must be of very polite and gentle nature and must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.

14. The driver should maintain personal hygiene of the highest degree so as not to emit any foul body odour resulting from flatulence, unclear bowel and excessive sweating.
15. The travel agency should arrange alternative suitable vehicle, immediately in case of breakdown of the vehicle supplied.
16. In case of failure to provide alternative suitable vehicle, hire charges on prorated basis shall be deducted from the monthly hire charges.
17. Changes of vehicle and the driver would be permissible only under exceptional circumstances.
18. The supplier of the vehicle shall alone be responsible for the salaries, emoluments and any other specific claims of its drivers or any workers in respect of the specified vehicle and the Department shall not have any responsibility towards any claim of such employee and the vehicle supplier shall comply with all statutory liabilities regarding the service conditions of his driver, such as contribution to ESI, PF, etc.
19. The supplier of the vehicle shall not give the said hired vehicle to any other third party during the subsistence of the present agreement.
20. The owner or the driver on behalf of the owner shall maintain a daily logbook in respect of the vehicle by recording therein all the necessary particulars including the particulars of starting and closing time of travel, the places travelled, and the extent of travel undertaken, with the Kilometre reading, etc.
21. The monthly hire charges are subject to statutory deductions like Income tax (TDS), etc.
22. The vehicle provider should submit the full details of the Driver along with the copies of the RC Book, Driver's License, Insurance, Pollution Control Check-up Report, etc., to this office along with signed contract agreement.
23. The Income Tax Department reserves the right to terminate the contract with one-month notice.
24. In case, the supplier wants to withdraw the contract, he must give notice in three months advance.

25. Service tax (GST) shall be claimed by the agency/vehicle provider only when the agency is having GST Registration and is liable for payment of such Service Tax (GST) as per the extant rules. It is incumbent on the part of DDOs to ensure claim is only in such cases by the travel agency.
26. In order to secure the interest of the Income-tax Department, pending any decision to terminate the contract for infringement of any of the terms of the contract, a penal deduction of a minimum of Rs.1,000/- for each default in deficiency of service and violation of any terms of the contract and a minimum deduction of Rs.2,000/- for each instance of misconduct and misdemeanour by either the driver or the vehicle provider or any of his representative and employee, be made from the monthly hire charges.

The parties/travel agencies those who are willing for the above terms and conditions may furnish their sealed quotations on or before **11/01/2021 11:00 AM** at the office of I&CI, Guntur, 3rd Floor, Raj Kamal Complex, Main Road, Lakshmi Puram, Guntur.

N. S. Sreelatha
(N.S. Sreelatha)
Income Tax Officer (I&CI),
Guntur.