



**Office of the  
Addl. Commissioner of Income Tax, Range-6, 6<sup>th</sup> Floor 'B' Block,  
Room No. 621, I.T. Towers, A.C. Guards, Hyderabad – 500 004.  
Ph: 040-23425432**

F.No. Addl. CIT/R-6/Hyd/Vehicle/2019-20

Date: 16.12.2019

Sub: Hiring of Vehicle on monthly hire basis from, O/o. The Additional Commissioner of Income Tax, Range-6, Hyderabad – calling for quotations - Regarding.

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Quotations are invited from the interested Parties/Travel agencies for supply of following vehicle on monthly hire basis for the office use of the O/o. the Additional Commissioner of Income Tax, Range-6, 6<sup>th</sup> Floor, B Block, I.T. Towers, A.C. Guards, Hyderabad – 500004.

Sl. No	Particulars	Quantity Required	Type	Place of Deployment of Vehicles	Amount should not be more than
1	<b>Category: Mid Size</b> Maruti Ertiga/ Mahindra Xylo/ Mahindra XUV 500/ Toyota Innova or equivalent	01 (One) (7 or more seater)	Taxi/ Commercial	O/o. Addl. Commissioner of Income Tax, Range-6, Hyd.	Rs. 50,000/- per vehicle per month (exclusive of GST)
2	<b>Category: Small Size</b> Swift Desire	01 (One) (5 or more seater)	Taxi/ Commercial	O/o. Addl. Commissioner of Income Tax, Range-6, Hyd.	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.

## **Terms & Conditions:**

1. 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 / Telangana.
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 respective buildings where the office is situated.
3. The Vehicle should be provided along with the driver and fuel. The Vehicle supplier shall ensure that driver is made available along with vehicle for all the days of the month.
4. 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.
5. The vehicle has to travel for office purpose subject to a maximum of 2000 kms in a month. If the kms agreed upon ( as per the agreement) are not utilized by the department in any month, the unused kms will be carried forward to the next month.
6. The contractor will be responsible for loss/damage to property or life because of negligence of driver or proper 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.
7. The vehicle should be maintained in a neat, clean and in a perfect running condition.
8. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
9. The driver should have a valid driving license, 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.
10. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
11. The vehicle provider should arrange for an alternative suitable vehicle, at his own cost, immediately in case of breakdown of the vehicle supplied.

12. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
13. Charges of vehicle and the driver should be allowed only in exceptional circumstances.
14. The monthly hire charges are subject to statutory deductions, like Income Tax etc.
15. The department reserves the right to terminate the contract within one month notice.
16. In case the supplier wants to withdraw the contract, he has to give 3 month's notice.
17. No additional charges will be paid for extra mileage and overtime.
18. The department reserves the right to cancel/suspend the tender process without attributing/ giving any reasons.

The parties / travel agencies those who are willing for the above terms and conditions may furnish their sealed quotations giving the details of mileage to be given per month subject to maximum of 2000 kms on or before 24.12.2019 at the office of the Additional Commissioner of Income Tax, Range-6, 6<sup>th</sup> Floor, B Block, I.T. Towers, A.C. Guards, Hyderabad – 500004. The sealed covers will be opened by the designated committee at 4.00PM on 27<sup>th</sup> December, 2019 at the above mentioned address.

Yours faithfully,

  
**(D. KOMALI KRISHNA)**  
Addl. Commissioner of Income Tax,  
Range-6, Hyderabad.

Copy to the Notice Board.

Copy to the Web-Manager, [incometaxhyderabad.gov.in](http://incometaxhyderabad.gov.in), Hyderabad.