



Office of the Joint Commissioner of Income Tax, Rajamahendravaram Range  
Aayakar Bhavan, Near Kambala Tank, Rajamahendravaram-533105 (A.P.)  
Phone No.0883-2463750/Fax No.0883-2463356  
e. mail: rajahmundry.addlclitl@incometax.gov.in

F.No. JCIT/RJY/Range Vehicle/2022-23

Date: 06/07/2022

### TENDER NOTICE

Tenders/quotations are invited from reputed transport operators / private individuals for providing the following mid-sized vehicle for usage of the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram, as per the terms and conditions of the contract (Annexure-I). **The prospective vehicles should be new or less than 2 years old and should be in perfect running condition.**

Sl. No.	Particulars	Quantity Required	Size	Place of deployment of vehicle	Amount should not be more than	Period for which vehicle is required
1.	Mid-sized vehicle Tayota Innova Crysta/Maruti Ertiga/Mahindra Marazzo/Mahindra XUV700 or any other such vehicles.	1 (one)	7 Seater	Rajamahendravaram	Rs. 50000/-* per month	One year from the date of commencement of contract.

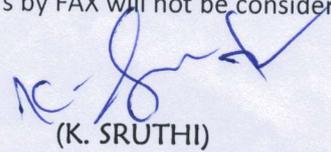
(\* includes all expenses like driver's salary, fuel expenses, maintenance, repairs etc but exclusive of GST)

The critical dates for tender submission and processing are as follows :

Publish date	08/07/2022 (10.30 Hrs)
Bid document download start date	08/07/2022 (10.30 Hrs)
Bid document download end date	18/07/2022 (13.30 Hrs)
Bid submission start date	08/07/2022 (10.30 Hrs)
Bid submission end date	18/07/2022 (16.30 Hrs)
Bid opening date	19/07/2022 (16.00 Hrs)

The tender document will be available on CPP (Central Procurement Portal) website <https://eprocure.gov.in> and departmental website [www.incometaxhyderabad.com](http://www.incometaxhyderabad.com) from 08/07/2022. Bids shall be submitted online only at the CPP website <https://eprocure.gov.in/eprocure/app>. Service providers have to follow the terms and conditions mentioned in the Annexure-I and all the documents called for in the Annexure-II (Technical Bid) and Annexure-III (Financial Bid) are to be uploaded to CPP website <https://eprocure.gov.in/eprocure/app>.

Bidders have the option to submit their bids offline by submitting a sealed cover with all the enclosures as per Annexure-II and Annexure-III either by the registered post or by handing over to the Deputy commissioner of Income Tax, Rajamahendravaram Range, Aayakar Bhawan, Veerabadrapuram, Rajamahendravaram, East Godavari District, Andhra Pradesh-533105 latest by 18/07/2022. However, bidders are advised to submit the tenders online through CPP Portal <https://eprocure.gov.in> as the bids received online will be given preference. Bids received through offline mode shall be entertained only if no valid bids are received in CPP website <https://eprocure.gov.in/eprocure/app>. The offline bids received will be opened by the Tender Committee/Purchase Committee in presence of the tenderers or their authorized representatives on 18/07/2022 at 16.30 Hrs in the O/o the Deputy commissioner of Income Tax, Rajamahendravaram Range, Aayakar Bhawan, Veerabadrapuram, Rajamahendravaram, East Godavari District, Andhra Pradesh-533105. 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 kept sealed till such date and time. Submission of tenders by FAX will not be considered.



(K. SRUTHI)

Joint Commissioner of Income-tax,  
Rajamahendravaram Range,  
Rajamahendravaram

Encl : Annexure-1 Terms and conditions  
Annexure-II Technical Bid  
Annexure-III Proforma for quotation.

Copy to : DDIT (systems), Hyderabad, with a request to upload the tender document on  
[www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in)

**TERMS AND CONDITIONS OF THE CONTRACT**

1. Department will require services of one mid-sized vehicle for usage of the Joint Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram, such as Toyota Innova Crysta / Maruthi Ertiga/Mahindra Marazzo or any other such vehicles for official purposes for a period of one year from the date of commencement. The bidder should be well established and an experienced agency / firm / individual having atleast One vehicle in his name. The bidder / tenderer should not be an employee or ex-employee of the Department. Similarly, bidder should not be a firm in which substantial interest lies with the employee or ex-employee of the Department.
2. The vehicle selected through tender process will be used **exclusively for the Department for all seven days in a week**. The Department prohibits using of selected vehicles by the vendor for any other purposes. The Staff Car is expected to ply within 2000 Km per month. **No extra amount will be paid over and above the agreed amount.** The mileage of vehicles would be counted from Department to Department and based on log book entries. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Department.
3. The quotes should be inclusive of all expenses such as monthly salary / charges of driver(s), repairs & maintenance of vehicle, insurance, RTO related levies/ duties/ taxes etc. petrol / diesel, oil and also any other incidental expenses relating to vehicles including penalty, fine, recoveries etc. shall be borne by the bidder. The quotes should be inclusive of all Government levies and taxes but exclusive of GST. The firm should be GST Registered.
4. The vehicles should not be an old vehicle and should not be more than two 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**. The vehicle should have desired safety features such as ABS, EBD/ESC, Alloy wheels, Power windows, Power steering etc. in the given brand / model of the company. **The vehicle should be registered with the concerned authority of Central/ State Govt. a certificate to this effect should be provided with the technical bid document.** Also the conditions prescribed in section 66 of Motor Vehicles Act, 1988 for hiring of vehicle should be fulfilled.
5. The Vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors, deodorants and regularly polished exterior at all times during the period of the contract. The vendor shall also ensure that the vehicle is in perfect running condition at all the times during the contract period. The papers related to the vehicles including proper insurance coverage, pollution check of the vehicles should be available / kept in the vehicle.

6. The successful bidder shall have to provide the ordered type and number of vehicle(s). **However, in case the successful bidder expresses** his inability or fails to supply the total/desired number of vehicle(s) so required, he can be blacklisted from this Department for four years. The option shall be given to the next higher bidder to supply the vehicle(s) / remaining number(s) of vehicle and so on.
7. Department reserves the right of selection of any particular type of vehicle over the other.
8. Preference will be given to the bidder who is ready to provide good option of vehicles.
9. In the event of the award of the contract to the bidder & prior to the execution of the contract, the Vendor shall produce the vehicle in the office of the Department for physical verification / inspection before the signing of the contract along with certified copies of RC book, Comprehensive insurance policy of the vehicle and receipt of road tax payment, photograph of the driver with their present and permanent address, mobile no. and copy of driving license of the driver. The vehicle should comply with all legal obligations prescribed under various statutory laws in force and should not have been involved in any illegal obligations and should not violate the regulations of Motor Vehicles Act and other applicable laws of State Government of Andhra Pradesh / Government of India.
10. The vendors would invariably produce all the documents as in the technical bid document (Annexure-II). The vendors shall also submit an attested copy of **trade license Bank statement and bank account No. Bank and Branch name Branch code IFSC code and MICR code in the envelope contain in the technical Bid documents.**
11. The drivers of the vehicles must possess **valid driving license and should be qualified and experienced.** He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two way communication in working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible, directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident, all claims and responsibilities shall be met by the Vendor. The Department will not entertain any claim whatsoever in this regard. The vendor will provide certificate of satisfaction regarding identity, character and antecedents of the drivers as per desired format of Department. The drivers shall wear uniform as directed by this office. The expenses of the uniform will be borne by the vendor.
12. During the period of the contract, the Vendor shall not change the dedicated vehicle or the driver as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the drivers or both are to be replaced, the same is to be done after consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the

charges for such hiring shall be deducted from the dues of the vendor in addition to the levy of penalty of Rs.1000/- (Rs. One thousand only) per day per vehicle.

13. Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. **No separate payment will be made for driver's salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes,** registration charges, insurance charges, periodic servicing, toll tax, parking charges etc and these expenditures shall be met by the vendor.
14. The vendor shall raise the bill on a monthly basis and submit this office in duplicate latest by 5<sup>th</sup> day of the month following the month in which such vehicle is used. In case of broken period of a month, pro-rata charges will be payable. The vendor shall maintain log book and periodically get it signed by the user/representative of Department. The bills shall be prepared on the basis of log book entries. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment/credit made to the vendor.
15. During the period of the contract no request for escalation of monthly charges will be entertained by Department for whatsoever reasons.
16. Department has an option to terminate the contract immediately without assigning any reason whatsoever for failure on the part of the vendor to honour the terms and conditions of the contract without any compensation to the Vendor. The Vendor can also terminate the contract by giving a proper application in writing and a notice of 30 days in advance.
17. The vendor has to ensure that the drivers observe proper etiquette and protocol while performing their duty. He shall be neatly dressed, should wear uniform as prescribed by the Transport Authorities and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle.
18. Department shall not be responsible for any damages whatsoever to public /private property and/or to any third person due to any accident arising out of and in the course of deployment of the vehicle.
19. The bidder/vendor and driver shall be bound to carry out the instructions of the Department as well as of the Officers to whom the vehicle is assigned.
20. This contract shall be effective for a duration of one year from the date of signing the contract as per the terms and conditions of this tender document unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents. The contract/ agreement is renewable subject to satisfactory performance of the Service Provider and with such amendments/modified of term and conditions as may be mutually agreed to including rise in wages/service charges taking into account.

21. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.
22. The applicant bidder(s) and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process, notwithstanding anything to the contrary contained therein, the Department may reject an application without being liable in any manner, whatsoever to the applicant, if it determines that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.
23. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of engaging of services of drivers, all legal obligation, in respect of the vehicle i.e. Road Tax, RTO Registration and permissions etc. and in respect of the driver i.e. minimum wages as per Government Regulation, Social Security etc. shall be the responsibility of the Contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.
24. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Department or contractor will give notice to other party at the earliest of the occurrence of such incidents that on account of the above event the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.
25. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provision of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of Department. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Department and the person shall not be below the rank of ITO within the jurisdiction the Joint Commissioner of Income Tax, Rajamahendravarm Range, Rajamahendravaram. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.
26. The prospective bidders shall submit the following documents along with their financial Bid :
  - (a) Self attested copy of PAN card under Income Tax Act.
  - (b) Copy of the vehicle documents along with the 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 Andhra Pradesh 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) Copy of work orders, in support of past experience of providing vehicles to the department or any organization of Govt of India/AP.
27. The vehicle should carry suitable plate/card indication **“ON DUTY OF GOVT. OF INDIA, Income Tax Department, Rajamahendravaram”** which shall be made and displayed by the Contractor subject to compliance of RTO rules and regulations.
28. A Penalty of Rs.500/- per day per vehicle will be levied in case of unapproved change of vehicle/driver non satisfactory performance or lack of proper upkeep of the vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and conditions, the contract cancelled forthwith without any notice.
29. **The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e., 2000 kilometers run in a month and actual kilometers run by one or more vehicles of the operator if the actual kilometers run by a vehicle is individually less than agreed kilometers.**
30. The bidder must produce the proof of GST registration as well as earlier payment of GST, if any.

#### DECLARATION

I/We hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Place :

Signature of the applicant

Date :

(Name of the applicant)

**TECHNICAL BID**

1.	Name of the Proprietor/Registered Firm/ Company	:	
2.	(a) Address of concern	:	
	(b) Telephone Numbers	:	
	I Fax Numbers	:	
	(d) E.Mail	:	
	I Mobile Numbers	:	
3.	Name, address and contact No.s of the partners/Directors (in case of firm/company).	:	
4.	No. of years of experience in providing services	:	
5.	Enclose the attested copies of trade license and Bank statement containing the details of Bank account No., Bank and Branch Name, Branch code, IFSC, and MICR Code.	:	

6. Details of the vehicle that can be provided to the Department :

Sl. No.	Make & Model of the vehicle	Year of Mfg. (Month & Year)	Registration No. of the vehicle	Whether copy of RC book submitted ?
1.				
2.				

7. List of Clients details (Please attach copies of work orders) in the following format :

Sl.No	Name and address of the client	Name & address of the contact person	Period for which the vehicles were/are given on hire	Number of vehicles given on hire
1.				

2.				
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8.	Permanent Account Number (Please attach photocopy of PAN card and latest I.T return)	:	
9.	GST Registration No .	:	
10.	Details of DD towards cost of tender form (attach DD in case of downloaded form also)	:	

**DECLARATION**

I/We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above statement at any stage, the bidder/ company will be blacklisted and will not have any dealing with the O/o. the Joint Commissioner of the Income Tax, Rajamahendravaram Range, Rajamahendravaram in future.

Place :

Signature of the applicant

Date :

(Name of the applicant)

**Annexure-III**

To

The Joint Commissioner of Income Tax,  
Rajamahendravaram Range, Aayakar Bhawan,  
Veerabadrapuram, Rajamahendravaram,  
East Godavari District, Andhra Pradesh-533105.

Madam,

Sub : Submission of quotations for supply of mid-sized vehicle to the O/o the Joint  
Commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram-Reg.  
Ref : F.No. JCIT/RJY/Range Vehicle/2022-23 dated 01/07/2022.

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With reference to the above, I/We hereby submit the quotation for hiring of vehicle for the  
usage of the Joint commissioner of Income Tax, Rajamahendravaram Range, Rajamahendravaram.

Sl.No.	Vehicle Make	Type of Vehicle	Vehicle model (Month & Year of manufacturing)	Amount (in rupees)
1				
2	GST (%) charges			
3	Total Amount			
4	Rate per Km in case of 2000 km over and above			

**Note : Bid will be finalized on the basis of amount quoted against Sl.No.1 only.**

Date :

Signature of the applicant with seal

Place :

Encl :

1. Self attested copy of PAN card under Income Tax Act.
2. Copy of the vehicle documents along with the photocopy of their RC/Fitness and permit owned by the contractor.
3. 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 Andhra Pradesh and no criminal case is pending against the Firm/Agency/Individual.
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 or any organization of Govt of India/AP.