



**OFFICE OF THE PR COMMISSIONER OF INCOME TAX  
(ReFAC)(AU)-3, HYDERABAD  
Room No. 801, 8<sup>th</sup> Floor, Signature Towers, Kondapur, Hyderabad.**

F.No.Pr.CIT(ReFAC)(AU)-3/Staff Car / 2021-22

Date : 20 /09/2021

**निविदा सूचना / TENDER NOTICE**

Tenders/quotations are invited from interested transport contractor enterprise / private individuals for providing One Staff Car to the Pr. Commissioner of Income Tax (ReFAC)(AU)-3, Hyderabad, as per the terms and conditions of the contract (Annexure-1). The Vehicle should be preferably new or less than 1 year old and should be in perfect running condition.

S.No	Vehicle Make/ Model	Size	Number of Vehicles required	Amount should not be more than	Office for which vehicle is required	Vehicle to be provided latest by
1	Mid-Size Vehicle (Toyota Innova Crysta /any other vehicle in the same category)	7/5 Seater	1	Rs. 50,000/- *	O/o Pr. CIT(ReFAC)(AU)-3, Hyderabad.	01-11-2021

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

The tender document will be available on CPP (Central Procurement Portal) Website <http://eprocure.gov.in> and departmental website [www.incometaxhyderabad.com](http://www.incometaxhyderabad.com) from 21/09/2021. Bids shall be submitted online only at CPP website <http://eprocure.gov.in/eprocure/app>. Service providers have to follow the terms and conditions mentioned in Annexure – 1 and all the documents called for in Annexure – 2 are to be uploaded to CPP website <http://eprocure.gov.in/eprocure/app>.

Bidders have the option to submit their bids offline by dropping a sealed cover with all the enclosures as per Annexure – 2 in the sealed box placed in Room 815, Signature Towers, Hyderabad till 28/09/2021 (10:00 Hrs). Bidders are advised to submit the tenders online through CPP Portal <http://eprocure.gov.in> as the bids received online will be given preference. Bids received in offline mode shall be entertained only if no valid bids are received in CPP website <http://eprocure.gov.in/eprocure/app>. The offline bids received will be opened by the Tender Committee/Purchase Committee in the presence of tenderers or their authorized representatives on the 28/09/2021 at 15.00 hrs in Room No. 815 of the Office of the Pr. CIT (ReFAC)(AU)-3, Signature Towers, Kondapur, 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 kept sealed till such date and time. Submission of tenders by FAX will not be considered.

**(D SUDHAKARA RAO)  
Pr. Commissioner of Income tax,  
(ReFAC)(AU)-3, Hyderabad .**

Encl: Annexure -1 Terms and Conditions.

Annexure-2 Proforma for Quotation.

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

ANNEXURE-1

**TERMS AND CONDITIONS OF THE CONTRACT**

1. The Bidder's place of Business should be from Hyderabad/Secunderabad/ Rangareddy District/Medchal Malkajgiri district.
2. The vehicle shall be at the disposal of the PCIT (ReFAC)(AU)-3, Hyderabad for all days (24 \* 7) (except for 02 days in a month for servicing / maintenance of vehicle) , 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 Institutions / Universities / Public Sector Undertakings of the Government 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)-3, Hyderabad has the right to hire vehicle from any other sources 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 Labor Laws/ Acts/ Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor Act and other Labor Laws/ Act/ Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labor 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.
19. The vehicle and driver shall remain available all the time 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 responsibility 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 vehicle is attached for duty on day to day basis. No duty slip shall be entertained 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 in 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)-3, 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.

30. The bid will ordinarily 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.



**(D SUDHAKARA RAO)**  
**Pr. Commissioner of Income tax,**  
**(ReFAC)(AU)-3, Hyderabad .**

To

The Pr. Commissioner of Income-Tax,  
(ReFAC) (AU)-3,  
8<sup>th</sup> Floor, Signature Towers,  
Opp.Botanical Garden,  
Hyderabad.

Sir,

Sub: Submission of quotations for hiring of staff car to the O/o Pr.CIT (ReFAC) (AU)-3,  
Signature Towers, Kondapur, Hyderabad – Reg.

Ref: F.No. Pr.CIT(ReFAC)(AU)-3/Hyd/Staff Car /2021-22 dated 17/09/2021.

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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	Year of Manufacture	Amount in Rs.
1			
2	GST (%) charges		
3	Rate per Km over and above 2000 Kms		

Date :

Signature of Bidder with Seal

Place:

Encl:

1. Self attested copy of the PAN card under Income Tax Act.
2. Copy of Vehicle documents along with photocopy of its 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.