



सत्यमेव जयते

GOVERNMENT OF INDIA

Office of the Income-tax Officer,  
Ward - 1, D. No. 12-19-22/A, 1<sup>st</sup> floor, Lakshmi Bhawan, Prakash Nagar,  
Narasaraopet, 522 601. Guntur Dist.

Telephone : 08647-230571

email : [narasaraopet.ito1@incometax.gov.in](mailto:narasaraopet.ito1@incometax.gov.in)

F. No. 13./Vehicle/ITO-NRT/2021-22

Dated. 10-02-2022.

### INVITATION OF TENDER

Sub : Hiring of Small size vehicle on monthly rental basis for operational purpose of O/o Income-tax Office, Narasaraopet - Calling for fresh Tenders/Sealed Quotations for the period from 01-04-2022 to 31-03-2023- Regarding.

\*\*\*

Sealed Quotations are invited from the interested parties/travel agencies for supply of one vehicle (One small size vehicle only) on monthly hire basis for the office use (operational purpose) of the O/o Income-tax Officer, Ward-1, Narasaraopet, Guntur Dist. Andhra Pradesh.

Sl No	Particulars	Quantity	Place of deployment	Amount
1.	Maturhi Shift / Shift Dzire / S-Cross	One Vehicle (4+1 Seater)	O/o Income-tax Officer, Ward-1,Prakash Nagar Narasaraopet, Guntur Dist.	Rs. 40,000/- per month

The monthly rent will not be more than Rs. 40,000/- including all expenses like driver's salary, diesel, maintenance, repairs etc.,

#### TERMS & CONDITIONS :

1. The vehicle should be in small size with seating capacity of 4+1 passengers.
2. The vehicle should not be a old vehicle and should not be more than one year old vehicle and should be in proper running condition and must shave a valid tax permit to run within and outside the State of Andhra Pradesh.
3. The maximum pay charges payable will be Rs. 40,000/- (inclusive of service tax and any other govt. levies etc., as applicable from time to time) per month and the number of kilometres to be run is 2000 KMs per month.
4. The vehicle shall be at the disposal of the Income Tax Department for all days of the month for the exclusive use by the office of the Income-tax Officer, Ward-1, Narasaraopet. The vehicle shall be parked at the parking place of the respective building where the office is situated.
5. The vehicle shall 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.

6. The vehicle has to travel for operational purpose subject to maximum of 2000 KMs in 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.
7. 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.
8. The vehicle should be maintained in a neat and clean and in perfect running condition.
9. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
10. 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.
11. The Driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
12. The Travel Agency should arrange alternative suitable vehicle, immediately in case of breakdown of the vehicle supplied.
13. In case of failure to provide alternative suitable vehicle hire charges on pro-rata basis shall be deducted from the monthly hire charges.
14. Change of vehicle and the driver should be allowed only in exceptional circumstances.
15. The monthly hire charges are subjected to statutory deductions like Income Tax etc.,
16. The department reserve the right to terminate the contract with one month notice.
17. In case the supplier wants to withdraw the contract, he has to give 3 months notice.
18. No additional charges will be paid for extra mileage and overtime.
19. The department reserves the right to cancel/suspend the tender process without attributing/giving any reason.

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 (One small size vehicle only) on or before 25-02-2022 at the office of the Income-tax Officer, Ward-1, Lakshmi Bhawan, Prakash Nagar, Narasaraopet, Guntur Dist. Andhra Pradesh.

Yours faithfully,



[ B. A. PRASAD BABU ]  
Income-tax Officer, Ward-1,  
NARASARAOPET

Copy to the Notice Board.

Copy to the Web Manager with a request to upload the Tender Document to the departmental official website at [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)