



Office of the Income Tax Officer, Ward-1,  
D.No.12-19-22/A, 1<sup>st</sup> Floor, Lakshmi Bhavan,

Prakash Nagar, Narasaraopet – 522 601, Guntur Dist., A.P.

Phone : 08647-230573 :: Fax : 08647-230571::Email – [narasaraopet.ito1@incometax.gov.in](mailto:narasaraopet.ito1@incometax.gov.in)

CR.NO.93/Hiring of Vehicle/ITO,W-1,NRT/19-20.

Dt: 29-07-2019.

## NOTICE INVITING TENDER

Sealed Tenders / Quotations are invited from interested Transport Contractor / Enterprise / Private Individuals for providing one latest model Mid-sized Vehicle to the Office of the Income Tax Officer, Ward-1, Narasaraopet.

SL No.	Vehicle model/Year	Size	Amount should not be more than	Office for which vehicle is required	Date from which Vehicle is required
1	Mid-sized Vehicle	7 Seater	Rs.50,000/- for vehicle per month	Income Tax Office, Ward-1, Narasaraopet	01/09/2019

The last date for Submission/Receipt of the tender/quotation is 13-08-2019 upto 5.30 P.M in the office of the Income Tax Officer, Ward-1(DDO), Narasaraopet. The tender documents should be dropped in the drop-box kept for the purpose with the Income Tax Officer, Ward-1, Narasaraopet. Tenders will be opened by the "Income Tax Officer, WARD-1(DDO), Narasaraopet on 14/08/2019 at 4.30 PM. Tenders or quotations received after the stipulated date and time will not be entertained. Tenders/quotations not in proper format will be rejected.

  
(P. RAJESWARD)  
Income Tax Officer,  
Ward-1, Narasaraopet.

\* Notice board

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



Office of the Income Tax Officer, Ward-1,  
D.No.12-19-22/A, 1<sup>st</sup> Floor, Lakshmi Bhavan,  
Prakash Nagar, Narasaraopet – 522 601, Guntur Dist., A.P.

Phone : 08647-230573 :: Fax : 08647-230571::Email – [narasaraopet.ito1@incometax.gov.in](mailto:narasaraopet.ito1@incometax.gov.in)

CR.NO.93/Hiring of Vehicle/ITO, W-1, NRT/19-20.

Dt: 29-07-2019.

## SHORT TENDER CALL FOR HIRING OF VEHICLE

Quotations are invited from interested Transport Contractor / Enterprise / Private Individuals for providing one latest model Mid-sized Vehicle capable of carrying 7 or more persons for operational purpose w.e.f. 01.09.2019. The interested parties may submit the quotations to the Income Tax Office, Ward-1, Narasaraopet 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 13-08-2019.

  
(P. RAJESWARI)  
Income Tax Officer,  
Ward-1, Narasaraopet.

\* Copy to the Notice board

\* Copy to the website: <http://www.incometaxhyderabad.gov.in>

## ANNEXURE-1

### TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The Transport Contractor/ Enterprise/Individual will provide brand new vehicle to **Income Tax Office, Narasaraopet.**
2. The hiring charges should be specified (exclusive of GST) for 2000 Kms. (reckoned from place of reporting to place of release). The additional distance beyond 2000 Kms. (per month) should also be specified.
3. The vehicles shall be provided for 365 days in the year as per requirement of the ITO, Ward-1(DDO), NARASARAOPET of the Income Tax Department and shall be at the exclusive disposal of the aforesaid Unit. In the event of any breakdown of the vehicle, or unavailability of the vehicle/ driver for any reason, immediate alternate arrangements shall be made by the Transport Contractor/ Enterprise/ Individual. In case, the Transport Contractor/ Enterprise/individual is unable to make alternative arrangements, the ITO, Ward-1(DDO), NARASARAOPET of the Income Tax Department will be at liberty to make alternative arrangements and deduct the expenditure incurred on such arrangements from the Transport Contractor/ Enterprise's/ Individual bill. If no alternative arrangements could be made by either of the parties, deduction shall be made from the Transport Contractor/Enterprise's bill on pro rata basis.
4. The Transport contractor/ Enterprise/ Individual to whom the contract is awarded, would furnish name, address and contact number of a person to whom the ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department/ Controlling Officer should contact, in case of any problem faced with regard to services being provided by such contractor on day to day basis.
5. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, salary of the drivers/staff, payment of insurance/road/state taxes/Toll Tax/ permit and parking charges etc. Adequate spares such as Bulbs, Belts, Spare Tires etc. in good condition shall be kept in the vehicle at all times along with tools for use, if necessary.
6. The hiring rates shall be exclusive of GST. (A copy of GST registration to be submitted). The same will be reimbursed on submission of proof of payment.
7. The vehicles deployed with the ITO, Ward-1(DDO), NARASARAOPET of the Income Tax Department should be commercially registered and should be comprehensively insured with third party unlimited risk cover. The ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department shall not be responsible for any damages whatsoever to public property and/or any third person due to any accident arising out of and in the course of deployment of Transport Contractor/Enterprise's/individual vehicles with the ITO, Ward-1(DDO), Narasaraopet of the Income Tax Department. The Transport Contractor/Enterprise/individual shall be solely responsible for any claims by any third party and/or employees of the ITO, Ward-1(DDO), NARASARAOPET of the Income Tax Department travelling in the vehicle for any injuries caused by the Driver of the vehicle whether by accident or otherwise. The Transport Contractor/Enterprise/individual shall be required to indemnify the ITO, Ward-1(DDO), NARASARAOPET of the Income Tax Department from any consequences arising out of and in the course of deployment of vehicles with ITO, Ward-1(DDO), Narasaraopet of the Income Tax department.

8. The Transport Contractor/Enterprise/ Individual shall be responsible for the acts and deeds of drivers of the vehicles. ITO, Ward-1(DDO), Narasaraopet of the Income Tax Department will, in no way, be responsible for violation of the traffic rules and/or other loss either by the driver of the vehicle or by the Transport Contractor/Enterprise. The Transport Contractor/Enterprise/individual shall comply with the relevant rules and regulations of the Motor Vehicle Act applicable at present and as may be enforced from time to time.
9. The employees of the Transport Contractor/Enterprise/ Individual shall not be considered to be the employees of the Income Tax Department for any purpose. Income Tax Department will not be responsible for any injury sustained by the employee(s) of the Transport Contractor/Enterprise/individual during the performance of their duties and also any damages or any compensation due to any dispute between the Transport Contractor/Enterprise/individual and its employees/ workers.
10. The drivers should have valid driving licenses issued by the RTO to drive such vehicles and must carry the same with them all the time while on duty.
11. The drivers must have experience of at least five years. They must always be properly dressed as per RTO rules, well behaved and courteous and should be familiar with public /civic laws, rules and regulations.
12. The drivers should be provided Mobile phones in good working condition with two way communication facility. Detailed list of mobile numbers should be provided to the ITO, Ward-1(DDO), Narasaraopet of the Income Tax Department.
13. The Transport Contractor/Enterprise shall provide dedicated vehicles and drivers and any change in vehicle and/ or driver should be made only in very exceptional circumstances.
14. The antecedents of drivers must be free from any criminal record. Complete particulars of the drivers along with local and permanent addresses and their photographs should be submitted to the office of the INCOME TAX OFFICER ,WARD-1(DDO), NARASARAOPET before they are deployed on duty with the ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department.
15. A daily Log Book indicating opening and closing meter reading, time-in and time-out shall be got signed by the driver concerned from the officer/official using the vehicle. On the basis of above Log- Book of each day, the Transport Contractor/ Enterprise shall prepare monthly bill in respect of each vehicle separately and submit the same to the Controlling Officer at the relevant station of duty.
16. The payment for the monthly bill will be made by cheque/e-payment within 30 days of receipt of the bill after deduction of TDS wherever applicable or other Govt. dues, if any.
17. The agreement for hiring of vehicle shall be in force for a period of one year and would be extendable for further period of one year subject to satisfactory performance by the vendor and at the discretion of the ITO, WARD-1(DDO), NARASARAOPET. However, the ITO, WARD-1(DDO), NARASARAOPET, shall be at liberty to terminate the contract by giving one month's notice in respect of any vehicle hired by the ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department in case the Enterprise fails to abide by any of the conditions specified above. The Transport Contractor/ Enterprise shall also be at liberty to terminate the contract for similar reasons by giving three months notice in advance to the ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department.

18. While bidding, the applicant contractor/ enterprise should submit a sealed envelope marked as "Financial Bid". The tender document, marked as Annexure '2', itself is a 'Financial Bid'.
19. Tender document should be submitted by 5.30 P.M on 13-08-2019 in the office of the Income Tax Officer ,Ward-1(DDO), 12-19-22/A, Prakash Nagar, Narasaraopet – 522 601. The tender documents should be dropped in the drop-box kept for the purpose with the DDO of the office of the Income Tax Officer ,Ward-1(DDO), Narasaraopet. Tenders will be opened by the "ITO, WARD-1(DDO), Narasaraopet on 14/08/2019 at 4.30 PM in the presence of such bidders or their representatives as are present at the given time and venue.
20. Late receipt of the offers: Late/delayed offers, offers received by post, fax offers/messages, telegraphic offers and incomplete offers are liable to be rejected. Any late/delayed tenders received will not be opened. Any bidder wishing to withdraw the bid, after it is submitted may do so provided the written notice of such withdrawal is received prior to the deadline for submission of the bid.
21. Each page of the offer must be neat & clean and signed & stamped by the authorized signatories
22. Only such bids will be entertained which are received from Transport Contractors/Enterprises who offer for hiring INNOVA/MAHINDRA/ERTIGA/TAVERA car. The successful bidder shall enter into a contract with ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department and shall supply all requisite vehicles within 10 days of awarding the contract.
23. In case of failure to supply the stipulated number of vehicle for hiring by the contractor within stipulated time, the contract may be cancelled by ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department may be forfeited. In such case, new tender will be floated.
24. In case of any dispute during the tender process, the decision of the ITO, WARD-1(DDO), NARASARAOPET would be final and binding.
25. The ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department reserves the right to accept or reject any part of the tender or whole tender, without assigning any reasons.
26. The vehicle can be called for reporting at any time. The vehicle would remain at the exclusive disposal of the ITO, WARD-1(DDO), NARASARAOPET of the Income Tax Department for all the seven days in a week during the entire contract period.

  
(P. RAJESWARI)  
Income Tax Officer,  
Ward-1, Narasaraopet.

\* Copy to the Notice board

\* Copy to the website: <http://www.incometaxhyderabad.gov.in>

ANNEXURE-2

TO

The INCOME TAX OFFICER,  
WARD-1(DDO),  
12-19-22/A, PRAKASH NAGAR,  
NARASARAOPET.

Sir/Madam,

Sub: Submission of quotations/Tenders for hiring of vehicle by The Office of the Income Tax Officer , Ward-1, DDO,12-19-22/A, Prakash Nagar, Narasaraopet-Reg

Ref: CR.NO.93/Hiring of Vehicle/ITO,W-1,NRT/19-20, dt. 29-07-2019.

\* \* \*

With reference to the above, I/We hereby submit the quotation for hiring of vehicle for the Office of the Income Tax Officer, Ward-1, DDO, 12-19-22/A, Prakash Nagar, Narasaraopet.

Sl. No	Particulars of model/Type of Vehicle	Size	Date of purchase

Details of Bid:

Sl. No.	Particulars Amount(Rs)		
1	Total Monthly hire Charges for 2000 KMs		
2	Rates per Km over and above 2000 KMs		

DATE:

PLACE:

SIGNATURE OF THE BIDDER