



**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX,  
ReFAC AU-2, HYDERABAD, IT TOWERS, 9<sup>th</sup> Floor B Block, MASAB TANK,  
Tel:040-23426131**

**Sri. PATHLAVATH PEERYA, IRS  
Principal Commissioner of Income Tax**

F.No.02/Pr.CIT ReFAC AU-2/Vehicle hiring/2021-22

Dated: 09/05/2022.

**Notice Inviting Tender**

Sealed tenders/ Quotations are invited from interested Transport Contractor Enterprises/ Private Individuals for providing **3** latest Model (Not older than 2020) Mid Sized Vehicles (Toyota Innova) and **2** latest small size Vehicles (Swift Dzire/Etios) to the Office of the Pr Commissioner of Income Tax (ReFAC)-2, Hyd.(Operational Vehicles)

S.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 Size Vehicle (Toyota Innova)	7 Seater	Rs. 50,000/-	O/o Pr. CIT(ReFAC)- AU-2, Hyderabad	01.06.2022
2	Small Size Vehicle (Swift Dzire/Etios)	5 Seater	Rs. 40,000/-	O/o Pr. CIT(ReFAC)- AU-2, Hyderabad	01.06.2022

The last date for submission/receipt of tender(s) is 11.30 hrs **19/05/2022** which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the same day at 15.00 hrs in the Office of the Pr. CIT (ReFAC) AU-2, 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 sealed on the same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be considered.

  
(PATHLAVATH PEERYA)

**Pr. Commissioner of Income Tax, ReFAC AU-2  
Hyderabad[I/c]**

**Encl:**Annexure-1 Terms and conditions

Annexure- 2 Proforma for Quotation

**To be published in:** 1) [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in)  
2) [www.eprocure.gov.in](http://www.eprocure.gov.in)

## ANNEXURE-1

### TERMS AND CONDITIONS OF THE CONTRACT

1. 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.
2. 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.
3. 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.
4. The Firm whose tender is accepted shall sign an Agreement of Contract within 15 days from the date of receipt of confirmation.
5. 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.
6. The vehicles should be in good conditions.
7. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The Pr. CIT(ReAC)-2, Hyderabad has the right to hire vehicle from any other sources at the expense of the contractor.
8. The Contractor shall provide names, addresses of the drivers along with their driving license number and copies within one week of the award of the contract.
9. The contractor shall not employ any persons who have 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.
10. 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.
11. 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.
12. 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 nay 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.
13. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
  14. Any Excess / Shortage in the mileage achieved during a month can be set off or carried forwarded to the next month not exceeding a total of 2000 kms in a particular month.
  15. Vehicles provided to the Department should bear Commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drives so provided with the vehicles shall have commercial LMV Driving License and Badges.
  16. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Telangana.
  17. The contractor shall provide vehicles as per requirement of the department.
  18. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
  19. The contractor shall be responsible for total maintenance of vehicles provided by him. All the vehicles provided should be in good running conditions.
  20. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
  21. The department reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
  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 vehicles are 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 each 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(ReAC)-2, Incometax 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 bidder shall furnish the following documents alongwith their financial bid:
    - (a) Self attested copy of the PAN No. card under Incometax Act.
    - (b) Copy of Vehicles documents alongwith photocopy of their RC/Fitness and permit owned by the contractor.

(c) 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.

(d) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.

30. In opening the tender and awarding tender, the chair person decision in final and bending on all parties.

31. In case of a tie, suitable method will be adopted by the chair person to resolve the Same. The decision of the chair person in this regard in final and bending on all parties.