



OFFICE OF THE Addl. COMMISSIONER OF INCOME TAX, RANGE-16  
2<sup>nd</sup> FLOOR, 'B' BLOCK, IT TOWERS, AC GUARDS, HYDERABAD.  
TEL. NO. 040-23425539

F.No.Range-16/Operational Vehicle/2018-19

Date: 23.07.2018

**NOTICE INVITING QUOTATION FOR HIRING OF OPERATIONAL VEHICLE (ONE SMALL SIZE)**  
**UNDER GFR,2017, Rule 201 (i)**

Sealed rate quotations are invited by the Addl. Commissioner of Income Tax, Range-16, Office of the Pr. Commissioner Income Tax-4, Hyderabad, on behalf of The President of India, for "Hiring of Operational Vehicle" for a period of two years, for official use in the Office of Addl. Commissioner of Income Tax, Range-16, Hyderabad, from travel agencies / owners of taxi(s) / interested participant(s), so as to be submitted to this office on or before 31.07.2018 up to 3.00PM and the same will be opened by the Addl. Commissioner of Income Tax, Range-16 on the same day at 3.30PM, in the presence of the available participants.

The brief description of the job is as tabulated.

S.No.	Description of Item	Qty.	Rate Rs. as per month
01	Driver driven light motor vehicle - Swift Dzire / Honda Amaze or any other similar make, for hire. All the incidental expenses including fuel oil, engine oil, driver salary, insurance, servicing of vehicle and any other consumables, Road-Tax and day to day maintenance, are to be borne by the service provider. The running kilometers of the vehicle to be offered to the Department are up to 2000 km per month. The rated passenger seating capacity of the vehicle shall not be less than four, excluding driver. The cubic capacity of the cylinder of vehicle shall not be less than 1050 cc. The Max rate quoted should not exceed Rs.30,000/- per month excluding GST.	One vehicle (small size)	

  
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## TERMS AND CONDITIONS

1. The vehicle provided should be in good running condition and well maintained. The vehicle should not be aged more than 24 months. This call of quotation is for providing vehicle for two years commencing w.e.f.01.08.2018.
2. The agency whose quotation is found lowest will produce its vehicle along with necessary documents of the vehicle at the office of Addl. Commissioner of Income Tax, Range-16, Income Tax Department, Hyderabad, for inspection of the condition of the vehicle and the documents, by the department.
3. In case of unforeseen circumstances or if the vehicle is out of order, etc, it shall be responsibility of the service provider, to provide alternate vehicle at par condition, at free of cost, immediately without causing any inconvenience. In case, the proper alternate vehicle is not provided by the agency, the hiring officer/department will deduct Rs.1000/- for each day of default from the monthly bill of the agency.
4. In case vehicle does not report in time/ does not report at all, the hiring officer/department will deduct Rs. 1000/- for each day of default from the monthly bill of the agency.
5. The vehicle shall be available at I.T.Towers, A.C.Guards, Hyderabad, on all days of the Month.
6. This office will be no way responsible for any loss, damage, of the vehicle and all the liabilities are vested with the Vendor.
7. The rate quoted by the agency shall include consumable items such as fuel oil, Engine oil, and spare parts etc. required for the vehicle. No other payment except the Hire charges will be paid by the Department.
8. The rate shall be quoted in the words and figures. Income Tax (TDS) and others taxes as applicable will be deducted from the bills.
9. The vehicle shall have permit to operate in the Greater Hyderabad Region. Toll tax etc, arising due to travel shall be borne by the department.
10. Payment shall be made by the ZAO, CBDT, Hyderabad at the end of every month on presentation of the bill to the department.
11. The vehicle should be registered with the authorities concerned of Central/State Govt.
12. The driver should have valid driving license & shall observe all the etiquettes and protocol while performing the duty and shall be neatly dressed. He should wear proper uniform & must carry a mobile phone in working condition for which, no separate payment shall be made by the department.
13. The Vendor and Driver shall be bound carry out the instructions of the department as well as of the officer assigned to the vehicle.
14. A daily record indicating time and mileage for the vehicle shall be maintained in a logbook by the driver.

  
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15. The vehicle should be provided for 12 hours of the day from 9 AM to 9 PM. The time & distance is to be calculated from the time and place of reporting to the time & place of release. Mileage in respect of repair work, filling up of fuel, air and other miscellaneous shall not be counted.

16. The liability of the department is limited to the contract value only.

17. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the Addl. Commissioner of Income Tax, Range-16, whose decision shall be final and conclusive.

18. In case of any dispute, the jurisdiction of court of Hyderabad shall apply.

19. The dedicated vehicle may be having department's security pass. Accordingly the vehicle shall not be used for any other purpose by the agency and misuse of vehicle bearing department's security pass, In case, if it happens, it will render this contract null and void.

20. Even, if all the above conditions are fulfilled by both the parties, the contract can be terminated by either of the parties, after a notice period of 15 days.

21. If either of the party fails to fulfill the above conditions, letter will be issued by the aggrieved party indicating the fault of the other party and the contract can be cancelled after a notice of three days.

22. The above limited tender notification is in compliance with GFR 2017, Rule 197 & 201(i).



(KIRAN KATTA)

Addl. Commissioner of Income Tax  
Range – 16,  
O/o. Pr.CIT-4, Hyderabad

Copy to:

- 1) Zonal Accounts officer, CBDT, Hyderabad.
- 2) DD(SyS), IT Towers. Hyderabad, with a request to display the notice on the Income Tax Department website.
- 3) Office copy.
- 4) Notice Board.