



Office of the  
Income Tax Officer,  
Ward-1 (DDO),  
NARASINGARAOPET, GUDUR.  
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F. No. ITO/W-1 (DDO)/GDR/OPR.VEHICLE /19-20

Date: 22-04-2019

## **NOTICE INVITING TENDER**

**Office of the  
Income Tax Officer, Ward-1(DDO),Narasingaraopet,  
GUDUR.**

Sealed tenders /quotations are invited from interested Transport Contractor/ Enterprise/ Private Individuals for providing one latest model Small Size Vehicle to the office of the Income Tax Officer,Ward-1, Gudur

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	Operational vehicle such as INNOVA/MARUTI ERTIGA/MAHINDRA XUV300/SCORPIO/ or any other similar make	7/8 Seater	Rs 50,000/- for Vehicle per month	Income Tax Officer,Ward-1,(DDO), GUDUR	01/05/2019

The last date for submission /Receipt of the tender/quotation is 29-04-2019, upto 5.30 P.M in the office of the Income Tax Officer, Ward-1, Gudur. 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, Gudur. Tenders will be opened by the "ITO, WARD-1(DDO)" on 30/04/2019 at 11:30 AM in the presence of such bidders or their representatives as are present at the given time and venue. No tenders or quotations received after the stipulated date and time will be entertained. Tenders/quotations not in proper format will be rejected.

  
**(CH.V.PAIDESWARA RAO)**  
INCOME TAX OFFICER  
WARD-1(DDO), GUDUR.

\*Notice board.

\* 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, Gudur.**
2. The hiring charges should be specified (exclusive of Service Tax) 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 11 months in the year as per requirement of the ITO, WARD-1(DDO), Gudur 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), Gudur of the Income Tax Department will be at liberty to make alternative arrangements and deduct the expenditure incurred on such arrangements from the bills of the Transport Contractor/ Enterprise's/ Individual. 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), Gudur 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 Tyres 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 Service Tax. (A copy of Service Tax 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), Gudur 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), Gudur 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), Gudur 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), Gudur 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), Gudur of the Income Tax Department from any consequences arising out of and in the course of deployment of vehicles with ITO, WARD-1(DDO), Gudur 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), Gudur 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), Gudur 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), GUDUR before they are deployed on duty with the ITO, WARD-1(DDO), Gudur 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 RTGS 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). However, the ITO, WARD-1(DDO), Gudur, 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), Gudur 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), Gudur of the Income Tax Department.
18. While bidding, the applicant contractor/ enterprise should submit a sealed envelop marked as "Financial Bid". The tender document, marked as Annexure 'A', itself is a 'Financial Bid'.
19. Tender document should be submitted by 5.30 P.M on 29-04-2019 in the office of the Income Tax Officer, Ward-1(DDO), Narasingaraopet, Gudur. 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), Gudur. Tenders will be opened by the "ITO, WARD-1(DDO), Gudur on 30/04/2019 at 11:30 AM 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 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 Big size vehicle such as INNOVA/MARUTI ERTIGA/MAHINDRA XUV300/SCORPIO/ or any other similar make, etc. The successful bidder shall enter into a contract with ITO, WARD-1(DDO), Gudur of the Income Tax Department and shall supply all requisite vehicles within 7 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), Gudur of the Income Tax Department. In such case, new tender will be floated.
24. In case of arising any dispute during the tender process, the decision of the ITO, WARD-1(DDO), Gudur would be final and binding.
25. The ITO, WARD-1(DDO), Gudur 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), Gudur of the Income Tax Department for all the seven days in a week during the entire contract period.



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\*Copy to the Notice Board

\*Copy to the Web site of <http://www.incometaxhyderabad.gov.in>

ANNEXURE-2

TO

THE INCOME TAX OFFICER,  
WARD-1(DDO),  
NARASINGRAOPET,  
G U D U R - 5240101

Sir/Madam,

Sub: Submission of quotations/Tenders for hiring of vehicle by the Office of the  
Income Tax Officer, Ward-1, Narasingaraopet, Gudur – Regarding.

Ref: F.No. ITO/W-1(DDO)/GDR/OPR.VEHICLE /19-20 dt 22.04.2019

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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, Narasingaraopet, Gudur.

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