



OFFICE OF THE INCOME TAX OFFICER, WARD-1, TENALI
OPP. SAI BABA TEMPLE, BOSE ROAD, TENALI
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F.NO.15 /Operational Vehicle/ITO/TNL/2024-25

Dated: 03-04-2024

NOTICE INVITING LETTER

Vide this office Tender Notice of even No. dated 20.03.2024, sealed tenders/quotations have been invited from interested Transport Contractors /Enterprises/Private Individuals for providing one latest model Small sized vehicle (5 Seater) to the Office of the Income Tax Officer, Ward-1, Tenali on or before 28.03.2024. However, due to the administrative exigencies, the last date for receiving the quotations is extended till 10.04.2024 upto 4:00 P.M.

Hence, interested Transport Contractors /Enterprises/Private Individuals can send their quotations in prescribed format on or before 10.04.2024 upto 4:00 P.M.

CH Anjan Devi
(CH. Anjani Devi)
Income Tax Officer
Ward-1, Tenali

Encl: Annexure-1 - Terms and Conditions
Annexure-2 - Proforma for quotation.

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. In case of providing vehicles older than three years, Rs. 500/- (Rupees Five Hundred only) shall be charged per day as penalty.
7. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which Income Tax Officer, Tenali 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 person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws / Acts / Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws / Acts / Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour 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 in 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 any person under his control whether in respect of accident / injury to the person or damages to the property of any member of the public or any person or in executing the work or 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 course 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 Drivers 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 Andhra Pradesh.

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 condition and should not be more than three years old.

20. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act / Motor Vehicle 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 Income Tax Officer & Drawing and Disbursing Officer, Ward-1, Tenali 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 Act from 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 along with their financial bid:-

- (a) Self attested copy of PAN No. card under Income Tax Act.
- (b) Self attested copy of Service Tax Registration Number
- (c) Self attested copy of Valid Registration No. of the Agency / Firm.
- (d) Self attested copy of valid Provident Fund Registration Number.
- (e) Self attested copy of valid ESI Registration Number.
- (f) Self attested copy of valid License and Number under Contract Labour Act and under any other Acts / Rules.
- (g) Copy of vehicles documents along with photocopy of their RC / Fitness and permit owned by the contractor.
- (h) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments / Organizations of the Government of India / Government of Andhra Pradesh and no criminal case is pending against the firm / agency.
- (i) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.

CH. Anjani Devi
(CH. Anjani Devi)
Income Tax Officer,
Ward-1, Tenali.

ANNEXURE - 2

TO

The Income Tax Officer
Ward-1,
1st Floor, Shiridi Square,
Opp. Sai Baba Temple,
Bose Road, Tenali.

Sir,

Sub: Submission of quotations for hiring of Small Size Operational vehicle to the O/o.Income Tax Officer, Ward-1, Tenali.- Reg.

Ref: F.No. 15/Vehicle Hiring/ITO/W-1/TNL/2023-24 dated 20.03.2024.

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, Tenali.

S.No.	Particulars of Model / Type of Vehicle	Size	Date of Purchase	Location for hiring of vehicle

Details of bid:

S.No.	Particulars Amounts (Rs.) (per vehicle)	
1	Total Monthly hire charges for 2000 Kms.*	
2	Rate per km over and above 2000 Kms.	

Date:

Signature of Bidder with seal

Place:

*The bid will ordinarily be decided on the basis of the quote as per Serial No. 1 and in case of tie, quote as per Serial NO. 2 will be considered.