



सत्यमेव जयते

OFFICE OF THE  
JOINT COMMISSIONER OF INCOME-TAX, RANGE-1, GUNTUR  
CENTRAL REVENUE BUILDS, KANNAVARITHOTA, GUNTUR  
Telephone No.0863:2239849:0863-2271927 – Fax Nos. 0863-2271927.

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F.No.62/JCIT/R-1/GNT/OP. vehicle/2020-21

Dated: 07.01.2021.

**NOTICE INVITING TENDER**

O/o. Joint Commissioner of Income Tax,  
Range-1, Guntur.

Sealed tenders are invited from reputed transport operators / agencies for hiring of vehicle for the Office of The Joint Commissioner of Income Tax, Range-1, Guntur. The requirement is as under:-

S.No.	Particulars make / model vehicle	Size	No. of vehicle	Amount should not be more than	Office for which vehicle required	Date w.e.f which vehicle required
1.	Operational vehicle Honda City / Maruthi Swift Dzire /Mahindra 300/Maruti Suzuki Ertiga.	5 seater	1	Rs. 40,000/- for vehicle per month.	O/o. Joint CIT, Range- 1, Guntur	20/01/2021

Last date for submission / receipt of tender(s) is **15<sup>th</sup> January, 2021 upto 11.00 A.M.** which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the next day, **18<sup>th</sup> Jan, 2021 at 15.00 P.M.** in the Office of the Joint Commissioner of Income Tax, Room No. 13, 1<sup>st</sup> Floor, Kannavarithota, Guntur. 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 sealed on 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 entertained.

  
(K. SANDHYA RANI)

Joint Commissioner of Income Tax,  
Range-1, (i/c)Guntur.

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

Copy to : The DDIT (Systems), Hyderabad, with a request to upload the tender document on [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.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. The vehicle should not be aged more than 24 months.
7. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which The Additional Commissioner of Income Tax, Range-1, Guntur 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 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. 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.

15. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Andhra Pradesh.

16. The contractor shall provide vehicles as per requirement of the Department.

17. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.

18. 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 two years old.

19. 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.

20. 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.

21. No advance payment will be made.

22. The dead mileage in any case should not be more than five kms. One way.

23. 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.

24. The contractor will maintain separate log books for each vehicle which will also be verified / countersigned by the concerned officer.

25. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Drawing and Disbursing Officer, Range-1, Guntur on monthly basis.

26. The contractor while raising the bill should clearly mention that the rate charged / quoted is for petrol or diesel vehicle.

27. 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.

28. The prospective bidder shall furnish the following documents along with their 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 License and Number under Contract Labour Act and under any other Acts / Rules.
- (e) Copy of vehicles documents along with photocopy of their RC / Fitness and permit owned by the contractor.
- (f) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments / Organisations of the Government of India / Government of Andhra Pradesh and no criminal case is pending against the firm / agency.
- (g) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.

**(K. SANDHYA RANI)**

Joint Commissioner of Income Tax,  
Range-1, (i/c)Guntur.

**ANNEXURE – 2**

TO

The Joint Commissioner of Income Tax,  
Range-1, Guntur.

Sir,

Sub: Submission of quotations for hiring of vehicle to the O/o. Joint Commissioner  
of Income Tax, Range-1, Guntur – Reg.

Ref: F.No. 62/R-1/Gnt/Op. Vehicle/2020-21, dated 08.01.2021.

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With reference to the above, I / We hereby submit the quotation for hiring of vehicle for  
the office of Joint Commissioner of Income Tax, Range-1, Guntur.

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.