



**OFFICE OF THE, INCOME TAX OFFICER, WARD-1, NIRMAL**  
**Lalithamba Complex, Old Bus Stand, Nirmal**  
**PHONE NO.08734-242588**  
**Email: [nirmal.ito1@incometax.gov.in](mailto:nirmal.ito1@incometax.gov.in)**

F.No. ITO/W-1/ Nirmal/ Vehicle /2019-20

Date:27/08/2019

**NOTICE INVITING TENDER**

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, Nirmal.

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 Swift Dzire/Indica and any similar models	4/5 seater	Rs.40,000/- per month	Income tax officer, w-1,Nirmal.	05.09.2019

The last date for submission /receipt of the tender/quotation is 03.09.2019 up to 5.30 PM in the office of the Income tax Officer, ward-1,Nirmal. The tender documents should be given in sealed covers. Tenders will be opened by the ITO,W-1,Nirmal on 04.09.2019 at 11.00 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 and venue, will not be entertained under any circumstances. Tenders/quotations not in proper format will be rejected.

*C. Vijayalakshmi*  
**( C.VIJAYALAKSHMI VENKATESH)-**  
Income Tax officer  
Ward-1, Nirmal.

\*Copy to the 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 Officer,W-1,Nirmal.
2. The hiring charges should be specified (exclusive of service Tax) for 2000 Km. (reckoned from place of reporting to place of release). The additional distance beyond 2000 Km (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, Nirmal 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, The ITO Ward-1, Nirmal of the Income tax department will be liberty to make alternative arrangements and deduct the expenditure incurred on such arrangements from the contractor/Enterprise/Individual. If no alternative arrangements could be made by either of the parties, deductions shall be made from the Transport Contractor's bill on pro rata basis.
4. The transport contractor/enterprises/Individual to whom the Contract is awarded, would furnish name, address and contact numbers of person to whom the ITO, w-1,Nirmal 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.

14. 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 using the vehicle. On the basis of above log book the Transport contractor/ Individual must prepare monthly bill in respect of each vehicle separately and submit the same to the controlling officer at the relevant station of duty.
15. The payment of 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.
16. 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, Nirmal. However, the ITO, Ward-1, Nirmal shall be at liberty to terminate the contract by giving one month notice in respect of any vehicle hired by the ITO, W-1, Nirmal in case the Enterprise fails to abide by any of the conditions specified above. The contractor / enterprise shall also be at liberty to terminate the contract for similar reasons by giving Three months notice in advance to the ITO, W-1, Nirmal.
17. While bidding the applicant Contractor / Individual should submit a sealed envelope marked as "Financial Bid". The tender document, marked as Annexure 'A' itself is a 'Financial Bid'.
18. Tender document should be submitted by 05.30PM on 03.08.2019 in the Income Tax Officer, W-1, Nirmal. 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, W-1, Nirmal. Tenders will be opened by the ITO, W-1, Nirmal on 04.08.2019 at 11.30 AM in the presence of such bidders or their representatives as are present at the given time and venue.
19. Each page of the offer must be neat & clean and signed & stamped by the authorised signatories.
20. Only such bids will be entertained which are received from Transport Contractors/ Individuals who offer hiring Small Vehicle such as Swift Dzire / Indica or any similar etc. The successful bidder shall enter into a contract with ITO, Ward-1, Nirmal and shall supply all requisite vehicles within 7 days of awarding the contract.

ANNEXURE-2

To

The Income Tax Officer,  
Ward-1, Lalithamba complex  
Nirmal-504106.

Sir/Madam;

Sub: Submission of quotations/Tenders of hiring of vehicle by the  
office of the Income Tax Officer, Ward-1, Nirmal-Reg

Ref: F.No.ITO/W-1/Nirmal/vehicle/2019-20 dated 27.08.2019.

\*\*\*\*\*

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, Nirmal.

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 2000Kms		
2.	Rates per Km Over and above 2000kms		

Date:

Place:

SIGNATURE OF THE BIDDER