



INCOMETAX DEPARTMENT
MINISTRY OF FINANCE
GOVERNMENT OF INDIA

Office of the
Income Tax Officer,
Ward-1, 2nd Floor, Ravindra Hospital,
Bellampally Road, Mancherial,
Telangana-504 208.
Phone: 08736-250585
Fax : 08736-250585

F.No. ITO/W-1/MNCL/Operational Vehicle/2021-22/1

Date:25.02.2022

INVITATION OF TENDER

Sub:Hiring of Small size vehicle on monthly rental basis for operational purpose of
O/o. The Income Tax Officer, Ward-1, Mancherial - Calling for fresh
Tenders/Sealed Quotations for the period from 01-04-2022 to 31-03-2023 -
Regarding.

Sealed tenders are invited from reputed transport operators/travel agencies for supply
of one operational vehicle for the office of Income Tax Officer, Ward-1, Mancherial for the
period from 01-04-2022 to 31-03-2023. The requirements are as under:

S. No.	Particulars make/ model vehicle	Size	No. of Vehicles	Amount should not be more than	Office for which Vehicle required	Date w.e.f. from which vehicle required
1	Small-sized Operational Vehicle such as Baleno/ Swift Dezire/ Hyundai I20/ or any other similar make	5 Seater (4+1)	1	Rs.30,000/- for vehicle per month	Income Tax Officer, Ward-1, Mancherial	01-04-2022

Last date for submission/ receipt of tenders is **15th March, 2022 upto 5:45 p.m.** which
will be opened by the Tender committee/Local Purchase Committee in the presence of
tenderers or their authorized representative on the next working day, **16th March, 2022 at 11:30
a.m.** in the office of the Income Tax Officer, Ward-1, Mancherial. In case any holiday is declared
by the government on the day of opening, the tender will be opened on the next working day at
the same time but tender box will be 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.


(R. VENKATA MADHAV)
Income Tax Officer
Ward-1, Mancherial

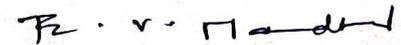
Encl: Annexure-1 Terms & Conditions
Annexure-2 Proforma for Quotation

ANNEXURE -1

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract shall be valid for a period of TWELVE months. 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. The department reserves the right to cancel/suspend the tender process without attributing/giving any reason.
3. All registered agencies, who are providing similar kind of services, may submit the bids in the prescribed format.
4. The bidder should have the experience of similar work in any of the Department /Autonomous Institution/universities/ public sector undertaking of the Government of India or State Government.
5. The firm whose tender is accepted shall sign an Agreement of contract within 15 days from the date of receipt of confirmation.
6. The vehicle should be in good running condition. The vehicle should not be aged more than 24 months.
7. The vehicle should be maintained in a neat and clean and in perfect running condition.
8. The vehicle has to travel for operational purpose subject to maximum of 2000 KMs in month. If the KMs agreed upon (as per the agreement) are not utilized by the Department in any month, the department reserves the right to carry forward the unused KMs to the next month.
9. The vehicle shall be provided along with the driver and fuel. The vehicle contractor shall ensure that driver is made available along with vehicle for all the days of the month.
10. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory as laid down under various Labour Laws/ Acts/Rules like Minimum wages, Provident Funds, ESI, Bonus, Gratuity, contract labours Act and other Labours Laws Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labours Laws or any other Law applicable by the contractor, there will not be any liability on the Department.
11. The driver should have a valid driving license, should wear proper and clean uniform as prescribed by the RTA and should follow traffic rules and other regulations prescribed by the Government from time to time.
12. The Driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
13. 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.
14. 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 recognized no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
15. The vehicle shall be at the disposal of the Income Tax Department for all days of the month for the exclusive use by the office of the Income-tax Officer, Ward-1, Mancherial. The vehicle shall be parked at the parking place of the respective building where the office is situated.
16. 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 injuries to the Driver or person deployed by the contractor during the course of performing the duties.
17. No advance payment will be made.
 18. The Department is not responsible for any repairs and maintenance of the vehicles. No other charges, except the hire charges will be borne by the Department.
 19. The Travel Agency should arrange alternative suitable vehicle, immediately in case of breakdown of the vehicle supplied, failing which this office has the right to deduct the hire charges on pro-rata basis from the monthly hire charges.
 20. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
 21. Vehicle provided by the Department should bare commercial Taxi cab Registration Number and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV driving licence and badges.
 22. The vehicle should conform to the pollution norms prescribed if any, by the Transport Department, Government of Telangana.
 23. The contractor will maintain separate log book for each vehicle which will also be verified/ countersigned by the concerned officer.
 24. In case the supplier wants to withdraw the contract, he has to give 3 months notice.
 25. The Department will deduct Income Tax at Source under section 194-C of income Tax Act from the contractor at the prevailing rate of such as income tax in the income comprised therein.
 26. The prospective bidder shall furnish the following documents along with their bid:-
 - a) Self attested copy of PAN card under Income Tax Act.
 - b) Self attested copy of Goods & Services Tax Registration Number.
 - c) Self attested copy of valid Registration no. of the Agency /firm.
 - d) Self attested copy of valid licence and Number under contract Labour Act and under any other Act/rules.
 - e) Copy of vehicle document 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 Department/Organisation of the government of India /government of Telangana and no criminal case is pending against the said firm/ agency.
 - g) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.



(R. VENKATA MADHAV)
Income Tax Officer
Ward-1, Mancherla

ANNEXURE -2

To

Income Tax Officer
Ward-1, MANCHERIAL

Sir,

Sub: Submission of quotations for hiring of operational vehicle(s) for the period from 01.04.2022 to 31.03.2023 to the O/o. the Income Tax Officer, Ward-1, Mancherial – Reg.

Ref: F.No. ITO/W-1/MNCL/Operational Vehicle/2021-22/1 dated 25-02-2022.

With reference to the above, I/We hereby submit the quotation(s) for hiring of operational vehicle for the office of Income Tax Officer, Ward-1, Mancherial.

S. No.	Particulars of model/ Type of vehicle	Size	Date of purchase

Details of bid:

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

Date:

Signature of the 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.