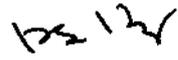


OFFICE OF THE
CHIEF COMMISSIONER OF INCOME TAX
VIJAYAWADA

Tender No. 29/cash/ CCIT-VJA/2019-20
Dt:27.01.2020

NOTICE INVITING QUOTATION

The office of the Chief Commissioner of Income Tax, Vijayawada, Andhra Pradesh intends to hire Mid-size vehicles. The vehicle will run approximately 2000 Kms per Month. The hiring shall be initially for the period of one year from the date of commencement and would be extendable for one more year at the discretion of the Chief Commissioner of Income Tax, Vijayawada. Tender forms along with terms and conditions and format of Tender document can be downloaded from the Departmental website, i.e., <http://www.incometaxhyderabad.gov.in/>. The sealed Tender Form duly filled in quotations in sealed-cover must reach the office of the Chief Commissioner of Income Tax, 3' Floor, S.V.R. Plaza, Siddartha Public School Road, Vijayawada, either by post or personally, latest by 10.02.2020 before 1.00 P.M. The bids for tender shall be opened on 10.02.2020 at 2.30 P.M. in the Chamber of the Chief Commissioner of Income Tax, Vijayawada.


P. Srinivasa Murthy
Additional Commissioner of Income Tax(HQ),
O/o.CCIT, Vijayawada.

मुख्य आयकर आयुक्त
का कार्यालय
OFFICE OF THE
CHIEF COMMISSIONER OF INCOME TAX
विजयवाडा / VIJAYAWADA



तीसरी मंजिल, एसप्लाजा .आर.वी.,
3rd FLOOR, SVR PLAZA,
सिद्धार्थ पब्लिक स्कूल रोड,
SIDDHARTHA PUBLIC SCHOOL ROAD,
मोगलराज पुरम, विजयवाडा १० -
MOGHALRAJPURAM, VIJAYAWADA-10
vijayawada.ccit@incometax.gov.in
फैक्स/Fax No. 0866-2493430

टेलिफोन/Tel No.: 0866-2478484

F.No.29/Cash/CCIT-VJA/2018-19

Date:27.01.2020

NOTICE INVITING QUOTATION

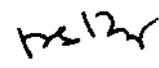
Sub: Hiring of Vehicle on monthly hire basis for O/o the Chief Commissioner. of
Income Tax, Vijayawada - Calling for quotations -Regarding.

Quotations are invited from the interested Parties/Travel agencies for supply of following vehicles
on monthly hire basis for the office use of the O/o the Chief Commissioner. of Income Tax, 3rd Floor,
SVR Plaza, Moghalrajpuram , Vijayawada – 520010 for the period from 01.03.2020 to 28.02.2021.
The requirements are as under.

Sl.N o.	Category	No of Vehicles Required	Place of Deployment of vehicles	Amount should not be more than
1	Mid Size vehicle	01(One)(3 or more seater)	O/o.CCIT, Vijayawada	Rs.50,000/- Per Month
2	Mid size vehicle	01(One)(7 or more seater)	O/o.CCIT, Vijayawada	Rs.50,000/- Per Month

The above mentioned monthly rent including all expenses like driver's salary, diesel,
maintenance, repairs etc.

Last date for submission/ receipt of tenders is 10th February, 2020 upto 1.00 p.m. which will
be opened by the Tender committee/Local Purchase Committee in the presence of tenderers or
their authorized representative on the day, 10th February, 2020 upto 02:30 p.m. in the office of the
Chief Commissioner of Income Tax, Vijayawada. 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.


P. Srinivasa Murthy

Additional Commissioner of Income Tax(HQ),
O/o.CCIT, Vijayawada.

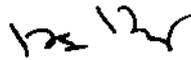
Encl: Annexure-1 Details of the Bidder.
Annexure -2 Proforma for Quotation

TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING TWO MEDIUM SIZED VEHICLES FOR OFFICE USE IN THE O/O CHIEF COMMISSIONER OF INCOME TAX,VIJAYAWADA.

- 1) The contract shall be valid for 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 Department/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 not be an old vehicle and should not be more than two years old vehicle(i.e. vehicle make year should be 2018 or afterwards) and should be in proper good running conditions and must have a valid taxi permit to run in the state of Andhra Pradesh/Telangana.
- 7) In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which Addl. Commissioner of Income Tax,(Hqrs.) O/o Chief Commissioner of Income Tax,Vijayawada 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 licence numbers 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 partments to the contract by the contractor directly or indirectly in any manner whatsoever.
- 12) The contractor shall not 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 other wise 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 2000kms in a particular month.
- 15) Vehicle provided by 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 Licence and Badges.
- 16) The Vehicle 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 the vehicles provided by him. All the vehicles provided should be in good running condition and shll not be the responsibility of the contractor.
- 20) In case of breakdown of any vehicle, the contractor shall replace the breakdown Vehicle within one hour failing Which the department has the right to hire vehicle from any other sources at the expense of the contrector.
- 21) Operation and function of vehicles and Drivers shall be governed by Motor vehicles Act/Motor Vehicles rules and Delhi Motor Vehicles rules and these shall be the responsibility of the contractor.
- 22) The dead mileage in any case should not be more than five kms. One Way.
- 23) No advance payment will be made.

- 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 Drawing the Disbursing officer, O/o CCIT, Vijayawada 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.
 - 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 ESI Registration Number.
 - e) List of Vehicles 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/ Organizations of the Government of the India/Government of Andhra Pradesh 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.



(P.Srinivasa Murthy)
Addl. Commissioner of Income Tax(Hqrs)
O/o Chief Commissioner of Income Tax,
Vijayawada.

Copy to the Notice Board.

Copy to the We-Manager, incometaxhyderabad.gov.in/

ANNEXURE – 1
DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hire of vehicle)

- 1 Name of the Bidder : _____
- 2 Address of the Bidder : _____
- 3 Telephone Landline : _____
- Mobile : _____
- 4 Details of EMD : Amount Rs. _____
- DD No. _____
- Date _____
- Bank _____
- 5 PAN (Enclose Copy) : _____
- 6 GST Registration, if applicable (enclose proof) : _____

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date :

Place :

Signature of the Bidder

ANNEXURE-2

To
The Addl. Commissioner of Income Tax(Hqrs.),
O/o Chief Commissioner of Income Tax,
3rd, floor, SVR.Plaza,
Mogalrajpuram,
VIJAYAWADA-10.

Sir,

Sub: Submission of quotations for hiring of Operational Vehicles for the period from 01-03- 2020 to 28-02-2021 to the O/o Chief Commissioner of Income Tax, Vijayawada – Reg.

Ref: F.No. 29/ CCIT/Vehicle hiring/CCIT/VJA/2019-20 Dated: 27-1-2020.

With reference to the above, I/ we hereby submit the quotations(s) for hiring of operational vehicle(s) for the office of the Chief Commissioner of Income Tax, Vijayawada.

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

Details of bid;

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

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.