

कार्यालय आयकर आयुक्त (प्र.वि)
आयकर अपील अधिकरण
पांचवीं मंजिल,जीवन बीमा निगम बिल्डिंग ,
विशाखपट्टणम- ५३०००४
दूरभाष ०८९१२७१३०१९-फैक्स ,२७१३०८४ -



OFFICE OF THE
COMMISSIONER OF INCOME TAX (DR)
INCOME-TAX APPELLATE TRIBUNAL
5thFLOOR, L.I.C.BUILDING,
VISAKHAPATNAM- 530004
Tel.: 0891-2713084 Fax: 0891-2713019

**NOTICE INVITING QUOTATION FOR HIRING OF OPERATIONAL VEHICLE (ONE SMALL SIZE)
UNDER GFR, 2017, RULE 201(i)**

Income Tax Department, Visakhapatnam region invites offers for supply of a Vehicle with fuel, driver, repairs & maintenance etc. on **all inclusive basis** from the owners of vehicles which are either brand new or preferably less than one year old for being utilised at the following stations:

<u>STATION</u>	<u>No. of Vehicles required</u>
Visakhapatnam	- 1 No. (small size Vehicle for O/o CIT(DR), Visakhapatnam)

Interested vehicle owners are requested to submit their bids in sealed cover by **29.10.2018 by 3.00 PM** after which the bids shall be opened.

Bids should be quoted for 2000 Kms. per month or 24000 Kms. per year utilisation on all inclusive basis. Vehicle shall be at the disposal of department throughout the month and vehicle owner will not be permitted to use vehicle on any occasion whatsoever for other than department's work.

Driver is to do duty in neat and clean **uniform which is mandatory** and be of good behaviour. He has to carry a mobile at the supplier's cost.

Operational Vehicle for O/o CIT(DR) could be – Swift Dzire or equivalent (Fluidic).

Department reserves the right to modify the terms of this offer if that be necessary including the number of vehicles required at a particular station.

Sealed offers be submitted by **29.10.2018 till 3.00 PM** to the Income Tax Officer, O/o. Commissioner of Income Tax(DR), Fifth Floor, LIC Building, Opp: RTC Complex, Jeevan Beema Marg, Visakhapatnam.

Note: The tender documents can also be downloaded from
<http://www.incometaxhyderabad.gov.in>


(PRABIR KUMAR PAUL)
Income Tax Officer,
O/o. Commissioner of Income Tax(DR),
Visakhapatnam.

Copy to:

1. The web manager for uploading the above document on the website
<http://www.incometaxhyderabad.gov.in/home.php>
2. For display on the notice board of O/o CIT(DR), ITAT, Visakhapatnam

(To be submitted in a separate sealed cover with a mention
"TECHNICAL QUOTATION" at top of the sealed cover)

ANNEXURE - I

PROFORMA FOR SUBMISSION OF TECHNICAL QUOTATION FOR HIRING OF
VEHICLE FOR O/o- THE COMMISSIONER OF INCOME TAX(DR),
FIFTH FLOOR, LIC BUILDING, VISAKHAPATNAM - 530004.

1	Name of the provider	
2	Address of the Service Provider	
3	PAN Number	
4	STC Number	
5	Experience in years along with details	

Date :

Station :

Signature
(Name with seal)

(To be submitted in a separate sealed cover with a mention "FINANCIAL QUOTATION" at top of the sealed cover)

ANNEXURE – II

PROFORMA FOR SUBMISSION OF FINANCIAL QUOTATION FOR HIRING OF VEHICLE FOR O/o- THE COMMISSIONER OF INCOME TAX(DR), FIFTH FLOOR, LIC BUILDING, VISAKHAPATNAM - 530004.

- 1) Name of the Service provider:
- 2) Address (Please enclose the documentary proof):
- 3) Name of the contact person:
- 4) Mobile / Contact No. :
- 5) PAN:
- 6) Service Tax No. (if available) :
- 7) Hiring charges per month:

Sl. No.	Type of vehicle	Year of Manufacture	Distance travelled	Hire charges per month without fuel (excluding service) charge)	Hire Charges per month with fuel for 2000 Km travelling

In case of new vehicle proposed to be purchased and to be provided on hire to the Department, the year of make may be mentioned as "proposed to be purchased".

DECLARATION

I hereby declare that the details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide the same.

Date:

Signature : NAME with seal

Terms & conditions.

- (i) The duration of the hire-contract shall be for a period of one year starting with 1st November 2018 and ending with 31st March, 2019. However, the period of hiring of the vehicle could be extended for a further period of one year on terms and conditions to be agreed in writing between the Income-tax Department and the present supplier of the vehicle..
- (ii) The vehicle should be in a proper running condition and well maintained.
- (iii) The vehicle must have a valid taxi permit to run within and outside the state of Andhra Pradesh.
- (iv) The vehicle shall be at the disposal of the Income tax department, Visakhapatnam for the exclusive use by the **Office of the Commissioner of Income Tax(DR), Fifth Floor, LIC Building, Opp: RTC Complex, Jeevan Beema Marg, Visakhapatnam,** for all days of the year, i.e., 24 hours of a day, 7 days of a week and 365 days of the year.
- (v) The vehicle should be provided along with a driver and fuel.
- (vi) The Income Tax Department is not responsible for any repairs and maintenance of the vehicle. No other charges except the hire charges will be borne by the Department.
- (vii) The vehicle should be maintained in a neat, clean and perfect running condition.
- (viii) The vehicle driver must hold a valid license and should comply with the traffic rules and other rules, as prescribed by the Road Transport Authority from time to time.
- (ix) The driver should be of very polite and gentle nature, and must observe all etiquettes and protocol while performing his duty.
- (x) The driver must always carry a mobile phone in a switch on mode and in perfect working condition, and also wear white uniform while performing his driving duties.
- (xi) The driver should maintain personal hygiene of the highest degree so as not to emit any foul body odour resulting from flatulence, unclear bowel, and excessive sweating.
- (xii) The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.

- (xiii) Any excess or lesser usage of the vehicle (in terms of running in kilometers in a month) will be adjusted against the credit of mileage of the future months upto a maximum mileage of 24000 kms. for the contract period and that no extra amount will be paid over and above the agreed amount of Rs.*****/- per month.
- (xiv) The payment of hire charges are subject to statutory deductions.
- (xv) The supplier of the vehicle should arrange alternative suitable vehicle immediately in the event of any breakdown of the vehicle supplied.
- (xvi) In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis will be deducted from the monthly hire charges.
- (xvii) Change of vehicle and driver would be permissible only under exceptional circumstances based on valid reason, and not on flimsy grounds.
- (xviii) The supplier of the vehicle shall alone be responsible for the salaries, emoluments, and any other claims of its drivers or any workers in respect of the specified vehicle, and the Department shall not have any responsibility towards any claim of such employee, and the vehicle supplier shall comply with all the statutory liabilities with regard to the service conditions of his driver, such a contribution to the ESI, PF, etc.,
- (xix) The supplier of the vehicle shall not give the said hired vehicle to any other third party during the subsistence of the present agreement.
- (xx) The owner or the driver on behalf of the owner shall maintain a daily log book in respect of the vehicle by recording therein all the necessary particulars including the particulars of starting and closing time of travel, the places travelled and the extent of travel undertaken, with the kilometer reading etc.,
- (xxi) The driver of the vehicle shall obtain daily pass from the security agency engaged by the Income Tax Department for gaining entry into the office premises. The vehicle shall be parked after the duty hours at the Income Tax office premises where the **Office of the Chief Commissioner of Income Tax, Aayakar Bhavan, Dabagardens, Visakhapatnam** works.
- (xxii) The Income Tax Department reserves the right to discontinue the use of the vehicle for any length of time on administrative grounds during the subsistence of the contract, and, accordingly, no hire charges would be paid for the period of non-use of the vehicle, and correspondingly, proportionate reduction from the maximum mileage credit of 2400 Kms be allowed to the contractor.

(xxiii) If any of the conditions mentioned are violated by the vehicle supplier during the subsistence of the contract, this arrangement shall be terminated after giving a notice of 10 days.

In order to secure the interest of the Income Tax Department, pending any decision to terminate the contract for infringement of any of the terms of the contract, a penal deduction of a minimum amount of Rs.1000/- for each default of deficiency of service and violation of any terms of the contract, and a minimum deduction of Rs.2000/- for each instance of misconduct and misdemeanour by either the driver or the vehicle contractor or any of his representative and employee, be made from the monthly hire charges.