



सत्यमेव जयते

**OFFICE OF THE  
INCOME TAX OFFICER, WARD-1, BAPATLA  
D.NO. 15-8-166, LAKSHMI BHAVAN, GBC ROAD  
BAPATLA-522102**

Telephone No.08643-224039

E-MAIL Id : bapatla.ito@incometax.gov.in

F.No. Hiring of Vehicle/ITO/BPTL/2022-23

Dated 16/06/2022

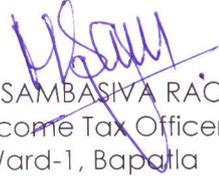
**NOTICE INVITING TENDER**

O/o. Income Tax Officer  
Ward-1, Bapatla

Sealed tenders / Quotations are invited from interested Transport Contractor / Enterprise / Private Individuals for providing one latest Model **Small Size Vehicle (Toyota Etios/Maruti Swift Dzire/Maruti Suzuki S cross)** to the Office of the Income Tax Officer, Ward-1, Bapatla.

S.N.	Vehicle Model / Year	Size	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required
1.	Small-size vehicle	4 +1 Seaters (Small Size)	<b>Rs. 40,000/- for vehicle per month</b>	Office of the Income Tax Officer, Ward-1, Bapatla.	<b>01/07/2022</b>

The last date for submission/Receipt of the tender/Quotation is **27-06-2022** upto **5.30 P.M** in the Office of the Income Tax Officer, Ward-1, GBC Road, Bapatla. The tender documents should be dropped in the drop box kept for the purpose with the Income tax Officer, GBC Road, Bapatla. Tenders will be opened by the "Income tax Officer, Ward-1, Bapatla " on 28-06-2022 at 4.30 PM. No tenders or quotations received after the stipulated date and time will not be entertained. Tenders/Quotations not in proper format will be rejected.

  
(M. SAMBASIVA RAO)  
Income Tax Officer  
Ward-1, Bapatla

- Notice Board
- Website: <http://www.incometaxhyderabad.gov.in>

**The terms and conditions of the agreement are as under:**

1. The vehicle should be in small size with seating capacity of 4+1 passengers.
2. The vehicle should not be a old vehicle and should not be more than one year old vehicle and should be in proper running condition and must have a valid tax permit to run within and outside the State of Andhra Pradesh.
3. The maximum pay charges payable will be Rs. 40,000/- (inclusive of service tax and any other govt. levies etc., as applicable from time to time) per month and the number of kilometres to be run is 2000 KMs per month.
4. 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, Bapatla.. The vehicle shall be parked at the parking place of the respective building where the office is situated.
5. The vehicle shall be provided along with the driver and fuel. The vehicle supplier shall ensure that driver is made available along with vehicle for all the days of the month.
6. 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 unused KMs will be carried forward to the next month.
7. 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.
8. The vehicle should be maintained in a neat and clean and in perfect running condition.
9. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
10. 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.
11. The Driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.

12. The Travel Agency should arrange alternative suitable vehicle, immediately in case of breakdown of the vehicle supplied.
13. In case of failure to provide alternative suitable vehicle hire charges on pro-rata basis shall be deducted from the monthly hire charges.
14. Change of vehicle and the driver should be allowed only in exceptional circumstances.
15. The monthly hire charges are subjected to statutory deductions like Income Tax etc.,
16. The department reserve the right to terminate the contract with one month notice.
17. In case the supplier wants to withdraw the contract, he has to give 3 months notice.
18. No additional charges will be paid for extra mileage and overtime.
19. The department reserves the right to cancel/suspend the tender process without attributing/giving any reason.

Yours faithfully,

  
( M.SAMBASIVA RAO )  
Income-tax Officer,  
Ward-1, Bapatla.

**ANNEXURE – 2**

To  
The Income Tax Officer,  
Ward-1,  
D.No. 15-8-166, Lakshmi Bhavan,  
GBC Road,  
Bapatla-522102.

Sir,

Sub: Submission of quotations for hiring of Small-Size Operational  
vehicle to the O/o Income Tax Officer, Ward-1, Bapatla – Reg.

Ref: The ITO, Ward-1, Bapatla's letter in F.No.Hiring of vehicle/  
ITO/BPTL//2021-22, Dated 16-06-2022.

\*\*\*\*\*

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

S.N.	Particulars of Model / Type of Vehicle	Size	Date of Purchase	Location for hiring of vehicle

Details of Bid:

S.N.	Particulars Amounts (Rs.) (per vehicle)	
1	Total Monthly hire charges for <b>2000</b> Kms.*	
2	Rate per km over and above <b>2000</b> Kms.	

Date:

Signature of Bidder with seal

Place: