

कार्यालय  
आयकर आयुक्त (AU)-2  
तीसरी मंजिल, प्रत्यक्ष कर भवन,  
रैतु बजार के सामने,  
एमकोलोनी .पी.वी., विसखापट्टणम



**Office of the  
Commissioner of Income Tax  
(Appeals Unit)-2, 3<sup>rd</sup> Floor,  
Direct Taxes Building, Opp.  
Raitu Bazaar,  
M V P Colony,  
Visakhapatnam.**

F.NO.1/CIT (AU)-2/VSP/VEH/2020-21

Dt. 21.12.2020

**Subject: Hiring of Staff Car for the Commissioner of Income tax (Appeal Unit)-2,  
Visakhapatnam-reg.**

Sealed quotations are invited from interested parties/Travel agencies for supply of One Mid- sized vehicle as Staff car for the Commissioner of Income tax (Appeal Unit)-2, Visakhapatnam located at 3<sup>rd</sup> Floor, Direct Taxes Building, Opp. Raitu Bazar, MVP Colony, Visakhapatnam for the period from 01.01.2021 to 31.12.2021. The details are as under:

S. No	Particulars	Quantity	Type	Place of deployment	Amount
1.	Toyota Innova Crysta/Ertiga/X UV 500/ Honda City	One (1)	Taxi/ Commercial	O/o. Commissioner of Income tax (AU)- 2, Visakhapatnam	Rs.50,000/month (Excluding GST)

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

**The terms and Conditions for providing Vehicle shall be as under:-**

1. The age of the vehicle should be less than one year as on 01/01/2021 and should be in proper running condition.
2. The vehicle must have a valid taxi permit to run within and outside the state of Andhra Pradesh.
3. The vehicle shall be at the disposal of the Income Tax Department, Visakhapatnam for the exclusive use by the O/o Commissioner of Income Tax, (Appeals)-2, Visakhapatnam for all days of the month i.e., 24 hours of a day, 7 days of a week and 30 days of the month.
4. The vehicle should be provided along with the driver and fuel.
5. The Income Tax Department is not responsible for any repairs and maintenance of the vehicle. No other charges, except the hiring charges will be borne by the Department.
6. The vehicle should be maintained in a neat, clean and in perfect running condition.

7. The driver must hold a valid driving license, and should comply with the traffic rules and other rules, as prescribed by the Road Transport Authority from time to time.
8. The driver should be of very polite and gentle nature, and must observe all etiquettes and protocol while performing his duty.
9. 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.
10. The driver should maintain personal hygiene of the highest degree so as not to emit any foul body odor resulting from flatulence, unclear bowel, and excessive sweating.
11. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
12. 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 month up to a maximum mileage of 24,000 Kms for the contract period 01-01-2021 to 31-12-2021 and that no extra amount will be paid over and above the agree amount of Rs.50,000/- per month.
13. The payment of hire charges are subject to statutory deduction.
14. The supplier of the vehicle should arrange alternative suitable vehicle immediately in the event of any breakdown of the vehicle supplied.
15. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis will be deducted from the monthly hire charges.
16. Change of vehicle and the driver would be permissible only under exceptional circumstances based on valid reason, and not on flimsy grounds.
17. 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 as contribution to the ESI, PF, etc.
18. The supplier of the vehicle shall not give the said hired vehicle to any other third party during the subsistence of the present agreement.
19. 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 of travel, the places travelled and the extent of travel undertaken, with the kilometer reading etc.
20. 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 Commissioner of Income Tax,(Appeals Unit)-2, Visakhapatnam works or at a specified parking place at the residential premises where the officer resides.

21. 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.
22. If any of the conditions mentioned are violated by the vehicle supplier during the subsistence of the contract, this arrangement shall be terminated, giving a notice of 10 days.
23. 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.1,000/- for each default of deficiency of service and violation of any terms of the contract, and a minimum deduction of Rs.2,000/- for each instance of misconduct and misdemeanor by either the driver or the vehicle contractor or any of his representative and employee, be made from the monthly hire charges.

The Commissioner of Income tax (AU)-2 , 3<sup>rd</sup> floor, Direct taxes Building, M.V.P Colony, Visakhapatnam reserves its right to reject any or all bids at any stage of bid process and also to cancel the entire tender process without assigning any reason.

Last date for submission of tenders is **31.12.2020**



(DEBA KUMAR SONOWAL)

आयकर आयुक्त (AU)-2, विसखापट्टणम

Commissioner of Income Tax, (Appeal Unit)-2,

विशाखापट्टणम/Visakhapatnam

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