



सत्यमेव जयते

**OFFICE OF THE  
JOINT COMMISSIONER OF INCOME TAX,  
ReFAC, Verification Unit-1(3), Guntur(stationed at Nizamabad)  
Aayakar Bhavan, Subhash Nagar, Near Zilla Parishad,  
Nizamabad-503002.**

[Email: Guntur.addicit1.3.vu.reac@incometax.gov.in](mailto:Guntur.addicit1.3.vu.reac@incometax.gov.in)

F.No.OV/JCIT/ReFAC/GTR /Hire Vehicle/21-22

Date : 28-10-2021

To  
The Deputy Director of Income tax,  
(Systems), I.T.Towers,  
Hyderabad

Sir

**Sub:** Display of quotation for small-size operational vehicle on hire basis in the departmental web-site – Request – Reg.

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The office of the Joint Commissioner of Income Tax, ReFAC, VU-1(3), Guntur, Andhra Pradesh intends to hire one small-size vehicle for operational purposes. As per the CVC guidelines, it is proposed to place the notice inviting quotation along with terms & conditions in respect of hiring operational vehicles in the departmental web-site. Accordingly, the tender notice along with terms & conditions is herewith enclosed. It is requested that the same may kindly be displayed on the departmental web-site.

Yours faithfully,

**(ANIS KHAN, IRS)**

Joint Commissioner of Income Tax (I/c)  
(ReFAC)(VU)-1(3), Guntur.

Encl: As above.

**INCOME TAX DEPARTMENT, VIJAYAWADA**

**NOTICE INVITING QUOTATION**

The Office of the Joint Commissioner of Income-tax, ReFAC, VU-1(3), Guntur intends to hire one small-size vehicle capable of carrying 5 or more persons such as Verna/Honda City/Maruthi Swift Dzire for operational purpose for F.Y.2021-22 at O/o Asst. Commissioner of Income Tax, ReFAC, VU-1(3)(1), Vijayawada (designated Officer). The interested parties may submit the quotations to the Joint Commissioner of Income-tax, ReFAC, VU-1(3), Guntur(stationed at Nizamabad) **Aayakar Bhavan, Subhash Nagar, Near Zilla Parishad, Nizamabad-503002**. The terms & conditions can also be downloaded from the website [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in). The last date time for submission of duly filled in quotations in a sealed cover is **10-11-2021 at 3.30 P.M.**



**(ANIS KHAN,IRS)**

Joint Commissioner of Income Tax(I/c)  
(ReFAC)(VU)-1(3), Guntur.



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**F.No.OV/JCIT/ReFAC/GTR/Hire Vehicle/2021-22**

**Date :28-10-2021**

**INVITATION OF TENDER**

**Sub : Hiring of one Vehicle (One Small Size) on monthly hire basis for Operational purpose at O/o Asst. Commissioner of Income Tax, ReFAC, VU-1(3)(1), Vijayawada (designated Officer) – calling for quotations – regarding.**

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Sealed Quotations are invited from the interested Parties/Travel agencies for supply of one vehicle (Small Size) on monthly hire basis for the office use (operational purpose) at O/o Asst. Commissioner of Income Tax, ReFAC, VU-1(3)(1), Vijayawada (designated Officer) Andhra Pradesh.

SI. No	Particulars	Quantity	Place of deployment	Amount
1.	Verna/Honda City/Maruti Swift Dzire	One (Five Seater or more)	O/o Asst. Commissioner of Income Tax, ReFAC, VU- 1(3)(1), Vijayawada (designated Officer).	Rs. 40,000/- per month

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

**TERMS & CONDITIONS :**

- 1. The vehicle should not be an old vehicle and should not be more than one year old vehicle and should be in proper running condition and must have a valid taxi permit to run in the state of Andhra Pradesh/Telangana.**
- 2. The vehicle shall be at the disposal of the income Tax Department for all the days of the month. The vehicles shall be parked at the parking of the respective building where the office is situated.**

- 3. The vehicle should 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.**
- 4. 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.**
- 5. 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.**
- 6. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss/damage to property or life on account of such incidents.**
- 7. The vehicle should be maintained in a neat, clean and in a perfect running condition.**
- 8. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.**
- 9. 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.**
- 10. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.**
- 11. The vehicle provider should arrange for an alternative suitable vehicle, at his own cost, immediately in case of break down of the vehicle supplied.**
- 12. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.**
- 13. Changes of vehicle and the driver should be allowed only in exceptional circumstances.**
- 14. The monthly hire charges are subject to statutory deductions, like Income Tax etc.**

15. The department reserves the right to terminate the contract with one month notice.
16. In case the supplier wants to withdraw the contract, he has to give 3 months notice.
17. No additional charges will be paid for extra mileage and overtime.
18. The department reserves the right to cancel/suspend the tender process without attributing/giving any reason.

The parties/travel agencies those who are willing for the above terms and Conditions may furnish their sealed quotations giving the details of mileage to be given per month subject to maximum of 2500 kms (both Mid size and Small size vehicles) on or before 10-11-2021 at 3.30 PM at the *Office of the Joint Commissioner of Income tax, ReFAC, VU-1(3), Guntur (Stationed at Nizamabad Aayakar bhavan, Subhash Nagar, Near Zilla Parishad, Nizamabad-503002. (email: [Guntur.addlit1.3.vu.reac@incometax.gov.in](mailto:Guntur.addlit1.3.vu.reac@incometax.gov.in))*



(ANIS KHAN, IRS)  
Joint Commissioner of Income Tax (i/c)  
(ReFAC)(VU)-1(3), Guntur.

Copy to the Notice Board.

Copy to the Web-Manager, [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in), Hyderabad.