

N. RAMA PRASAD  
INCOME TAX OFFICER  
WARD-1(DDO), GUDIWADA.



Office of the  
Income Tax Officer, Ward-1  
(DDO), Over Bridge down,  
Opp:Bhaskar Theatre, Gudiwada

Ph. No. 08674-240488  
[gudiwada.ito1@incometax.gov.in](mailto:gudiwada.ito1@incometax.gov.in)

F. No. ITO/W-1(DDO)/GDV/OFF.VE /2020-21

Date: 08-12-2020

### SHORT TENDER CALLING FOR HIRING OF VEHICLES

Quotations are invited from interested Transport Contractor/ Enterprise/ Private Individuals for providing one latest model Small Sized Vehicle with a capacity of 4 seat for Official use of this Office w.e.f 01.01.2021. The terms & conditions can be obtained from the site of <http://www.incometaxhyderabad.gov.in/or> in the office during the Office hours. The quotations should reach this Office on or before **24/12/2020** so that the necessary approval can be obtained from the Pr. Commissioner of Income-tax, Vijayawada Charge, Vijayawada.

(N. Rama Prasad)  
INCOME TAX OFFICER  
WARD-1(DDO), GUDIWADA

\*Notice board.

\* website: <http://www.incometaxhyderabad.gov.in>



Office of the Income-tax Officer, Ward-1, Over Bridge down, Opp: Bhaskar Theatre, Gudiwada

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## **NOTICE INVITING TENDER**

Sealed tenders /quotations are invited from interested Transport Contractor/ Enterprise/ Private Individuals for providing one latest model Small Sized Vehicle to the office of The Income Tax Officer, Ward-1,(DDO), Gudiwada.

SL NO	Vehicle model/Year	SIZE	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required
1	Vehicles such as Hyundai Venue, Suzuki Breza /Dzire Mahindra XUV 300 or any other similar Models	4+1 Seater	Rs 40,000/- for Vehicle per month	Income Tax Officer, Ward-1 ,(DDO), Gudiwada	01/01/2021

The last date for Submission /Receipt of the tender/quotation is 24-12-2020, upto 5.30 P.M in the office of the Income Tax Officer ,Ward-1,DDO, Gudiwada. The tender documents should be dropped in the drop-box kept for the purpose with the DDO of the office of the Income Tax Officer, Ward-1, Gudiwada. Tenders will be opened by the "ITO, WARD-1(DDO)" on 28/12/2020 at 4.30 PM in the presence of such bidders or their representatives as are present at the given time and venue. No tenders or quotations received after the stipulated date and time will not be entertained. Tenders/quotations not in proper format will be rejected.

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WARD-1(DDO), GUDIWADA

Copy to

1.Zonal Accounts Officer, CBDT, Hyderabad

**2.Dy. Director of IT(Systems), IT Towers, Hyderabad with a request to display the notice in IT Department website: <http://www.incometaxhyderabad.gov.in>**

3. Notice board

4. Office Copy

**TERMS AND CONDITIONS FOR THE TENDER FOR AWARD OF ANNUAL CONTRACT FOR HIRING ONE SMALL SIZED VEHICLE FOR OFFICE USE AT THE O/O INCOME TAX OFFICER, WARD-1, GUDIVADA.**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply 01 number of SMALL SIZED OPERATIONAL VEHICLE and having business in Gudivada in this field for the last three years for the supply of vehicles on hire basis for the at O/o. Income Tax Officer, Ward-1, Gudivada for a period of one year on contract basis. The prospective bidder may quote the rates in the format prescribed below. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the hiring of vehicle. Incomplete or conditional tender will be summararily rejected. Bids submitted after the date of bidding, will also be not entertained. The tender shall remain valid and open for acceptance for a period of 12 days from the last date of submission of tender.

**PRICE BID**

SR.NO.	Make/Model of the Vehicle	Mode of Fuel	Rate for journey upto 2000 kms per month

During the period of contract, the rates will not be revised every time with the revision of any taxes by the State Government or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. All the columns shall be clearly filled in ink legibly or typed. The tender bidder should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alternations, if any, unless legibly attested by the tender bidder shall disqualify the tender. The tender bidder shall take care that the rate and amount may be written in such a way that interpolation is not possible. No column should be left blank which would be otherwise made the tender liable for rejection.

- 1.The contract shall be valid for a 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 Departments/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 to right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
- 6.The vehicles should be in good running condition. In case of vehicles provided is older than three years, Rs. 500/- (Rupees Five hundred only) per day shall be charged as penalty.
- 7.In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour, failing which The Income Tax Officer, Ward-1, Gudivada 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 number 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 any employee of this Department should not be made partners 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 otherwise 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 the month can be set off or carried forwarded to the next month, not exceeding a total of 2000kms in a particular month.
15. Vehicles 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 License and Badges.
16. The vehicles 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 should not be more than two years old.
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 contractor.
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 Income Tax Officer, Ward-1 & Drawing and Disbursing Officer, Gudivada 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 from the contractor at the prevailing rates of such sum as income tax on the income comprises therein.

29.The Department reserves the right to vary the number of vehicle hired as well as to relax the terms and conditions in the public interest.

30.The prospective bidder shall furnish the following documents along with their financial bid:

- a) Self attested copy of PAN card under Income Tax Act.
- 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 Provident Fund Registration Number.
- e) Self attested copy of valid ESI Registration Number.
- f) Self attested copy of valid license and Number under Contract Labour Act and under any other Acts/Rules.
- g) Proof of Average Annual turnover as stated in Clause 2 supported by audited Balance Sheet.
- h) Proof of experience as stated in Clause 3(a),(b) and (c) supported by documents from the concerned organizations
- i) List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor.
- j) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of Andhra Pradesh and no criminal case is pending against the said firm/agency.
- k) Terms and conditions duly accepted / signed with the stamp of the prospective bidder.

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ANNEXURE-2

TO

The INCOME TAX OFFICER,  
WARD-1(DDO),  
OVER BRIDGE DOWN, OPP: BHASKAR THEATRE,  
GUDIWADA.

Sir/Madam,

**Sub:** Submission of quotations/Tenders for hiring of vehicle by The Office of the Income Tax Officer, Ward-1 (DDO), Gudiwada - Reg

**Ref:** F. No. ITO/W-1(DDO)/GDV/OFF.VEH /2020-21, Dt 08.12.2020.

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With reference to the above, I/We herby submit the quotation for hiring of vehicle for the Office of the Income Tax Officer, Ward-1(DDO), Over Bridge down, Opp:Bhaskar Theatre, Gudiwada.

Sl.No	Particulars of model/Type of Vehicle	Size	Date of purchase

Details of Bid:

Sl.No	Particulars	Amount(Rs)	
1	Total Monthly hire Charges for 2000 KMs		
2	Rates per Km over and above 2000 KMs		

DATE:

PLACE:

SIGNATURE OF THE BIDDER