



Office of

The Asst. Director of Income Tax (Investigation), Unit-IV(I),  
B-block, 4<sup>th</sup> floor, Stalin Corporate Building,  
Industrial Estate, Auto Nagar, Vijayawada – 520 007

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**NOTICE INVITING TENDER**

**Dated : 11.09.2019**

**Shri K.R.S.KRISHNAM NAIDU, IRS**  
**Asst. Director of Income Tax (Inv.)**

The office of the Asst. Director of Income Tax(Inv), Unit-IV(I), Vijayawada intends to hire 2 vehicles (mid-size) for operational purpose for the O/o- Addl. Director of Income Tax (Investigation), Unit-IV, Vijayawada. The terms and conditions for hiring of vehicles are enclosed herewith. The interested parties may submit the quotations to the undersigned in a sealed cover and the same should reach the undersigned on or before 20-09-19 The sealed cover will be opened on the same day at 05:30 pm and tenders will be finalized.

Encl: Terms & Conditions

(K.R.S. KRISHANAM NAIDU)  
(Chairman, Local purchase committee)  
Asst. Director of Income Tax (Inv),  
Unit-IV(I), Vijayawada.

To,

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Copy to notice board.

**TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL  
CONTRACT FOR HIRING ONE MEDIUM SIZED VEHICLE FOR OFFICE USE IN THE O/O  
ADDL. DIRECTOR OF INCOME TAX (INV.), UNIT IV, VIJAYAWADA**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply 02 number of MEDIUM SIZED OPERATIONAL VEHICLE (INNOVA 7 or 8 seaters) and having business in Vijayawada in this field for the last three years for the supply of vehicles on hire basis for the use of O/o The Addl. Director of Income Tax (Inv.), Unit IV, Vijayawada 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 vehicles. Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender

**PRICE BID**

S.No	Make/Model of the vehicle	Period of contract	Mode of fuel	Rate for journey upto 2000 kms per month	Rate in cases vehicle used more than 2000 kms per month.	
					Per Km	Per Hour
1	Mid Size(7 or 8 seaters)	01-10-2019 To 30.09.2020		Not more than Rs. 50000/-		

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. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left 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. 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.
3. The Vehicle should be provided along with driver and fuel. The vehicle supplier shall ensure that driver is made available along with the vehicle for all the days of the month.
4. The firm whose tender is accepted shall sign and 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 the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
6. In case of breakdown of any vehicle, the contractor shall fix the breakdown vehicle within one hour failing which The Addl. Director of Income Tax (Inv), Unit-IV, Vijayawada has the right to hire vehicle from any other sources at the expense of the contractor.
7. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met the vehicle provider.
8. 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.
9. The contractor shall 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 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.
10. The Department reserves the right to terminate the contract without assigning any reason y giving the notice of 30 days to the contractor.
11. Any excess mileage over 2000 kms per month or 24000 kms per year would be adjusted by a separate bill at the end of the year.
12. 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 Licence and Badges.
13. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Andhra Pradesh.
14. The vehicle and Driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission. The vehicle should be maintained in neat, clean and perfect running condition.
15. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
16. 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 three years old

17. No advance payment will be made. No other charges except the hire charges will be borne by the department.

18. 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.

19. The contractor will maintain separate log books for each vehicle which will also be verified/countersigned by the concerned officer.

20. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Drawing and disbursing Officer, Unit-IV, Vijayawada on monthly basis.

21. The Department will deduct Income Tax at source under section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as Income Tax on the Income comprised therein.

22. The Department reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.

23. 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 Licence and Number under Contract Labour Act under any other Acts/Rules.
- (e) An undertaking to the effect that the Agency has not been blacklisted by any of the Department/Organizations of the Government of India/Government of Andhra Pradesh and no criminal case is pending against the said firm/agency.
- (f) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.



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