



सत्यमेव जयते

**OFFICE OF THE**

**ADDL. COMMISSIONER OF INCOME TAX (Exemptions)**

D.No. 55-17-2 to 4, A-Block, 4<sup>th</sup> Floor, Stalin Corporate,  
2<sup>nd</sup> Road, Industrial Estate, Near Auto Nagar Bus Depot, Vijayawada – 520 007.  
(Phone No. 0866 – 2555427, Fax No.0866 2555432)

F.No. Addl.CIT(E)/Operation Vehicles /VJA/2019-20

Dated: 23.12.2019.

**NOTICE INVITING QUOTATION FOR HIRING OF OPERATIONAL VEHICLES (ONE MID SIZE & ONE SMALL SIZE) UNDER GFR, 2017, RULE 201(i)**

Quotations are invited from the interested Parties/Travel agencies for supply of following vehicles on monthly hire basis for the office use of the O/o. the Additional Commissioner of Income Tax, Exemptions, 4<sup>TH</sup> Floor Stalin Corporate Building, Vijayawada-520007.

Sl.NO	PARTICULARS	Quantity Required	Type	Place of Deployment of Vehicles
1	Category: Mid Size Maruti Ertiga/ Mahindra Xylo/ Mahindra XUV 500/Toyota Innova or Equivalent	01(One)(7 or more seater)	Taxi/ Commercial	O/o Additional Commissioner of Income Tax, Exemptions, Vijayawada.
2	Category: Small Size Swift Desire	01(One)(5 or more seater)	Taxi/ Commercial	O/o Additional Commissioner of Income Tax, Exemptions, Vijayawada.

The monthly hire should include all expenses like driver's salary, diesel, maintenance, repairs, etc.

## Terms & Conditions:

1. The vehicles should not be an old vehicles and should not be more than one year old vehicles 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 vehicles 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 buildings where the office is situated.
3. The Vehicles should be provided along with the driver and fuel. The Vehicles supplier shall ensure that driver is made available along with vehicles 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 vehicles has to travel for office purpose subject to a maximum of 2000 kms in a 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 nextmonth.
6. The contractor will be responsible for loss/damage to property or life because of negligence of driver or proper maintenance of vehicles 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 vehicles should be maintained in a neat, clean and in a prefect running condition.
8. The vehicles should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicles 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 vehicles provider should arrange for an alternative suitable vehicles, at his own cost, immediately in case of breakdown of the vehicles supplied.

In case of failure to provide alternative suitable vehicles, hire charges on pro-rata basis shall be deducted from the monthly hire charges.

13. Charges of vehicles 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 within one month notice.
16. In case the supplier wants to withdraw the contract, he has to give 3 month's 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 reasons.

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 2000 kms on or before 02.01.2020 up to 3.00 PM at the office of the Additional Commissioner of Income Tax (Exemptions), 4<sup>th</sup> floor, Stalin Corporate Building, Vjayawada-520007. The sealed covers will be opened by the designated committee at 4.00 PM on the same day at the above mentioned address.



(Dr. Mohan Reddy R)

Addl. Commissioner of Income Tax,  
Exemptions(i/c), Vjayawada.

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