



INCOME TAX DEPARTMENT  
MINISTRY OF FINANCE  
GOVERNMENT OF INDIA

Office of the  
Commissioner of Income Tax  
(Appeal Unit)-3, HYDERABAD  
Signature Tower, 7<sup>th</sup> floor,  
Kondapur, Hyderabad.  
Phone: 040-23485-145

F.No. CIT(Appeal Unit-3/SANCTION/ Vehicle Hiring/2020-21

Date: 19.11.2020

**NOTICE INVITING TENDER**

**O/o. COMMISSIONER OF INCOME TAX (APPEAL UNIT)-3  
HYDERABAD.**

**Shri B.V. PRASAD REDDY, I.R.S.  
Commissioner of Income Tax (Appeal Unit)-3**

Sealed tenders are invited from reputed transport operators/agencies for hiring of Staff Vehicle for the office of Commissioner of Income Tax (Appeal Unit)-3, Hyderabad, for the period from 01.12.2020 to 30.11.2021. The requirements are as under: -

S. No.	Particulars make/ model vehicle	No of Vehicles	Amount should be not more than	Office for which Vehicle required	Date w.e.f. from which vehicle required
1	Staff Car vehicle model SUV or equivalent Vehicles	1	Rs.50,000/- For vehicle per month	CIT(Appeal Unit)-3, Hyderabad	01.12.2020

Last date for submission/ receipt of tenders is **30<sup>th</sup> November, 2020 upto 1.00 p.m.** which will be opened by the Tender committee/Local Purchase Committee in the presence of tenderers or their authorized representative on the day, **30<sup>th</sup> November, 2020 at 2.30 p.m.** in the Office of the Commissioner of Income Tax (Appeal Unit)-3, Hyderabad. In case any holiday is declared by the government on the day of opening, the tender will be opened on the next working day at the same time but tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be entertained.

**(B.V. PRASAD REDDY I.R.S.)  
Commissioner of Income Tax  
(Appeal Unit)-3, Hyderabad.**

**Encl:** Annexure-1 - Proforma for Quotation.

**ANNEXURE - 1**

To  
**The Commissioner of Income Tax (Appeal Unit)-3**  
7<sup>th</sup> Floor, Signature Towers  
Opp. Botanical Garden, Kondapur  
Hyderabad-500084.

Sir,

**Sub:** Submission of **Quotations for hiring of STAFF CAR Vehicle** for the period from 01.12.2020 to 30.11.2021 to the O/o. Commissioner of Income Tax (Appeal Unit)-3, Hyderabad – Reg.

**Ref:** F.No. CIT(Appeal Unit)-3/SANCTION/ Vehicle Hiring/2020-21, dated 19.11.2020.

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With reference to the above, I/We hereby submit the quotation(s) for Hiring of Operational Vehicle for the office of Commissioner of Income Tax (Appeal Unit)-3, Hyderabad.

S. No.	Particulars of model/ Type of vehicle	Size	Date of purchase	Location for hiring of vehicle

**Details of bid;**

S. No.	Particulars Amount (Rs.) (per vehicle)						
1	Total Monthly hire charges for 2500kms*						
2	Rate per km over and above 2500kms						

Date:

Signature of the bidder with seal

Place:

### SECTION -III

#### TERMS AND CONDITIONS OF THE CONTRACT

1. The contract shall be valid for a period of twelve months. 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, may submit the bids in the prescribed format.
3. The bidder should have the experience of similar work in any of the Department /Autonomous Institution/universities/ public sector undertaking 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 Contract 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. The vehicle should be in good running condition. The vehicle should not be aged more than 24 months.
7. In case of breakdown of any vehicle the contractor shall replace the breakdown vehicle within one hour failing which The Commissioner of Income Tax (Appeal Unit)-3, Hyderabad has the right to hire vehicle from any source at the expense of the contract.
8. The contractor shall provide names, addresses of the driver along with their driving licence number and copies within one week of the award of the contractor.
9. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory as laid down under various Labour Laws/ Acts/Rules like Minimum wages, Provident Funds, ESI, Bonus, Gratuity, contract labours Act and other Labours Laws Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labours 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 recognized no employer-employee relationship between the Department and the personnel deployed by the contractor /agency.
11. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.

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12. 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 and demand thereof. The Department shall not be responsible during the financially or otherwise for any injuries 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. Vehicle provided by the Department should bare commercial Taxi cab Registration Number and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV driving license and badges.
15. The vehicle should conform to the pollution norms prescribed if any, by the Transport Department of Government of Telangana.
16. The contractor shall provide vehicles as per requirement of the Department.
17. The Vehicle and Driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission.
18. The contractor shall be responsible for total maintenance of the vehicle provided by him. All the vehicles provided should be in good condition and these shall not be the responsibility of the contractor.
19. Operation and function of vehicle and Driver shall be governed by motor vehicle Act/ Motor vehicle Rules and Delhi Motor vehicle Rules. These shall be the responsibility of the contractor.
20. The Department reserves the right to vary the number of vehicles hired as well as to relax the terms and conditions in the public interest.
21. The dead mileage in any case should not be more than five Kms. one way.
22. No advance payment will be made.
23. Duty slips/ movement slips will be signed by the officer with the vehicle are attached for duty on day basis. No duty slip shall be entertained unless and until the same is certified by the concerned officer.
24. The contractor will maintain separate log book for each vehicle which will also be verified/ countersigned by the concerned officer.
25. The bill in triplicate should be made date wise by the contractor and should be submitted to the Drawing and Disbursing officer, O/o. Commissioner of Income Tax (Appeal Unit)-3, Hyderabad on monthly basis.

26. The contractor while raising the bill should clearly mention that the rate charged/quoted is for petrol or diesel vehicle.
27. The Department will deduct Income Tax at Source under section 194-C of income Tax Act from the contractor at the prevailing rate of such as income tax in the income comprised therein.
28. The prospective bidder shall furnish the following documents along with their bid:-
- Self attested copy of PAN no card under Income Tax Act.
  - Self attested copy of Goods & Services Tax Registration Number.
  - Self attested copy of valid Registration no of the Agency /firm.
  - Self attested copy of valid Licence and Number under Contract Labour Act and under any other Act/rules.
  - Copy of vehicle document along with photocopy of their RC/fitness and permit owned by the contractor.
  - An undertaking to the effect that the agency has not been blacklisted by any of the Department/Organisation of the government of India /government of Telangana and no criminal case is pending against the said firm/ agency.
  - Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

  
**(B.V. PRASAD REDDY I.R.S.)**  
**Commissioner of Income Tax**  
**(Appeal Unit)-3 Hyderabad.**

Copy to :

- The DD(Systems) I.T. Towers, Hyderabad, with a request to display the notice on the Income Tax Department Site: (<http://www.incometaxhyderabad.gov.in>)
- The Notice Board.

**OFFICE OF THE**  
**COMMISSIONER OF INCOME TAX (APPEAL UNIT)-3**  
**HYDERABAD**

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**Tender No. CIT (Appeal Unit)-3/SANCTION/Vehicle Hiring/2020-21**

**Dated: 19.11.2020**

**TENDER NOTICE FOR HIRING OF STAFF VEHICLE**

1. One Staff Car Vehicle is required on hire basis to be used by the Commissioner of Income Tax (Appeal Unit)-3, Hyderabad. The vehicle will run approximately 2500 Kms per Month. The hiring shall be initially for the period of one year from the date of commencement and would be extendable for one more year at the discretion of Commissioner of Income Tax (Appeal Unit)-3, Hyderabad. Tender forms along with terms and conditions and format of Tender document can be downloaded from the Departmental website, i.e., <http://www.incometaxhyderabad.gov.in/>. The sealed Tender Form duly filled in quotations in sealed -cover must reach the office of the Commissioner of Income Tax (Appeal Unit)-3, Hyderabad either by post or personally, latest by 30.11.2020 before 1.00 P.M. The bids for tender shall be opened on 30.11.2020 at 2.30 P.M. in the Chamber of the Commissioner of Income Tax (Appeal Unit)-3, Signature Towers, Hyderabad.



**(B.V. PRASAD REDDY I.R.S.)**  
**Commissioner of Income Tax**  
**(Appeal Unit)-3 Hyderabad.**