



F. No. DDO/CIT(A)/KNL/Vehicle/13/2021-22

Date: 03.02.2022

NOTICE INVITING TENDER
Office of the
Commissioner of Income Tax(Appeals), Unit-1
Kurnool

Sealed tenders /quotations are invited from interested Transport Contractors/ Enterprises/ Private Individuals for providing one latest model Mid Sized Vehicle with a capacity of 7 seats as staff car for the office of Commissioner of Income Tax (Appeals), Unit-1, Kurnool.

S.No	Vehicle model/Year	SIZE	Amount should not be more than	Office for which vehicle is required
1	Mid sized Vehicles	7 Seater	Rs 50,000/- per month	Commissioner of Income Tax(Appeals), Unit-1, Kurnool

The last date for submission of the tender/quotation is **18.02.2022 – 12.00 P.M** in the office of the Commissioner of Income Tax (Appeals), Unit-1, Kurnool. The tender documents should be dropped in the drop-box kept in the office of Commissioner of Income Tax (Appeals), Unit-1, Kurnool. Tenders will be opened by the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool on **18.2.2022 at 12.30 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 be entertained. Tenders/quotations which are not in proper format will be rejected.


(B LINGANNA)

Drawing & Disbursing Officer &
Administrative Officer,
O/o CIT(Appeals), Unit-1,
Kurnool.

*Notice board.

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

Tender/Quotation may be submitted in the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool on or before **18.02.2022 - 12.00 P.M**

ANNEXURE-1
TERMS AND CONDITIONS FOR HIRING OF VEHICLES

The Transport Contractor/ Enterprise/ Individual will have to provide vehicle as staff car for the O/o Commissioner of Income Tax(Appeals), Kurnool. The vehicle should not be an 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.

1. The hiring charges should be specified (exclusive of GST) for 2000 Kms. (reckoned from place of reporting to place of release). The additional distance beyond 2000 Kms. (per month) should also be specified. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e.2000 kms and actual kilometers run by one or more vehicle of the operator, if the actual kms run by a vehicle is individually less than agreed kilometres.
2. The vehicles shall be provided for 365 days in the year as per requirement of the Income Tax Department and shall be at the exclusive disposal of the aforesaid Unit at Kurnool. In the event of any breakdown of the vehicle, or unavailability of the vehicle/ driver for any reason, immediate alternate arrangements shall be made by the Transport Contractor/ Enterprise/ Individual without any reminder from this office. In case, the Transport Contractor/ Enterprise/individual is unable to make alternative arrangements, the Income Tax Department will be at liberty to make alternative arrangements and deduct the expenditure incurred on such arrangements from the Transport Contractor/ Enterprise's/ Individual bill. If no alternative arrangement could be made by either of the parties, deduction shall be made from the Transport Contractor/Enterprise's bill on pro rata basis.
3. The vehicle can be called for reporting at any time. The vehicle would remain at the exclusive disposal of the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool for all the seven days in a week during the entire contract period.
4. The Transport contractor/ Enterprise/ Individual to whom the contract is awarded, would furnish name, address and contact number of a person to whom the Income Tax Department/ Controlling Officer should contact, in case of any problem faced with regard to services being provided by such contractor on day to day basis.
5. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, salary of the drivers/staff, payment of insurance/road/state taxes/Toll Tax/ permit and parking charges etc. Adequate spares such as Bulbs, Belts, Spare Tyres etc. in good condition shall be kept in the vehicle at all times along with tools for use, if necessary.

6. The hiring rates shall be exclusive of GST. (A copy of GST registration to be submitted). The same will be reimbursed on submission of proof of payment.
7. The vehicles deployed with the Income Tax Department should be commercially registered and should be comprehensively insured with third party unlimited risk cover. The Income Tax Department shall not be responsible for any damages whatsoever to public property and/or any third person due to any accident or any other event arising out of and in the course of deployment of Transport Contractor/Enterprise's/individual vehicles with the Income Tax department. The Transport Contractor/Enterprise/individual shall be solely responsible for any claims by any third party and/or the officials from the office of Commissioner of Income Tax(Appeals), Kurnool travelling in the vehicle for any injuries caused by the Driver of the vehicle whether by accident or otherwise. The Transport Contractor /Enterprise /individual shall be required to indemnify the Income Tax Department from any consequences arising out of and in the course of deployment of vehicles with the office of Commissioner of Income Tax(Appeals), Unit-1, Kurnool.
6. The Transport Contractor/Enterprise/ Individual shall be responsible for the acts and deeds of drivers of the vehicles. The Income Tax Department will, in no way, be responsible for violation of the traffic rules and/or other loss either by the driver of the vehicle or by the Transport Contractor/Enterprise. The Transport Contractor /Enterprise /individual shall comply with the relevant rules and regulations of the Motor Vehicle Act applicable at present and as may be enforced from time to time.
7. The employees of the Transport Contractor/Enterprise/Individual shall not be considered to be the employees of the Income Tax Department for any purpose. Income Tax Department will not be responsible for any injury sustained by the employee(s) of the Transport Contractor/Enterprise/individual during the performance of their duties and also any damages or any compensation due to any dispute between the Transport Contractor/Enterprise/individual and its employees/workers.
8. The driver should have valid driving license issued by the RTO to drive such vehicles and must carry the same with them all the time while on duty.
9. The driver must have experience of at least five years and be properly dressed as per RTO rules, well behaved/well groomed and courteous and should be familiar with public /civic laws, rules & regulations.

10. The driver should be provided Mobile phone in good working condition with two way communication facility. Detailed list of mobile numbers should be provided to the Income Tax Department.
11. The Transport Contractor/Enterprise shall provide dedicated vehicle and driver and any change in vehicle and/ or driver should be made only in very exceptional circumstances.
12. The antecedents of driver must be free from any criminal record. Complete particulars of the driver along with local and permanent address and photograph should be submitted to the office of the Commissioner of Income Tax (Appeals), Unit-1, Kurnool before deployment on duty with the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool.
13. A daily Log Book indicating opening and closing meter reading, time-in and time-out shall be got signed by the driver concerned from the officer/official in charge of the vehicle. On the basis of above Log- Book of each day, the Transport Contractor/ Enterprise shall prepare monthly bill and submit the same to the Controlling Officer at the relevant station of duty.
14. The payment for the monthly bill will be made after deduction of TDS wherever applicable or other Govt. dues, if any.
15. The agreement for hiring of vehicle shall be in force for a period of one year and would be extendable for further period of one year subject to satisfactory performance by the Transport Contractor/ Enterprise/ vendor and at the discretion of the Commissioner of Income Tax (Appeals), Unit-1, Kurnool. However, Commissioner of Income Tax (Appeals), Unit-1, Kurnool shall be at liberty to terminate the contract by giving one month's notice in respect of any vehicle hired by the Commissioner of Income Tax (Appeals), Unit-1, Kurnool in case the Enterprise fails to abide by any of the conditions specified above. The Transport Contractor/Enterprise shall also be at liberty to terminate the contract for similar reasons by giving three month's notice in advance to the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool.
16. While bidding, the applicant contractor/ enterprise should submit a sealed envelope marked as "Financial Bid". The tender document, marked as Annexure 'A', itself is a 'Financial Bid'.
17. The tender documents should be dropped in the drop-box kept for the purpose in the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool on or before **12.00 P.M on 18.02.2022.** Tenders will be opened by the O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool on **18.02.2022 at 12.30 PM** in the

presence of such bidders or their representatives as are present at the given time and venue.

18. Late receipt of the offers: Late/delayed offers, offers received by post, fax offers/messages, telegraphic offers and incomplete offers are liable to be rejected. Any late/delayed tenders received will not be opened. Any bidder wishing to withdraw the bid, after it is submitted may do so provided the written notice of such withdrawal is received prior to the deadline for submission of the bid.
19. Each page of the offer must be neat & clean and signed & stamped by the authorized signatories.
20. Only such bids will be entertained which are received from Transport Contractors/Enterprises who offer for hiring Mid Size vehicle. The successful bidder shall enter into a contract with O/o Commissioner of Income Tax (Appeals), Unit-1, Kurnool and shall supply requisite vehicle within 10 days of awarding the contract.
21. In case of failure to supply the stipulated vehicle for hiring by the contractor within stipulated time, the contract may be cancelled. In such case, new tender will be floated.
22. In case of any dispute during the tender process, the decision of the Commissioner of Income Tax (Appeals), Unit-1, Kurnool would be final and binding.
23. The Commissioner of Income Tax (Appeals), Unit-1 reserves the right to accept or reject any part of the tender or whole tender, without assigning any reasons.



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*Copy to the Notice Board

*Copy to the Web site of <http://www.incometaxhyderabad.gov.in>

ANNEXURE-A

To,
The Commissioner of Income Tax(Appeals), Unit-1,
Kurnool.

Sir/Madam,

Sub: Submission of quotations/Tenders for hiring of staff car for the
Commissioner of Income Tax(Appeals) Unit-1, Kurnool - Reg

Ref : F. No. DDO/CIT(A)/KNL/Vehicle/13/2021-22 dated 03.02.2022.

With reference to the above. I/We hereby submit the quotation for hiring staff car for the Commissioner of Income Tax(Appeals) Unit-1, Kurnool- Reg.

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

Details of Bid:

SI.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