

कार्यालय - संयुक्त आयकर आयुक्त  
क्षेत्र. इ. नि. के. (स. इ.) - १(२), गुंटूर  
विजयावाड़ा तैनात,  
एस वी आर प्लाजा  
सिद्धार्थ पब्लिक स्कूल रोड  
मोगलराजपुरम विजयावाड़ा-10.



Office of the  
Joint Commissioner of Income Tax,  
(ReFAC) Verification Unit-1(2),  
Guntur.  
Stationed at Vijayawada.  
2nd Floor, S.V.R. Plaza  
Moghal Raj Puram  
Vijayawada-10

### **NOTICE INVITING TENDER**

Sealed tenders / quotations are invited from interested Transport Contractor/ enterprise/ Private Individuals for providing one latest model **Mid-size vehicle** to the office of the Joint Commissioner of Income tax(ReFAC)(VU)-1(2), Guntur, Stationed at Vijayawada.

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.	Operational Vehicle such as Innova/Tavera /Maruti Ertiga and any similar models	7 seater	Rs.50,000/- per month	Joint Commissioner of Income tax(ReFAC)(VU)-1(2), Guntur, Stationed at Vijayawada	01-02-2022

The last date for submission /receipt of the tender/quotation is 26-01-2022 up to 03:30 PM in the office of the Joint Commissioner of Income tax(ReFAC)(VU)-1(2), Guntur, Stationed at Vijayawada. The tender documents should be given in sealed covers. Tenders will be opened by the Joint Commissioner of Income-Tax(ReFAC), Verification Unit-1(2), Guntur, stationed at Vijayawada on the last date i.e., 26-01-2022 at 04:00 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 and venue, will not be entertained under any circumstances. Tenders/quotations not in proper format will be rejected. The tender document can also be downloaded from [//www.incometaxhyderabad.gov.in//](http://www.incometaxhyderabad.gov.in//)

(के. संध्या रानी) / (K. SANDHYA RANI)

संयुक्त आयकर आयुक्त/Joint. Commissioner of Income Tax,  
क्षेत्र. इ. नि. के. (स. इ.) - १(२), गुंटूर, /ReFAC) Verification Unit-1(2), Guntur.  
विजयावाड़ा में तैनात, /Stationed at Vijayawada

\*Copy to the Notice Board.

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

**TERMS AND CONDITIONS FOR HIRING**

1. The Vehicle should not be an old vehicle (i.e., not more than one year. And should be in proper running condition and must have valid taxi permit to run in the State of Andhra Pradesh and Telangana.
2. The Vehicle shall be at the disposal of the Income Tax Department for all the days of the month. The vehicle shall be parked at the parking of the S.V.R.Plaza, Siddhartha Public School Road, Moghal Raj Puram, Vijayawada.
3. The vehicle should be provided along with the driver and fuel. The vehicle supplier shall ensure that driver is made available along with the vehicle for all the days of the month 24 X 7.
4. The department is not responsible for any repairs and maintenance of the vehicle. No other chargers, except the hire charges will be borne by the Department.
5. The vehicle has to travel office purpose subject to maximum of 2000 KMs in a month. If the KMs agreed upon (as per agreement) are not utilised by the department in any month, the unused KMs will be carried forward to the next month until the end of the contract year i.e., up to 24,000 KMs.
6. The vehicle should be maintained in a neat and clean and in perfect running condition:
7. The vehicle should have un limited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider
8. 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.
9. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition:
10. The travel Agency should arrange alternative suitable vehicle immediately in case of breakdown of the vehicle supplied:
11. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
12. Change of vehicle and driver should be allowed only exceptional circumstances.

13. The monthly hire charges are subject to statutory deductions. Such as TDS / GST etc.,
14. The provider must have registered with Gem portal to participate in this bid.
15. No Traffic Challans on the vehicle should be allowed and if there arise new challan, that should be cleared by the provider immediately.

The travels agencies should submit its acceptance letter immediately on receipt of this proceedings and arrange to supply the vehicle also. Copies of necessary Registration Certificate / Insurance / Road Tax Paid documents / pollution certificate from time to time / should be handed over the hirer of the vehicle (all the set will be maintained with driver). Monthly rental charges as agreed upon supra will be reimbursed to the travels agency as and when the funds are available under that head. The undersigned reserves the right to cancel the contract, if any deviation is noticed from the above conditions, without giving any prior notice to the supplier of the vehicle. However, if the supplier of the vehicle intends to cancel the contract, it should give prior notice to the office well in advance, so as to make alternative arrangements. The Joint Commissioner of Income Tax(ReFAC)(VU)-1(2), Guntur Stationed at Vijayawada reserves its right: to reject any or all bids at any stage of bid process and also to cancel the entire tender process without assigning any reason.

**Last date for submission of tender is 26-01-2022 by 03:30 p.m.**



(के. संध्या रानी) / (K. SANDHYA RANI)

संयुक्त आयकर आयुक्त/Joint. Commissioner of Income Tax,  
क्षे.इ.नि.के(स.इ)-१(२), गुंटूर, /ReFAC)Verification Unit-1(2),Guntur.  
विजयावाड़ा में तैनात, /Stationed at Vijayawada

***This terms and conditions are to be signed and enclosed together with tender / quotation forms.***

SIGNATURE OF THE BIDDER.

**Financial Bid**  
**Quotation for Vehicle Hire**

To

The Joint Commissioner of Income tax(ReFAC)  
Verification Unit-1(2),  
Guntur.  
Stationed at Vijayawada

Sir/Madam,

Sub: Submission of quotations/Tenders of hiring of vehicle by the  
office of the JCIT(ReFAC)(VU)-1(2), Guntur-Reg

Ref: F.No.6/Op.Vehicle/JCIT/ReFAC(VU)-1(2)/GNT/2021-22. Dt: 12-01-2022.

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With reference to the above . I/We hereby submit the quotation for hiring of  
vehicle for the Office of the Joint Commissioner of Income tax (ReFAC)  
(Verification Unit)-1(2), Guntur Stationed at Vijayawada.

1. Name of the service provider :
2. Address ( Please enclose documentary proof ):
3. Name of the contact person :
4. Mobile/Contact No:
5. PAN
6. Hire Charges

Type / No, of model of vehicle and Size and Date of purchase	Rates per month for 2,000 Kms	Rate for each additional KM over and above 24,000 Kms of the contract year

Note: Applicant bidders can file quotations for all or any of the vehicles for which they intend to enter into agreement with the department.

\*In case of new vehicles proposed to be purchased and to be provided on hire to the department the year of make may be mentioned as " proposed to be purchased."

Date:

Place:

SIGNATURE OF THE BIDDER

I hereby declare that details furnished above are true and correct. I have read over the entire terms and conditions of the tender document and abide by this

Date:

SIGNATURE OF THE BIDDER

Stamp & Seal.