



Office of the Principal Commissioner of Income Tax - 4
2nd Floor A – Block, IT Towers, A.C. Guards, Hyderabad - 500004
Tel.: 040-23425538, Fax: 040-23425333

F. No. 23/Operational Vehicle/Pr.CIT-4/2019-20

Dated: 12.03.2020

INVITATION OF TENDER

Subject: Hiring of Vehicle (Mid Size) for the Principal Commissioner of Income Tax - 4, Hyderabad – Calling for quotations -Regarding.

Sealed quotations are invited from interested Parties/Travel agencies for supply of 1 (One) vehicle on monthly hire basis for office use in the O/o. Pr. Commissioner of Income Tax – 4, Hyderabad located at 2nd Floor A – Block, IT Towers, A.C. Guards, Hyderabad – 50004 for the period from 01.04.2020 to 31.03.2021.

S. No	Particulars	Quantity	Type	Place of deployment	Amount Should not be more than	Date from which vehicle is required
1	Toyota Innova Crysta	One (1) (Seven Seater or more)	Taxi/ Commercial 1	O/o. Pr. Commissioner of Income Tax – 4, Hyderabad	Rs. 50,000/- per vehicle per month (exclusive of GST)	01.04.2020

The above mentioned monthly rent including all expenses like driver's salary, diesel, maintenance, repairs etc.,

The terms and conditions for providing Vehicles shall be as under :-

1. The Vehicle should not be an old vehicle (i.e., not more than one year old) and should be in proper running condition and must have a valid taxi permit to run in the State of Telangana/Andhra Pradesh.
2. The vehicle 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 IT Towers, Hyderabad.

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.
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 for 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.
6. The vehicle should be maintained in a neat and clean and in perfect running condition:
7. The vehicle should have unlimited 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 break – down 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.
14. The prospective bidder shall furnish the following documents along with their bid:
 - a). Self attested copy of PAN card under Income Tax Act.
 - b). Self attested copy of Goods & Services Tax Registration Number.
 - c). Self attested copy of valid Registration Number.

- d). Self attested copy of valid licence and Number under contract Labour Act and under any other Act/rules.
- e). Copy of vehicle documents along with photocopy of their RC/fitness and permit owned by the contractor.
- f). 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.
- g). Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

The travels agencies should submit its acceptance letter immediately on receipt of this proceeding and arrange to supply the vehicle also. Necessary Insurance / Road Tax Paid documents should be handed over the hirer of the vehicle. 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 Principal Commissioner of Income Tax - 4, Hyderabad 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 tenders/quotations is **23.03.2020 - 5.00PM** in the Office of the Pr. Commissioner of Income Tax - 4, Hyderabad. (21st & 22nd March 2020 are being Saturday and Sunday, last day for the submission of tender is 23.03.2020).

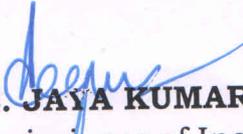

(**B. JAYA KUMAR**)

Principal Commissioner of Income Tax - 4,
Hyderabad

Copy to:

1. The Web Manager for uploading the above document on the websites
www.incometaxhyderabad.org,
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2. For display on the Notice Board of Income Tax Towers, Hyderabad.


(**B. JAYA KUMAR**)

Principal Commissioner of Income Tax - 4,
Hyderabad

ANNEXURE – 1
DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hire of vehicle)

- 1 Name of the Bidder : _____
- 2 Address of the Bidder : _____
- 3 Telephone Landline : _____
- Mobile : _____
- 4 Details of EMD : Amount Rs. _____
- DD No. _____
- Date _____
- Bank _____
- 5 PAN (Enclose Copy) : _____
- 6 GST Registration, if applicable (enclose proof) : _____

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date :
Place:

Signature of the Bidder

ANNEXURE - 2

To
The Pr. Commissioner of Income Tax-4,
2nd Floor, A- Block, IT Towers,
A.C. Guards, Hyderabad - 500 004.

Sir,

Sub: Submission of quotations for Hiring of Staff Car Vehicle for the period from 01.03.2020 to 28.02.2021 to the O/o Pr. Commissioner of Income Tax-4, Hyderabad - Reg.

Ref: F.No.23 Pr.CIT-4/Sanction/Vehicle Hiring/2019-20, dtd 10.02.2020.

With reference to the above, I/We hereby submit the quotation(s) for hiring of operational vehicle(s) for the Office of the Pr. Commissioner -4, Hyderabad.

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

Details of bid;

S. No.	Particulars of Amount(Rs) (Per vehicle)			
1	Total Monthly hire charges for 2000* kms			
2	Rate per km over and above 2000kms			

Date:

Signature of the bidder with seal

Place:

*The bid will ordinarily be decided on the basis of the quote as per Serial No 1 and in case of tie, quote as per serial no 2 will be considered.