

भारत सरकार
कार्यालय अपर आयकर आयुक्त,
रेंज - 14, हैदराबाद
"सी" ब्लॉक, छठा मंजिल, आयकर शिखर,
10-2-3, ए.सी. गार्ड्स, हैदराबाद-500 004
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ई-मेल:



GOVERNMENT OF INDIA
Office of the
Addl. Commissioner of Income Tax,
Range-14, Hyderabad
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F. No. Addl.CIT/R-14/Hiring of Vehicles/2020-21

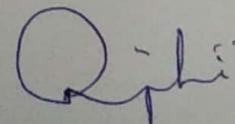
Dated: 07/08/2020

**TENDER FOR HIRING OF ONE SMALL SIZED AND ONE MEDIUM SIZED
OPERATIONAL VEHICLE FOR RANGE-14, HYDERABAD.**

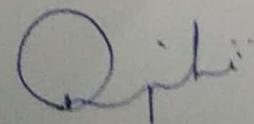
Sealed tenders/ quotations are invited from interested persons for hiring one **small sized vehicle** (minimum four seater capacity) and one **medium sized vehicle** (minimum seven seater capacity) for operational purposes by Range-14, Hyderabad subject to the following terms & conditions:

- i. The vehicles **would be hired from 1st September, 2020.**
- ii. The vehicle has to travel for office purpose subject to a maximum of 2000 Kms in a month, Any excess/ shortage in the mileage achieved during a month can be set off or carried forwarded to the next month up to 3 months.
- iii. The contract would be valid for a period of one year or till the date on which any modification to the allocation order is made by Pr. Chief Commissioner of Income Tax, Andhra Pradesh & Telangana. However, 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.
- iv. All registered agencies who are providing similar kind of services for at least last three consecutive years may submit the bids in the prescribed format.
- v. The firm whose tender is accepted shall sign an Agreement of Contract within 15 days from the date of receipt of confirmation.
- vi. The small sized vehicle shall have a capacity to carry minimum 4 persons (preference will be given to a high end make and model vis-à-vis a low end make and model) with evaluating quotations.
- vii. The medium sized vehicle shall have a capacity to carry minimum 7 persons (preference will be given to a high end make and model vis-à-vis a low end make and model) with evaluating quotations.
- viii. The vehicles shall be at the disposal of the Addl. CIT, Range-14, Hyderabad for all days (24x7) of the month, during the period of the contract. While not in use, the vehicle shall be parked at the parking area of the office building.

- ix. The vehicles should be provided along with the drivers and fuel. The vehicle supplier shall ensure that driver is made available along with the vehicle for all the days of the month.
- x. The Department is not responsible for any repairs and maintenance of the vehicles. No other charges, except hire charges will be borne by the Department.
- xi. The vehicle should be in perfect running condition with preferably a valid taxi permit.
- xii. The vehicles should have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
- xiii. The vehicle should conform to the pollution norms prescribed, if any, by the transport department of Government of Telangana.
- xiv. The driver should have a valid driving license, should wear proper and clean uniform and should follow traffic rules and other regulations prescribed by the Government from time to time.
- xv. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
- xvi. The hiring agency should arrange alternative suitable vehicle immediately in case of breakdown of the vehicle supplied.
- xvii. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
- xviii. Change of vehicle and the driver would be allowed only in exceptional circumstances.
- xix. The contractor shall not employ any persons who have not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various labour laws/Acts/ Rules like minimum Wages, Provident Funds, ESI, Bonus, Gratuity, contract Labour Act and other labour laws/ ACT Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under labour laws or any other law applicable by the contractor, there will not be any liability on the department.
- xx. 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 recognizes no employer-employee relationship between the department and the personnel deployed by the contractor/agency.
- xxi. 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 on any manner whatsoever.



- xxii. The department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
- xxiii. The bills in triplicate should be made date-wise by the contractor and should be submitted to the drawing and disbursing Officer, O/o Addl. CIT, Range-14, Hyderabad on monthly basis.
- xxiv. The monthly hire charges are subject to statutory deductions.
- xxv. The prospective bidder shall furnish the following documents along with their financial bid:
- (a) Self attested copy of the PAN No. card under Income tax Act.
 - (b) Copy of vehicle documents along with photocopy of their RC/Fitness and permit owned by the contractor.
 - (c) An undertaking to the effect that the agency has not been blacklisted by any of the Department /Organization of the India/ Government of Telangana and no criminal case is pending duly accepted/ signed with the stamp of the prospective bidder.
 - (d) Terms and conditions duly accepted/ signed with the stamp of the prospective bidder.
 - (e) Copy of work-order, in support of past experience of providing vehicles to the department or any organization of Govt. of India.
- xxvi. Bid forms which are incomplete (i.e. without proper filling of all the columns) would be rejected summarily. Tenders for small sized and medium sized vehicle would be evaluated separately.
- xxvii. The bid will ordinarily be decided on the basis of the quote as per Serial No.1 below, i.e., year of manufacture and condition of the vehicle.
- xxviii. In case of multiple bids, following position shall be considered while awarding contract.
- (i) Vehicles manufactured during the year 2017, 2018, 2019 will be categorized separately and it shall have its separate price listing for the purpose of determination of lowest price. Priorities will be given to hire vehicle from this category on the basis of lowest quotation, In case of any deficiencies in getting the said vehicle with specified requirements, vehicle having other category which has been discussed in (ii) below will be considered.
 - (ii) In this category, vehicle from the manufacturing year 2011 to 2018 will be categorized on the basis of price offered. The vehicle having least bid price shall have priority over the others in this category. It is clarified that



hiring of vehicles under this category will be considered only after exhausting possibilities of hiring vehicles as per(i) above.

xxix. In case of tie, quote as per serial No.2 below will be considered.

xxx. In opening the tender and awarding tender, the decision of Chairperson in final and binding on all parties.

xxxi. In case of a tie, suitable method will be adopted by the Chairperson to resolve the same. The decision of the Chairperson in this regard is final and binding on all parties.

SUBMISSION OF BIDS:

The bids shall be submitted by willing parties in sealed covers to Additional Commissioner of Income Tax, Range-14, 6C, Income Tax Towers, AC Guards, Masab Tank, Hyderabad, 500034 on or before **17th August, 2020, 05.00 PM**. The bids for tender will be opened in the presence of tenderers or their authorized representatives on **18th August, 2020 at 01.00 PM** in the Chamber of the Addl. CIT, Range-14, 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 the tender box will be sealed on same day and time, as scheduled above. The Tender documents shall be dropped in the sealed box kept in 6th Floor, C Block, I.T. Towers, Hyderabad. The tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be considered.

The bids shall be in the form as below (separately for small and medium vehicle):

Serial No.1

SN	Model and make of the vehicle	Engine capacity	Year of manufacture	Mileage logged till now	Registration number

Serial No.2

S. No.	Particulars (per vehicle)	Totally Monthly hire charges for 2000 kms*	Rate per km over and above 2000 kms
	Amount (Rs.)		



(Rajat Mitra/रजत मित्रा)
Addl. CIT/ अपर आयकर आयुक्त
Range-14, Hyderabad/रेंज-14, हैदराबाद