

OFFICE OF JOINT COMMISSIONER OF INCOME TAX, NELLORE RANGE, NELLORE.
DR No.24-2-438,G.N.T.ROAD,NEAR KVR PETROL BUNK,NELLORE,DARGAMITTA,
NELLORE-524001.

F.No. Estt.74/JCIT.NLR/Operational Vehicle/2018-19

Dated:06-11-2018.

NOTICE INVITING QUOTATIONS FOR HIRING OF OPERATIONAL VEHICLE (Small Size)

UNDER GFR,2017, RULE 201(i)

Sealed tenders are invited from reputed transporters/feets owners having capacity to supply one small sized operational vehicle on hire basis for the use of Joint Commissioner of IncomeTax,Nellore Range,Nellore for a period of one year (from 01st December 2018 to November 2019) on contract basis through the process of tendering.Last date for submission/receipt of tender(s) is 4.00 P.M. on 20th November 2018, which will be opened by Joint Commissioner of IncomeTax,Nellore Range,Nellore in the presence of tender bidders or their authorized representatives on the same day at 15:00 hrs in the office of the Joint Commissioner of IncomeTax,Nellore Range,Nellore. The tenders received after the above said scheduled date and time not be considered. Submission of tenders by FAX will not be entertained.

The brief description of the job is as tabulated

S.No.	Description of item	Qty	Rate as per month Rs.
01	Driver driven Small -Size motor vehicle-Toyota /Scorpio or any other similar make, for hire. All the incidental expenses including fuel oil, engine oil, driver salary insurance, servicing of vehicle and any other consumables, Road-Tax and day to day maintenance, are to be borne by the service provider The running kilometres of the vehicle to be offered to the Department are up 2000 Km per month. The rated passenger seating capacity of the vehicle shall not be less than seven,excluding driver. The Max rate quoted should not exceed Rs.30000/-per month.		

W. Rehman
(Waseem UR Rehman)

Joint Commissioner of Income Tax
Nellore Range, Nellore.

Encl: Terms and conditions.

INCOME TAX DEPARTMENT , NELLORE

NOTICE INVITING QUOTATION

The Office of the Joint.Commissioner of Income Tax, Nellore Range, Nellore intends to hire vehicle (1 Small Size Vehicle) for operational purpose. The interested parties may submit the quotations to the Joint.Commissioner of Income Tax, Nellore Range, Up stairs of Syndicate Bank, Near KVR Petrol Bunk, Dargamitta, Nellore-524003. The terms & Conditions can also be downloaded from the website www.incometaxindia.gov.in. The last date for submission of duly filled in quotations in a sealed cover is Dt:20/11/2018 on 4.00 PM.



(Waseem UR Rehman)

Joint. Commissioner of Income Tax,
Nellore Range, Nellore.

Office of the
Joint.Commissioner of Income Tax,
Nellore Range, Nellore.

F.No.OP.Veh/JCIT/NLR/2018-19

Dated: 06.11.2018

Sub: Hiring of small size vehicle on monthly hire basis for operational purpose
of Nellore Range – Calling for Quotations – Regarding.

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Quotations are invited from the interested Parties/Travel agencies for supply of small size vehicle on monthly hire basis for the office use (operational purpose) for the O/o the Joint Commissioner of Income Tax, Nellore Range, Nellore, Andhra Pradesh.

The monthly rent will not be more than Rs.30,000/- (exclusive of Service tax) for the small size vehicle including all expenses like driver's salary, diesel, maintenance, repairs etc.

TERMS & CONDITIONS :

1. The vehicle should not be a old one and it should be in proper running condition and also must have a 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 respective building where the office is situated.
3. The vehicle should be provided along with the driver and fuel. The vehicle supplier shall ensure that driver is made available along with vehicle for all the days of the month.
4. The Department is not responsible for any repairs and maintenance of the vehicle. No other charges except the hire charges will be borne by the department.
5. The contractor will be responsible for loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident. The department would not be responsible for loss/damage to property or life on account of such incidents.
6. The vehicle should be maintained in a neat and clean and in a 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 clean white and white 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 vehicle provider should arrange for an alternative suitable vehicle, at his own cost, 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. Changes of vehicle and the driver should be allowed only in exceptional circumstances.
13. The monthly hire charges are subject to statutory deductions, like Income Tax etc.
14. The department reserves the right to terminate the contract with one month notice.
15. In case the supplier wants to withdraw the contract, he has to give 3 months notice.
16. Not additional charges will be paid for extra mileage.
17. The department reserves the right to cancel/suspend the tender process without attributing/giving any reason.
18. The vehicle and Driver shall remain available all the time as per Duty Roaster and shall not leave place of duty without prior permission.
19. The contractor shall be responsible for total maintenance of the vehicle provided by him. All the vehicles provided should be in good running condition and should not be more than two years old.
20. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.
21. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicle Rules And these shall be the responsibility of the contractor.
22. The dead mileage in any case should not be more than five Kms. one way.
23. No. advance payment will be made.
24. Duty Slips/Movement will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.

25. The contractor will maintain separate log books for each vehicle which will also be verified / countersigned by the concerned officer.
26. The bills in triplicate should be made date-wise by the contractor and be submitted to the Drawing and Disbursing Officer, O/O.JCIT, Nellore Range, Nellore on monthly basis.
27. The contractor while raising the bill should clearly mention that the rate charged/quoted is for petrol or diesel vehicle.
28. The Department will deduct Income Tax at source under Section 194-C of Income-Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
29. The Department reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
30. The prospective bidder shall furnish the following documents along with their financial bid:
 - (a) Self attested copy of PAN No. Card under Income Tax Act.
 - (b) Self attested copy of Service Tax Registration Number.
 - (c) Self attested copy Valid Registration No. of the Agency/Firm.
 - (d) Self attested copy of valid Provident Fund Registration Number.
 - (e) Self attested copy of valid ESI Registration Number.
 - (f) Self attested copy of valid Licence and Number under Contract Labour Act.
 - (g) Proof of Average Annual turnover as stated in Clause 2 supported by audited Balance Sheet.
 - (h) Proof of experience as stated in Clause 3(a),(b) and (c) supported by documents from the concerned organizations:
 - (j) List of vehicles along photocopy of their RC/fitness and permit owned by the contractor.
 - (k) An undertaking to the effect that the Agency has not been blacklisted by any of the Department/Organizations of the Government of India/Government of Andhara Pradesh and no criminal case is pending against the said firm/agency.
 - (l) Terms and conditions duly accepted/signed with stamp of the prospective bidder.

The parties/travel agencies those who are willing for the above terms and conditions may furnish their sealed quotations giving the details of maximum mileage to be given per month subject to a minimum of 2000 Kms (Small size vehicle) on or before 4.00 PM at 20.11.2018 in the O/o the Joint.Commissioner of Income Tax, Nellore Range, Up Stair of Syndicate Bank, Near KVR Petrol Bunk, Dargamitta, Nellore.


(Waseem UR Rehman)

Joint Commissioner of Income Tax
Nellore Range, Nellore.

Copy to the Notice Board.

Copy to the DD (Sys) IT Towers, Hyderabad, with a request to display the notice on the Income Tax Department site. (<http://www.incometaxhyderabad.gov.in/>)