



OFFICE OF THE INCOME TAX OFFICER, WARD-1, ADILABAD
Behind Tirumala Petrol Pump, Dasnapur, Adilabad.
PHONE NO.08732-220250
Email: adilabad.ito1@incometax.gov.in

F.No. ITO/ W-1/ ADILABAD/ Vehicle /2020-21

Date:19/05/2020

SHORT TENDER CALL FOR HIRING OF VEHICLES

Quotations are invited from interested Transport Contractor/Enterprise/Private individuals for providing one latest model small size vehicle for Official use of this office w .e. f. 01.06.2020. The terms & conditions can be obtained from the site of <http://www.incometaxhyderabad.gov.in/> or in office during the Office hours. The quotations should reach this office on or before 25.05.2020 so that the approval can be obtained from the Pr. Commissioner of Income Tax-5, Hyderabad.

(JYOTI CHANDRA)
Income Tax officer
Ward-1, Adilabad.

*Copy to the Notice Board.

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



**OFFICE OF THE,
INCOME TAX OFFICER, WARD-1, ADILABAD
Lalithamba Complex, Old Bus Stand, Adilabad
PHONE NO.08734-242588
Email: Adilabad.ito1@incometax.gov.in**

F.No. ITO/W-1/ Adilabad/ Vehicle /2020-21

Date:19/05/2020

NOTICE INVITING TENDER

Sealed tenders / quotations are invited from interested Transport Contractor/ enterprise/ Private Individuals for providing one latest model Small size Vehicle to the office of the Income Tax Officer, Ward-1, Adilabad.

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 Swift Dzire/Indica and any similar models	4/5 seater	Rs.40,000/- per month	Income tax officer, w-1,Adilabad.	01.06.2020

The last date for submission /receipt of the tender/quotation is 25.05.2020 up to 5.30 PM in the office of the Income tax Officer, ward-1,Adilabad. The tender documents should be given in sealed covers. Tenders will be opened by the ITO,W-1,Adilabad on 26.05.2020 at 11.00 AM 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.


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ANNEXURE-1

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The Transport contractor/enterprise/Individual will provide brand new vehicle to Income Tax Officer,W-1,Adilabad.
2. The hiring charges should be specified (exclusive of service Tax) for 2000 Km. (Reckoned from place of reporting to place of release). The additional distance beyond 2000 Km (per month) should also be specified.
3. The vehicles shall be provided for 11 months in the year as per requirement of the ITO, Ward-1, Adilabad of the Income Tax Department and shall be at the exclusive disposal of the aforesaid Unit. In the event of any breakdown of the vehicle or unavailability of the vehicle/driver for any reason, immediate alternate arrangements, The ITO Ward-1, Adilabad of the Income tax department will be liberty to make alternative arrangements and deduct the expenditure incurred on such arrangements from the contractor/Enterprise/Individual. If no alternative arrangements could be made by either of the parties, deductions shall be made from the Transport Contractor's bill on pro rata basis.
4. The transport contractor/enterprises/Individual to whom the Contract is awarded, would furnish name, address and contact numbers of person to whom the ITO, w-1,Adilabad 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 service Tax (A copy of Service Tax Registration to be submitted). The same will be reimbursed on submission of proof of payment.

7. The Vehicles deployed with the ITO, W-1, Adilabad should be commercially registered and should be comprehensively insured with third party unlimited risk cover. This office is not responsible for any damages whatsoever to public property and/or any third person due to any accident arising out and in the course of deployment of Transport contractor/Enterprise/Individual vehicles with the ITO, W-1, Adilabad of the department. The Transport contractor/Individual is solely responsible for any claims by any third party and/or employees of the ITO, W-1, Adilabad travelling in the vehicle for any injuries caused by the Driver of the vehicle whether by accident or otherwise.
8. The transport Contractor/Enterprise/Individual shall be responsible for the acts and deeds of the drivers of the vehicles. ITO, W-1, Adilabad in no way responsible for violation of the traffic rules and/or other loss either by the driver of the vehicle or by the Transport contractor/Individual shall comply with the relevant rules and regulations of the Motor Vehicle Act applicable and as may be enforced from time to time.
9. The employees for the Transport contractor/ Individual shall not be considered to be the employees of the Income Tax Department for any purpose. This department is not responsible for any injury sustained by the employees of the Transport Contractor/Individual during the performance of their duties and also any damages or any compensation due to any dispute between the Transport Contractor/Individual and its employees/workers.
10. The drivers should have valid driving licenses issued by the RTO to drive such vehicles and must carry the same with them all the time while on duty.
11. The drivers must have experience of at least five years. They must always be properly dressed as per RTO rules, well behaved and courteous and should be familiar with public/civic laws, rules and regulation.
12. The drivers should be provided Mobile Phones in good working condition with two way communication facility. Detailed list of mobile numbers should be provided to the ITO, W-1, Adilabad.
13. The antecedents of drivers must be free from any criminal record. Complete particulars of the drivers along with local and their photographs should be submitted to the office of the ITO, W-1, Adilabad before they are deployed on duty with this office.

14. 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 using the vehicle. On the basis of above log book the Transport contractor/ Individual must prepare monthly bill in respect of each vehicle separately and submit the same to the controlling officer at the relevant station of duty.
15. The payment of the monthly bill will be made by RTGS within 30 days of receipt of the bill after deduction of TDS wherever applicable or other Govt. dues, if any.
16. 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 vendor and at the discretion of the ITO, Ward-1, Adilabad. However, the ITO, Ward-1, Adilabad shall be at liberty to terminate the contract by giving one month notice in respect of any vehicle hired by the ITO, W-1, Adilabad in case the Enterprise fails to abide by any of the conditions specified above. The contractor / enterprise shall also be at liberty to terminate the contract for similar reasons by giving Three months notice in advance to the ITO, W-1, Adilabad.
17. While bidding the applicant Contractor / Individual should submit a sealed envelope marked as "Financial Bid". The tender document, marked as Annexure 'A' itself is a 'Financial Bid'.
18. Tender document should be submitted by 05.30.PM on or before 25.05.2020 In the Income Tax Officer, W-1, Adilabad. The tender documents should be Dropped in The drop-Box kept for the purpose with the DDO of the office of The Income Tax Officer, W-1, Adilabad. Tenders will be opened by the ITO, W-1, Adilabad On 26.05.2020 at 11.00 AM in the presence Of such bidders or Their representatives as are present at the given time and venue.
19. Each page of the offer must be neat & clean and signed & stamped by the authorised signatories.
20. Only such bids will be entertained which are received from Transport Contractors/ Individuals who offer hiring Small Vehicle such as Swift Dzire / Indica or any similar etc. The successful bidder shall enter into a contract With ITO, Ward-1, Adilabad and shall supply all requisite vehicles within 7 Days of awarding the contract.

21. In the case of failure to the supply the stipulated number of vehicle for hiring by the contractor within the stipulated time, the contract be cancelled by the ITO,Ward-1,Adilabad of the Income Tax Department. In such case, the new tender will be floated.
22. In case of arising any dispute during the tender process, the decision of the ITO, W-1,Adilabad would be final and binding.
23. The ITO,Ward-1,Adilabad of the Income Tax Department reserves the right to accept or rejects any part of the tender or whole tender, without assigning any reasons.
24. The vehicle can be called for reporting at any time. The vehicle would Remain at the exclusive disposal of ITO,Ward-1, Adilabad of the Income Tax Department for all the seven days in a week during the entire contact period.


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Income Tax officer
Ward-1, Adilabad.

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ANNEXURE-2

To

The Income Tax Officer,
Ward-1,Lalithamba complex
Adilabad-504106.

Sir/Madam,

Sub: Submission of quotations/Tenders of hiring of vehicle by the
office of the Income Tax Officer,Ward-1,Adilabad-Reg

Ref: F. No.ITO/W-1/Adilabad/vehicle/2020-21 dated 19.05.2020.

With reference to the above . I/We hereby submit the quotation for hiring of vehicle for the
Office of the Income Tax Officer,Ward-1,Adilabad.

Sl.No	Particulars of Model/Type of vehicle	Size	Date of Purchase

Details of Bid:

Sl.No.	Particulars Amount(Rs.)		
1.	Total Monthly hire charges for 2000Kms		
2.	Rates per Km Over and above 2000kms		

Date:
Place:

SIGNATURE OF THE BIDDER