

OFFICE OF THE INCOME TAX OFFICER, WARD-1, PARASUPET,
MACHILIPATNAM-521002. KRISHNA DIST, ANDHRA PRADESH
Ph :08672-252020

NOTICE INVITING QUOTATIONS

DT.21-12-2020

Quotations are called for from interested persons for supply of one small size vehicle namely Indica, Swift, Etiosliva, for its regular operational purpose on hire basis. The interested parties may submit the quotations to the Income tax Officer, Ward-1, Machilipatnam-521002. The terms and conditions are available in Annexure-I to this notice and can be downloaded from our website www.incometaxhyderabad.gov.in The bid forms i.e., Technical Bid and Financial Bid are available as Annexure-II and Annexure –III respectively. The last date for submission of duly filled in quotations in separate sealed covers is 28th December, 2020 till 3.00 p.m.



(K.S.N.Ramu)

Income tax Officer
Ward-1, Machilipatnam.

K.S.N. RAMU
Incometax Officer, Ward-1,
MACHILIPATNAM

Annexure-I

TERMS AND CONDITIONS FOR TENDER

1. The vehicle shall preferably a new one and must have a valid taxi permit to run in the state of Andhra Pradesh.
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 office
3. The vehicle shall be provided along with a driver and fuel. Though the vehicle in normal circumstances runs for 5 days a week, in case of necessity, it shall be provided on any day.
4. The owner of the vehicle shall bear all the repairs and maintenance of the vehicle. Except hiring charges, no other charges will be paid by the department.
5. The owner of the vehicle will be responsible for any loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.
6. The vehicle shall have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
7. 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.
8. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
9. The vehicle provider shall arrange for an alternative suitable vehicle at his own cost immediately in case of breakdown of the vehicle supplied.
10. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
11. Change of vehicle and the driver will be allowed only in exceptional circumstances.
12. The monthly hire charges shall be Rs.40,000/- which will be paid after making statutory deductions like income tax etc.

13. The vehicle shall run for a minimum distance of 2500 km/per month and the used portion in a month shall be carried forward to the subsequent month.
14. The term of the contract shall be for one year from 01-01-2021 to 31-12-2021 and may be continued for one more year at the discretion of the department.
15. The department reserves the right to terminate the contract with a one month notice.
16. In case the supplier wants to withdraw from the contract, he has to give 3 months notice.
17. An Earnest Money Deposit (EMD) (returnable if the bid is not successful) of Rs.5,000/- (Rupees five thousand only) through demand draft favoring the ZAO., CBDT, Hyderabad should be enclosed with the Technical bid. No interest will be payable on the EMD, The EMD of the successful bidder will be retained till the completion of the contract. In case the successful bidder fails to sign the contract or does not start the assigned work in stipulated time, the EMD will be forfeited.
18. The tenders will be opened before the Tender Committee on 28.12.2020 at 3.00 PM in the office of the Income tax Officer, Ward-1, Parasupet, Machilipatnam-521002.

The parties/travel agencies 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 2500 kilo meters on or before 03.00 p.m. on 28-12-2020 in the office of the Income tax Officer, Ward-1, Machilipatnam, Andhra Pradesh.

Copy to the Notice Board

Copy to the Web-Manager, Incometaxindia.gov.in., New Delhi.

Copy to the Joint Commissioner of Income tax, Range-2, Vijayawada.

TECHNICAL BID

1. Name and address of the vehicle vender/Firm/owner:
2. EMD demand draft of Rs.5000/- details :
(i) Demand Draft No. & Date:
(iii) Issuing Bank Name with address
3. PAN (enclosing copy of PAN Card): ,
4. GST (Registration) No.(certificate letter copy to be enclosed :
5. Details of Vehicle(s) : (Make, Petrol/Diesel year of purchase, number & date of registration :
6. Any other remarks:

Signature of the Owner/
Authorised Signatory

Full Name -----

Name of Contractor/firm-----

Phone/Mobile No.-----

Place :

Date :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/ agency/ owner/ contractor will be blacklisted and will not have any dealing with the Department in future.

(Signatue of authorized signatory with date)

FINANCIAL BID

1. Basic fixed monthly rent for 2500 kilometers per month :
2. Rate per extra km, when used beyond 2500 kilometers/per month after all adjustments as per the contract conditions :

Signature of the Owner/
Authorised Signatory

Full Name -----

Name of Contractor/firm-----

Phone/Mobile No.-----