



आयकर आयुक्त (विभागीय प्रतिनिधि)  
**The Commissioner of Income Tax (DR)**  
आयकर अपीलीय प्राधिकरण, बेंच-बी, सीजीओ टावर्स  
**ITAT Bench-B, CGO Towers**  
कावाडीगुडा, हैदराबाद  
**Kavadiguda, Hyderabad.**  
**Phone & Fax: 040-23465918**

F.No.CIT (DR)-II/Vehicle Hiring/Hyd/2019-20

Dated: 10-04-2019

**Notice inviting tender**

Sealed tenders are invited from Vendors/ Transport operators for Hiring of one Staff Car & one Operational Vehicle for the O/o-Commissioner of Income Tax (DR)-II, "B" Bench, ITAT, Hyderabad for the period from 01-05-2019 to 31-03-2020. The requirements are as under:

Sl. No	Particulars make/model vehicle	Size	No.of vehicles
1	Mid –sized Staff Car i.e. Toyota Fortuner/Toyota Innova/Honda City or any other similar vehicle.	5/7 Seater	One
2	<del>Small-sized Operational Vehicle i.e. Toyota Innova/Toyota Etios (sedan) or any other similar vehicle.</del>	<del>5/7 Seater</del>	<del>One</del>

Last date for submission/receipt of tenders is 22-04-2019 up to 6:00 p.m. which will be opened by the Tender Committee/Local Purchase Committee in the presence of tenderers or their authorized representative on the next working day i.e. 23-04-2019 at 3:00 p.m. in the office of the CIT (DR)-II, "B" Bench, ITAT, 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 tender box will be sealed on same day and time, as scheduled above. The sealed tender form duly filled in must reach to the O/o-CIT (DR)-II, "B" Bench, ITAT, Room No.601, 6<sup>th</sup> Floor, CGO Tower, Kavadiiguda, Hyderabad-80 either by post or person latest by 22-04-2019 up to 6:00 p.m. The tenders received after the above said scheduled date

and time will not be considered. Submission of tenders by FAX will not be entertained. The tender documents can be downloaded from [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in).



**(Y.V.S.T.SAI)**

Commissioner of Income-tax (DR)-II,  
ITAT, Bench-B, Hyderabad

Encl: Annexure-1 (Terms and Conditions)  
Annexure-2 (Proforma for quotations)

Copy to:

1. The CIT (Admn & TP) to upload the "Notice Inviting Tender" on the department website i.e. [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in).
  2. For display in the Notice Board in the O/o-CIT(DR)-II, Bench-B, ITAT, Hyderabad.
-

**ANNEXURE-1**

**TERMS AND CONDITIONS OF THE CONTRACT**

1. The contract shall be valid for a period of eleven months i.e. from 01-05-2019 to 31-03-2020. 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.
2. All registered agencies, who are providing similar kind of services, may submit the bids in the prescribed format.
3. The bidder should have the experience of similar work in any of the Department /Autonomous Institution/ Universities/ Public Sector undertaking of the Government of India or State Government.
4. The successful bidder whose tender is accepted shall sign an Agreement of contract within 05 days from the date of receipt of confirmation.
5. The Contract will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the contractor for removal of any Driver, who is not found competent or disciplined.
6. The vehicle should be in good running condition. The vehicle should not be aged more than 24 months. Latest models of vehicle would be given preference.
7. In case of breakdown of any vehicle the successful bidder shall replace the breakdown vehicle within one hour failing which the CIT (DR)-II, B-Bench, ITAT, Hyderabad has the right to hire vehicle from any source at the expense of the contract.
8. The successful bidder shall provide names, addresses, Aadhar Card/Voter ID/any other Govt. ID and driving licence of the driver within one week of the award of the contractor.

---

9. The successful bidder shall not employ any person who has not completed eighteen years of age. The successful bidder shall comply with all the statutory as laid down under various Labour Laws Acts/ Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, contract labours Act and other Labours Laws Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labours Laws or any other Law applicable by the contractor, there will not be any liability on the Department.
10. 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 recognized no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
11. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the successful bidder directly or indirectly in any manner whatsoever.
12. The successful bidder shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the Work or otherwise and against all claims and demand thereof. The Department shall not be responsible during the financially

29. 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 and Service Tax registration number if applicable.
- c) Self attested copy of Valid Registration number of the Proprietor Agency/firm/Company etc.
- d) Self attested copy of valid license Number under contract Labour Act and under any other Act/rules.
- e) Copy of vehicle document along with photocopy of their RC/fitness/Insurance Policy/Road tax challan paid 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.



**(Y.V.S.T.SAI)**

Commissioner of Income-tax (DR)-II,  
ITAT, Bench-B, Hyderabad

---

**ANNEXURE-2**

To  
The Commissioner of Income Tax (DR)-II  
"B" Bench, ITAT, Hyderabad

Sir,

Sub: Submission of quotations for hiring of Staff Car/Operational Vehicle for the period from 01-05-2019 to 31-03-2020 in the O/o-CIT (DR)-II, "B" Bench, ITAT, Hyderabad -Reg.

Ref: F.No.CIT (DR)-II/Vehicle Hiring/Hyd/2019-20 dated 10-04-2019.

\*\*\*\*\*

With reference to the above, I/We hereby submit the quotation(s) for hiring of Staff Car/Operational Vehicle for the Office of CIT (DR)-II, "B" Bench, ITAT, Hyderabad.

Sl.No.	Particulars of model/Type of vehicle	Size	Registration Number

Details of bid:

Sl.No.	Particular Amount (Rs.) Per Vehicle	
1.	Total monthly hire charges for 2000 kms*	
2.	Rate per km over and above 2000 kms	

Date:  
Place:

Signature of the bidder with seal

\*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.