



आयकर विभाग

कार्यालय प्रधान आयकर आयुक्त सत्यापन एकक -1

**OFFICE OF THE PRINCIPAL COMMISSIONER OF INCOME TAX(VU)-1**

चौथी मंज़िल, स्टैण्डर्ड हाउस, नगरमपालेम, गुंटूर

**4th FLOOR, STANDARD HOUSE, NAGARAMPALEM, GUNTUR - 522004**

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F.No.39/Estt/Op Vehicle/Pr.CIT/VU-1/GNT/2025-26

Date: 14.05.2025

NOTICE INVITING TENDER

Sealed tenders/quotations are invited from the interested Parties/Travel agencies/Contractor/Enterprises/Private Individuals for supply of a small size air conditioned vehicle on monthly hire basis for the office use (operational purpose) of the Verification Units stationed at Guntur under the charge of the Pr. Commissioner of Income tax, Verification Unit -1, Guntur, Andhra Pradesh.

S.No	Vehicle Model/Year	Size	Amount should not be more than	Office for which vehicle is required	Date from which vehicle is required
1	Small size vehicle	5 Seater	Rs. 40000/- per month	ITOs Stationed at Guntur under the charge of Pr.CIT(VU)-1, Guntur.	01-06-2025

The last date for submission/receipt of tenders (in sealed covers) is 26.05.2025 at 04:00 PM. The tenders will be opened by the Hiring committee in the presence of bidders or their authorized representatives on 26.05.2025 at 5:00 P.M. in the O/o. Pr. Commissioner of Income Tax (VU)-1, Guntur. In case, any holiday is declared by the Government on the day of opening, the tenders 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 tenders received after the above said scheduled date and time will not be considered. Submission of tenders by FAX will not be entertained.

*CH. Anjan Devi*  
(CH. ANJANI DEVI)

Income Tax Officer (Hqrs.),  
O/o Pr. Commissioner of Income Tax,  
Verification Unit-1, Guntur.

Encl: Annexure-1 Terms and conditions.  
Annexure-2 Proforma for quotation.

Copy submitted to the DDIT(Systems), Hyderabad with a request to upload the tender document on [www.incometaxhyderabad.gov.in](http://www.incometaxhyderabad.gov.in).

**TERMS AND CONDITIONS OF THE CONTRACT**

1. The Bidder's place of Business should be from Guntur District.
2. A vehicle shall be at the disposal of the Verification Units under the charge of Pr. CIT (VU)-1, Guntur for all days (24\*7) (except for 02 days in a month for servicing/ maintenance of vehicle) during the period of the contract.
3. 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 03 months.
4. The contract shall be valid for a period of One Year. 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.
5. 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.
6. The bidder should have the experience of similar works in any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or State Government.
7. The Firm whose tender is accepted shall sign an Agreement of Contract within 15 days from the date of receipt of confirmation.
8. The Contractor 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.
9. The vehicle should be in good condition.
10. In case of breakdown of the vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Pr.CIT (VU)-1, Guntur has the right to hire vehicle from any other sources at the expense of the contractor.
11. The Contractor shall provide name, address of the driver along with driving license number and copies within one week of the award of the contract.
12. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labor Laws/ Acts/ Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labor Act and other Labor Laws/ Act/ Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labor Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
13. 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.

14. 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.

15. The contractor 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 damages to the property of any member of the public or any person or in executing the work otherwise and against all claims and demand thereof. The department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the period of performing the duties.

16. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.

17. The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of Andhra Pradesh.

18. The contractor shall provide vehicle as per requirement of the department.

19. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.

20. The contractor shall be responsible for total maintenance of vehicle provided by him. The vehicle provided should be in good running condition.

21. The operation and function of vehicle and Driver shall be governed by Motor Vehicles Act/Motor Vehicles Rules, as applicable from time to time and these shall be the responsibility of the contractor.

22. No advance payment will be made.

23. No dead mileage in any case should not be more than five kms, One way.

24. Duty slips/ Movement slips will be signed by the officer with whom the vehicle is 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 bills in triplicate should be made date-wise by the contractor and should be submitted to the Drawing and Disbursing Officer, O/o. Pr.CIT(VU)-1, Guntur on monthly basis.

26. The contractor while raising the bill should clearly mention that the rate charged/ quoted is for petrol or diesel vehicle.


27. The department will deduct Income Tax at source under Section 194-C of Income Tax for the contractor at the prevailing rates of such sum as income tax on the income comprised therein.

28. The prospective bidders shall furnish the following documents along with their bid:

- (a) Self attested copy of the PAN 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/Individual has not been blacklisted by any of the Department/Organization of the Government of India/ Government of Andhra Pradesh and no criminal case is pending against the Firm/Agency/Individual.
- (d) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

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

30. 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.

  
(CH. ANJANI DEVI)  
Income Tax Officer (Hqrs.,)  
O/o Pr. Commissioner of Income Tax,  
Verification Unit-1, Guntur

**ANNEXURE – 2**

To

The Pr. Commissioner of Income Tax,  
Verification Unit-1,  
4th Floor, Standard House,  
Beside SBI, Nagarampalem,  
Guntur - 522004.  
Andhra Pradesh.

Sir,

Sub : Submission of quotations for hiring of Operational Vehicle to the O/o.  
Pr. Commissioner of Income Tax, (VU-1), Guntur, 4th Floor, Standard  
House, Beside SBI, Nagarampalem – Reg.

Ref : F.No. 39/Estt/Op Vehicle/Pr.CIT/VU-1/GNT/2024-25 Date:26.03.2025

With reference to the above, I/We hereby submit the quotation for hiring of vehicle for  
the O/o Pr. Commissioner of Income Tax, (VU-1), Guntur.

Sl.No	Vehicle Model	Type of Vehicle	Year of Manufacture	Amount in Rs.
1.		Small –Size		
GST (%) Charges				
2.	Total price for providing in the above vehicles			
3.	Rate per Km over and above 2000 Kms for Small Size Vehicle			

Date :

Signature of Bidder with Seal

Place :

Encls :

1. Self attested copy of the PAN card under Income Tax Act.
2. Copy of vehicle documents alongwith photocopy of its RC/Fitness and permit owned by the contractor.
3. An undertaking to the effect that the Agency has not been blacklisted by any of the Department/Organization of the Government of India/Government of Andhra Pradesh and no criminal case is pending against the firm/agency.
4. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
5. Copy of work-orders, in support of past experience of providing vehicles to the Department.