

भारत सरकार
आयकर सहायक/ उप निदेशक का
कार्यालय (अन्वेषण)
तिसरी मंजिल, कमरा सं. 404
आयकर भवन, 22, के.टी. मार्ग
तिरुपति – 517501
टेलिफोन: 0877-2287807



Government of India
Office of the
Asst./Dy Director of Income Tax
(Investigation)
3rd Floor, Room no. 404
Aayakar Bhavan, 22, K.T. Road
Tirupati – 517507
Telephone: 0877-2287807

F.No. Op.Veh/ADIT(Inv.)/TPT/2025-26

Dated: 13.11.2025

TENDER NOTICE

Tenders/Quotations are invited from interested transport operators/private individuals for providing the following Mid-sized vehicle for usage of the Assistant Director of Income Tax, Unit-IV (4), Tirupati.

SNo	Particulars	Number of Vehicles Required	Seating Capacity of Vehicle	Place of Deployment of Vehicle	Amount should not be more than	Period for which vehicle is required
01.	Mid-Sized Vehicle Toyota Innova Crysta/Mahindra XUV 700 or any other such vehicle	01 (One)	7 Seater	Tirupati	Rs.50,000/- * Per month	One Year from 01 st December, 2025 to 30 th November, 2026

(* Includes all expenses like Driver's Salary, Fuel Expenses, Maintenance, Repairs etc but exclusive of GST)

The last date for Submission/Receipt of the Tender or Quotation is 24.11.2025 up to 3.00 PM in the Office of the Assistant Director of Income Tax (Investigation), Unit-IV(4), Tirupati. The Sealed cover super scribed as "QUOTATION FOR HIRING THE OPERATIONAL VEHICLE" should be sent by registered/speed post or handed over to the O/o the Assistant Director of Income Tax, Unit-IV (4), 3rd Floor, Aayakar Bhavan, K.T. Road, Tirupati -517507 latest by 24th November, 2025 before 3:00PM. Tenders will be opened by the Assistant Director of Income Tax (Investigation), Unit-IV (4), Tirupati on 24.11.2025 at 4.00 PM. The Tenders or Quotations received after the stipulated date and time will not be entertained. Tenders/Quotations not in proper format will be rejected.

भास्कर ए / (BHASKARA A, IRS)

आयकर सहायक निर्देशक (अन्वेषण) / Asst. Director of Income Tax, (Inv.)
आहरण एवं संवितरण अधिकारी / (Drawing & Disbursing Officer)
यूनिट- IV(4), तिरुपति/Unit-IV(4), Tirupati.

Encl: Annexure-I – Terms & Conditions
Annexure-II – Proforma for Tender/Quotation

Copy to the Notice Board.

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

ANNEXURE-I

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. Department will require services of one mid-sized vehicle for usage of the Office of the Assistant Director of Income Tax (Investigation), Unit-IV (4), Tirupati such as Toyota Innova Crysta/Mahindra XUV 700 or any other such vehicles for official purposes for a period of one year from 01st December, 2025 to 30th November, 2026. The bidder should be well established and an experienced agency / firm / individual having at least One vehicle in his name. The bidder / tenderer should not be an employee or ex-employee of the Department. Similarly bidder should not be a firm in which substantial interest lies with the employee or ex-employee of the Department.
2. The Bidder should have the experience of similar works in any of the departments/Autonomous Institutions/Universities/Public Sector.
3. The vehicle selected through tender process will be used exclusively for the Department for all seven days in a week. The Department prohibits using of selected vehicles by the vendor for any other purposes. The Staff Car is expected to ply within 2000 Km per month. The mileage of vehicles would be counted from Department to Department and based on log book entries. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Department.
4. The dead mileage in any case should not be more than five Kilometers one way.
5. The quotes should be inclusive of all expenses such as monthly salary / charges of driver(s), repairs & maintenance of vehicle, insurance, RTO related levies/ duties/ taxes etc, petrol / diesel, oil and also any other incidental expenses relating to vehicles including penalty, fine, recoveries etc. shall be borne by the bidder. The quotes should be inclusive of all Government levies and taxes but exclusive of GST. The firm should be GST Registered.
6. The vehicles should be in proper running condition and must have a valid permit to run in the State of Andhra Pradesh/Telangana. The vehicle should have desired safety features such as ABS, EBD/ESC, Alloy wheels, Power windows, Power steering etc. in the given brand / model of the company. The vehicle should be registered with the concerned authority of Central/ State Govt. a certificate to this effect should be provided with the bid document. Also the conditions prescribed in section 66 of Motor Vehicles Act, 1988 for hiring of vehicle should be fulfilled.
7. The Vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors, deodorants and regularly polished exterior at all times during the period of the contract. The vendor shall also ensure that the vehicle is in perfect running condition at all

the times during the contract period. The papers related to the vehicles including proper insurance coverage, pollution check of the vehicles should be available / kept in the vehicle.

8. The Vehicle should conform to the pollution norms prescribed, if any by the Transport Department of Government of Andhra Pradesh.

9. Vehicle provided to the Department should have comprehensive Insurance and Drivers so provided with the Vehicle shall have commercial LMV Driving License and Badge.

10. The successful bidder shall have to provide the ordered type vehicle. However, in case the successful bidder expresses his inability or fails to supply vehicle so required, he can be blacklisted from this Department for four years. The option shall be given to the next higher bidder to supply the vehicle and so on.

11. Department reserves the right of selection of any particular type of vehicle over the other.

12. Preference will be given to the bidder who is ready to provide good option of vehicles.

13. In the event of the award of the contract to the bidder & prior to the execution of the contract, the Vendor shall produce the vehicle in the office of the Department for physical verification / inspection before the signing of the contract along with certified copies of RC book, Comprehensive insurance policy of the vehicle and receipt of road tax payment, photograph of the driver with their present and permanent address, mobile no. and copy of driving license of the driver. The vehicle should comply with all legal obligations prescribed under various statutory laws in force and should not have been involved in any illegal obligations and should not violate the regulations of Motor Vehicles Act and other applicable laws of State Government of Andhra Pradesh / Government of India.

14. The vendors shall submit an attested copy of trade license, Bank Statement and Bank Account Details like Account Number, Branch Name, Branch IFSC Code and MICR Code in the envelope containing the Bid documents.

15. The drivers of the vehicles must possess valid driving license and should be qualified and experienced. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two way communication in working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible, directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident, all claims and responsibilities shall be met by the Vendor. The Department will not entertain any claim whatsoever in this regard. The vendor will provide certificate of satisfaction regarding identity,

character and antecedents of the drivers as per desired format of Department. The drivers shall wear uniform as directed by this office. The expenses of the uniform will be borne by the vendor.

16. During the period of the contract, the Vendor shall not change the dedicated vehicle or the driver as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the drivers or both are to be replaced, the same is to be done after consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a situation the charges for such hiring shall be deducted from the dues of the vendor in addition to the levy of penalty of Rs.1000/- (Rs. One thousand only) per day per vehicle.

17. Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for driver's salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, insurance charges, periodic servicing, toll tax, parking charges etc and these expenditures shall be met by the vendor.

18. The vendor shall raise the bill on a monthly basis and submit at the office in duplicate latest by 5th day of the month following the month in which such vehicle is used, In case of broken period of a month, pro-rata charges will be payable. The vendor shall maintain log book and periodically get it signed by the user/representative of Department on day to day basis. The bills shall be prepared on the basis of log book entries.

19. The Department will deduct Tax at Source (TDS) under Section 194-C of Income Tax Act from every payment/credit made to the vendor/contractor at the prevailing rates of such sum as Income Tax on the Income comprised therein.

20. During the period of the contract no request for escalation of monthly charges will be entertained by Department for whatsoever reasons.

21. No Advance payment will be made.

22. Department has an option to terminate the contract immediately without assigning any reason whatsoever for failure on the part of the vendor to honor the terms and conditions of the contract without any compensation to the Vendor. The Vendor can also terminate the contract by giving a proper application in writing and a notice of 30 days in advance.

23. The vendor has to ensure that the drivers observe proper etiquette and protocol while performing their duty. He shall be neatly dressed, should wear uniform as prescribed by the Transport Authorities and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle. The vehicle and the driver shall remain available all the time.

24. Department shall not be responsible for any damages whatsoever to public /private property and/or to any third person due to any accident arising out of and in the course of deployment of the vehicle.

25. The bidder/vendor and driver shall be bound to carry out the instructions of the Department as well as of the Officers to whom the vehicle is assigned.

26. This contract shall be effective for a duration of one year from 01st December, 2025 to 30th November, 2026 as per the terms and conditions of this tender document unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents. The contract/ agreement is renewable subject to satisfactory performance of the Service Provider and with such amendments/modified of term and conditions as may be mutually agreed to including rise in wages/service charges taking into account.

27. The bidder should not have been blacklisted or debarred by the Income Tax Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.

28. The applicant bidder(s) and their respective officers, employees, agents and advisors shall observe the highest standard of ethics during the bidding process, notwithstanding anything to the contrary contained therein, the Department may reject an application without being liable in any manner, whatsoever to the applicant, if it determines that the applicant has directly or indirectly or through an agent, engaged in corrupt, fraudulent, coercive, undesirable or restrictive practice in the bidding process.

29. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulation in respect of 'engaging of services of drivers, all legal obligation, in respect of the vehicle i.e. Road Tax, RTO Registration and permissions etc. and in respect of the driver i.e. minimum wages as per Government Regulation, Social Security etc. shall be the responsibility of the Contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.

30. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Department or contractor will give notice to other party at the earliest of the occurrence of such incidents that on account of the above event the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.

31. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provision of this

agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of Department. The decision of arbitration to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Department and the person shall not be below the rank of ADIT within the jurisdiction the Addl./Joint Director of Income Tax (Investigation), Unit-IV, Vijayawada. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.

32. The prospective bidders shall submit the following documents along with their Bid:

- (a) Self attested copy of PAN card under Income Tax Act and GST number if any.
- (b) Copy of the vehicle documents along with the photocopy of their RC/Fitness and permit owned by the applicant.
- (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.
- (e) Copy of work orders, in support of past experience of providing vehicles to the department or any organization of Govt of India/AP.
- (f) Complete Details of the driver including copy of the valid Driving License.

33. The bidder must produce the proof of GST registration as well as earlier payment of GST, if any.

34. The unused kilometers of a month can be carried forward to the subsequent months till the contract ends. The unused kilometers would mean the difference between agreed kilometers i.e., 2000 kilometers run in a month and actual kilometers run by one or more vehicles of the operator if the actual kilometers run by a vehicle are individually less than agreed kilometers.

DECLARATION

I/We hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Place :

Date :

Signature of the applicant
(Name of the applicant)

ANNEXURE – II

PROFORMA FOR TENDER/QUOTATION

To,

The Assistant Director of Income Tax (Investigation),
Unit-IV (4),
3rd Floor, Aayakar Bhavan,
KT Road,
Tirupati.

Sir,

Sub: Submission of Tender/Quotation for hiring of Vehicle by the Office of the Assistant Director of Income Tax (Investigation), Unit-IV (4), Tirupati.

Ref: The Assistant Director of Income Tax (Investigation), Unit-IV (4), Tirupati letter in F.No. Op. Veh/ADIT(Inv.)/TPT/2025-26 dated: 13.11.2025.

With reference to the above, I/We hereby submit the quotation for hiring of vehicle for the Office of the Assistant Director of Income Tax (Investigation), Unit-IV (4), Tirupati.

SNo.	Particulars of Model/ Type of Vehicle	Capacity of the Vehicle	Date of Purchase	Date of Registration

Details of Bid:

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

Place:

Date:

Signature of the Bidder
(Name of the Bidder)