सत्यमेव जयते

Government of India
Ministry of Law & Justice
Department of Legal Affairs

INCOME TAX APPELLATE TRIBUNAL
VISAKHAPATNAM BENCH

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Visakhapatnam-530004, AP. TeleFax: 0891-2795058
E-Mail: vizag.bench@itat.nic.in
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CORRIGENDUM TO NOTICE INVITING THE TENDER DATED 22.01.2021

F. No. 129-Ad/ATV/2020-21 Dated 1st April, 2021

With reference to the Notice Inviting Tender No F. 129-Ad/ATV/ 2020-21 dated 22nd January, 2021, for engaging 01 (one) Driver on monthly fixed remuneration basis, this is to inform that the schedule for bid submission and opening is revised/extended as under:

Last date & time for furnishing of bids:	5:00 PM on 19.04.2021
Opening of Bids:	3:00 PM on 20.04.2021

Schedule of the Notice Inviting Tender dated 22.01.2021 and Tender Document stands amended accordingly. All other terms and conditions will remain unaltered.

(D.S. SUNDER SINGH)
Accountant Member
Head of Office & DDO

INCOME TAX APPELLATE TRIBUNAL
VISAKHAPATNAM BENCH
5th Floor, LIC Building, Jeevita Bima Road
Visakhapatnam – 530004

NOTICE INVITING THE TENDER

F. No. 129-Ad/ATV/2020-21 **Dated 22 January, 2021 .**

The Income Tax Appellate Tribunal, Visakhapatnam Bench intends to engage One (01) DRIVER on monthly fixed remuneration basis. Hiring shall be initially for a period of one year, from the date of commencement and would be extendable for one more year at the discretion of ITAT. Reputed contractors or any Government or Semi-Government enterprise having requisite number of DRIVERS should furnish their bids latest by **12.02.2021 before 1:00 PM** in the office of the **Assistant Registrar, Income Tax Appellate Tribunal, 5th Floor, LIC Building, Jeevitha Bima Road, Visakhapatnam.**

2. Tender documents and Terms & Conditions may be collected from the office at above mentioned address during office hours. The details are also available on **http://itat.nic.in.**

3. Bids will be opened on **15.02.2021 at 3:00 PM** in **ITAT, Visakhapatnam Bench, 5th Floor, LIC Building, Jeevita Bima Road, Visakhapatnam** in front of bidders or their representatives.

(D S SUNDER SINGH)
Accountant Member
Head of Office

Encl: **Terms and Conditions & Tender Documents at Annexure 'A'**

APPENDIX "A"

TERMS AND CONDITIONS
FOR ENGAGING DRIVER ON MONTHLY FIXED REMUNERATION BASIS

1. The Income Tax Appellate Tribunal (hereinafter referred to as ITAT) intends to engage 01 (One) DRIVER on monthly fixed remuneration basis.
2. The DRIVER proposed to be engaged for an initial period of one year (on 6 days per week basis) with the provision of extending it for a further period of one year at the discretion of the ITAT.
3. Eligibility Criteria:
   - i) The Applicant Contractor should own at least 3/5 DRIVERS at the time of making application for the contract.
   - ii) The Applicant Contractor's Annual Turnover should not be less than Rs.6 lakhs during F.Y. 2019-20.
   - iii) The Applicant Contractor should offer at least 02 DRIVERS for hiring.
   - iv) Applicant contractor should have a reputed client list.
   - v) The Applicant contractor should have experienced DRIVER with at least 3 years.
4. The hiring charges should be specified on the monthly basis for 26 days (exclusive of GST) for 6 days a week with working hours of from 9 am to 7 pm subject to the requirement on day to day basis.
5. The Contractor shall provide dedicated driver and any replacement in driver should be made only in very exceptional circumstances. Replacement of the driver should be provided in the event of a non-availability of driver.
6. The driver should have valid Driving License, with a minimum experience of 3 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.
7. Payment of minimum charges agreed upon will be made every month. Payment will also be made on the actual usage of the DRIVER by the ITAT, over and above the minimum charges agreed upon.
8. While computing the amount payable as per clause 7 above on account of extra duty hours, over and above agreed duty hours per month 10 hours a day.
9. The Driver of the vehicle can be called for reporting at any time depending upon the requirement.
10. The said contract can be terminated by the ITAT at any time with a notice period of 30 days without assigning any reason.
11. The contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed.
12. The contractor will be responsible for loss / damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident or otherwise. The ITAT would not be responsible at all for loss / damage to property or life on account of such incidents.

13. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied on the basis of 'certificate of default' signed by the Controlling Officer. The penalty for some of the defaults is as under:

Srl	Nature of Default	Penalty (Rs)
1	Late reporting	Rs.100 per day.
2	Non-reporting	Rs.1000 per day.
3	Refusal of duties	Rs.500 per instance.
4	Non-observation of dress- code.	Rs.100 per instance.
5	Change of drivers without- prior permission.	Rs.200 per instance.

14. A log sheet specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained.

15. The drivers employed should satisfy the following conditions:

i) Drivers should have minimum 3 years of experience of driving. They should have the valid Driving Licence.

ii) Driver should wear the prescribed uniform i.e. Light blue shirt with navy blue trouser and black shoes.

iii) Driver should be well versed with the roads and the place of operation.

iv) Driver should be provided with mobile phone. The expenses for mobile phone should be borne by the contractor.

v) Driver should be decent and well behaved.

16. **The applicants should submit their bids in sealed envelopes in the office of the Assistant Registrar, ITAT, Visakhapatnam upto 1.00 PM on 12.02.2021.**

17. Bid once submitted shall not be allowed to be withdrawn and default after acceptance of bid shall be deemed to be non-compliance of terms of contract and would liable to forfeiture of security deposit and levy of penalty as the case may be.

18. **Tenders will be opened by the Assistant Registrar, ITAT, Visakhapatnam on 15.02.2021 at 3.00 PM in the office of the Senior Member in front of bidders or their representatives**.

19. In case of failure to supply the stipulated number of DRIVERs for hiring on monthly basis by the contractor for the intended period, the contract may be cancelled by the ITAT.

20. In case of any dispute, during tender process, the decision of the Senior Member, ITAT, Visakhapatnam would be final and binding.

21. The ITAT reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

TENDER FORM FOR SUPPLY OF DRIVER ON MONTHLY REMUNERATION BASIS

1.	Name, Address & telephone number of the bidder i.e., the applicant contractor	
2.	Permanent Account No. (PAN)	
3.	Number of Drivers available with contractor	
4.	Details of reputed clients	
5.	Experience, in number of years	
6.	Number of Drivers offered	
7.	Turnover / Gross receipts in the preceding financial year i.e, 2019-20	
8.	Monthly Chargers for 26 days with 10 hours duty (excluding GST)	
9.	Charges for every extra hour beyond 1st hour.	
10.	Extra charge for Sunday & other holidays	

Name & Signature of the
Authorized Signatory