

Office of the Principal Accountant General (Audit), Himachal Pradesh, Shimia-171003

Bid Document No. Estt.GAD/Audit/Hiring of Vehicle /2025-26/175

Dated: 06- 01 -2025

**BID DOCUMENT**  
(Scope of work and conditions of Contract)

For selection of firm for Providing Innova Crysta vehicle on monthly rent basis required for use in Office of the Principal Accountant General (Audit), Himachal Pradesh, Shimla171003

# ANNEXURE-I

## BID SUBMISSION FORM

(to be printed on Bidder's letterhead, signed, stamped, scanned and submitted online through GeM Portal)

Date:06-01-2025

### LETTER OF BID

To

Sr. Audit Officer (GD)  
Office of the Principal Accountant General (Audit)  
Shimia 171003

Ref: Invitation for Bid Document No. Estt. GAD (Audit) /01/2024-25/2025-26/175

Dated: 06- 01 -2025

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders.
2. We undertake to provide the vehicle services to your office in conformity with the Bidding Document.
3. Our bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
5. We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
6. We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc. and agreement will be binding on us.
7. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.

Yours sincerely,

Authorised Signatory

(Authorised person shall attached a copy of Authorisation for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder 's letterhead)

## ANNEXURE-2

### INSTRUCTIONS TO THE BIDDERS

#### 1. GENERAL INSTRUCTIONS

Office of the Principal Accountant General (Audit), Shimla HP 171003, hereinafter referred to as the 'Client' invites e-bids (ONLINE BIDS) UNDER TWO BID SYSTEM (TECHNICAL AND FINANCIAL) THROUGH Government e-Marketplace (GeM) from reputed firms dealing with Ministries/Govt. departments for providing hired services upto four Innova Crysta vehicles, for use in office on monthly rent basis for a period of one year (i.e. 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026) on the following terms and conditions:

- (i) The requirements of number of vehicles as mentioned above is tentative and may vary on the event if, any post of Group Officer is lying vacant or becomes vacant due to transfer/posting etc., hired Inspection Vehicles will be discontinued as per decision of the Client.
- (ii) The bidder shall attach a copy of Authorisation letter/ power of Attorney as a proof of authorisation for signing on behalf of Bidder.

#### 2. MINIMUM ELIGIBILITY CRITERIA

The following shall be minimum eligibility criteria of prospective vendor to qualify for this bid:

- (i) The vendor should have a prior experience of providing similar vehicles on monthly basis to other Government Departments/ PSUs/ PSU Banks in atleast 3 out of last 5 years. Necessary documents in this regard are to be submitted along with the bid, in the enclosed proforma.
- (ii) The vendor should have atleast two vehicles owned by it/him having the specifications as required in this tender document. Necessary documents in this regard are to be submitted along with the bid, in the enclosed proforma.
- (iii) Turnover: The Bidder should have minimum gross turnover of 50 lakhs per year in the similar business of providing similar vehicles on monthly basis to other Government Departments/ PSUs/ PSU Banks as per the bid document in last 3 years.

#### 3. REGISTRATION:-

- (i) The vehicle's manufacturing year should not be earlier than 2023,
- (ii) Vehicle should be in excellent condition and registered with Transport Authority of Himachal Pradesh.
- (iii) The bidder should have its own office located in Shimla District of Himachal Pradesh region and should submit documentary proof for the same.

#### 4. CHARGES BREAKUP:

For each vehicle the breakup of charges should consist of the following:

- (i) Monthly rate for minimum monthly travel (MMT).
- (ii) Per km rate MMT.
- (iii) Driver Night Halt charges for out stations.
- (iv) Taxes & other charges, if any.

- (v) The rates should be quoted for 2000 Kms. per month for Innova Crysta.
- (vi) The vehicles are to be provided to the office for minimum 12 Hours a day.
- (vii) The vehicles should be equipped with a separate/ inbuilt GPS device.
- (viii) The vehicles should have valid permit for plying on the 'Restricted Road' of Shimla district.

## 5. SCOPE OF WORK-CONTRACTOR

- (i) In case the vehicle is used for less than 2000 Kms in a month, the remaining Kms. will be carried forward in successive months.
- (ii) Vehicles should be provided with experienced drivers, who should be well mannered, well dressed in proper uniform and have valid driving license. Each driver employed by the firm must have a cell-phone duly activated and working.
- (iii) All expenditure on repairs [taxes /fees/ insurance of the vehicles etc. will be borne by the vendor.
- (iv) The vehicle should be well maintained, including quality tyres with proper tread and low mileage.
- (v) All expenditure on fuel & drivers' pay and allowances would be solely borne by the vendor.
- (vi) In case rate of diesel moves beyond 15% towards either side of the base rate, the monthly charges would be increased/decreased (as the case may be) by Rs.2000 for every 5% (or part thereof) movement in rate of diesel beyond the ceiling of 15%. Rate of diesel in Shimla as on date of signing of agreement would be treated as base rate.
- (vii) Vehicles should have permit for travel within and outside of Himachal Pradesh (including Mohali Airport & other areas requiring permit in Chandigarh) and Delhi/NCR. The parking, toll tax charges and state taxes will be borne by the office of the Pr. Accountant General (Audit) for the official trips for which the vehicle would be send outside Shimla, on the basis of submission of relevant bills/receipts.
- (viii) One weekly off will be provided to the drivers of vehicles by the contractor as per the convenience of this office.
- (ix) After office hours, the driver should park the vehicle in office premises and keys should be available with office security guard.
- (x) If any driver is on leave alternate driver must be deployed by the vendor.
- (xi) If vehicle is not provided OR absent on any day, Client can hire vehicle from open market at the cost of vendor.

## 6. CONTRACTOR'S LIABILITY:

- (i) The vendor will be responsible for and ensure compliance with all statutory provisions related to minimum Wages and all applicable labour and related laws in respect of the drivers deployed by it.
- (ii) If the vehicle is impounded by police / transport authorities for whatsoever reasons, it will be the sole responsibility of the vendor to get the vehicle released. In this case also, the vendor will provide alternate vehicle on the same terms and conditions as per agreement.
- (iii) Any service/repair of the vehicle will be done by the service provider only after duty hours or during weekly off. Vehicle will not be permitted for service/repair during duty hours. If the vehicle is to leave the office premises within duty hours, vendor will provide alternate vehicle on the same terms and conditions as per agreement before the earlier vehicle leaves the office premises.

- (iv) The contractor is not permitted to lend out the said vehicle to any other party for any time, for any reason whatsoever. The services stipulated in this agreement are for the exclusive use of this office only.
  - (v) Logbook of hired vehicles should be maintained by the driver and will be checked by the office.
7. This office shall pay separately for any additional services required over and above those contained in this agreement. In case this office requires the services of 4x4 vehicle during inspection of remote areas, the same will be provided by vendor on replacement or payment basis as per convenience of this office.
8. **VALIDITY OF CONTRACT:**
- (i) The contract will be initially for a period of one year, and may be extended annually, up to two years, on the same terms and conditions, if performance is found to be satisfactory and at the discretion of this office.
  - (ii) The selected vendor would be given a period of not more than fifteen days from the date of communication of successful bid to provide the vehicle/s to O/o of the Pr. Accountant General (Audit), Shimla along with drivers.
9. **PERFORMANCE BANK GUARANTEE/FD**
- (i) The successful bidder within fifteen days of the acceptance of the LOA shall execute a Performance Bank Guarantee in the form of a Bank Guarantee of State Bank of India, a sum equivalent to 5% of the accepted contract value in favour of DDO cum Sr. Audit Officer, Office of the Principal Accountant General (Audit), Shimla HP 171003 payable at Shimla.
  - (ii) The performance bank guarantee should remain valid for a period of at least 30 days beyond the date of completion of all contractual obligations by the firm.
  - (iii) In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful vendor.
  - (iv) Further, in case of significant breach of any of the terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the security Deposit in the form of Performance Bank Guarantee may also be encashed.

#### 10. IMPOSITION OF PENALTY

In case of violation of any of the terms and conditions of this tender document during the period of agreement by the vendor, including but not limited to make, condition and availability of vehicle/s deployed and behaviour and driving of the driver/s deployed, the O/o Pr. Accountant General (Audit) can impose a suitable and concomitant penalty, the final decision of which would be taken by the Pr. Accountant General (Audit), H.P., Shimla.

#### 11. GOVERNING LAWS AND SETTLEMENT OF DISPUTE

- (i) For all disputes/differences/ interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the Pr. Accountant General (Audit) Shimla shall be final and binding on both parties.
- (ii) In case of vendor having any disagreement with respect to decision of the Pr. Accountant General (Audit) H.P. Shimla, the dispute or difference relating to this agreement shall be referred to arbitrator to be appointed by the Pr. Accountant General (Audit) H.P. Shimla as per the arbitration and Conciliation Act, 1996. In case the award given by the arbitrator is not acceptable to any party, the local courts at Shimla shall have the jurisdiction as per the applicable legal provisions.

## 12. OTHER TERMS AND CONDITIONS

- (i) The bidders are advised to read the above terms and conditions carefully and accept them unconditionally without any deviations, failing which the quote will not be considered and hence will be rejected.
- (ii) Bids not in the prescribed Performa are liable to be rejected.
- (iii) The Pr. Accountant General (Audit) Himachal Pradesh, Shimla reserves the right to cancel the tender process at any stage.
- (iv) That any loss or damage caused to this office due to any reasons will be the sole responsibility and liability of the contractor.
- (v) This office shall not be responsible for any damages, losses, claims, financial loss or injury to any person or driver deployed by the vendor in the course of their performing duties or payment towards any compensation.

Sr. Audit Officer (Estt. GD)

## Annexure-A

### Checklist for technical Bid

The technical bid should include the following documents:

Sr. No.	Particular	Enclose
1.	Copy of Registration of the vendor and proof of current address	
2.	PAN and GST registration number & certified photocopy	
3	Minimum gross turnover should be Rs.50 lakh per year in the similar business in last 3 years.	
4.	Satisfactory Service Certificate from atleast one client (Please refer to condition no. 2 (i) in the main document)	
5.	Ownership paper of vehicles of similar specification (Please refer to condition no. 2 (ii) in the main document)	
6.	Copy of Registration Certificate of the vehicles and Driving Licenses of drivers.	
7	Affidavit to the effect that Government of India or any other Government body has not declared the vendor ineligible or black listed on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.	

Signatures of Authorized representative of travel agency

Date:

Full Name: -----

Seal:-----

**ANNEXURE-B**  
**TECHNICAL BID FORM**

1. Name of the firm.....
2. Name of the authorised person submitting the Bid  
"Shri/Smt/Ms....."
3. Designation of the authorized person submitting the Bid..  
.....
4. Name, Designation, address and Mobile Number of alternate person... ..  
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5. Address of the firm  
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6. Tel no. with STD code (0).....(Fax).....(R)  
.....
7. Mobile No. of the person submitting the Bid.....

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8. E-mail of the person submitting the Bid. ....
9. Organization's email ID...
10. Website Address.....
11. Registration & incorporation particulars of the firm:  
i) Private Limited ii) Public Limited iii)  
Any other— Please specify... ..
12. Name of Director(s).....

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13. Email ID  
of Director (s).....
14. Mobile Number of Director (s). . . . .  
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15. Bidder's bank, its address and current account number  
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16. Permanent Income Tax number, Income Tax circle..  
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17. EPF Registration No.  
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18. ESIC Registration No.  
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19. Particulars of EMD



i. Demand Draft/ Bank Guarantee No.....

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.....

ii. Date....

ik.....

iii.

BG/DD.....

Name of

Bank....

iv. Address of Bank.....

v. Validity of

20. Description of similar work during the last three financial years in Government Departments

Description of Work / order executed	Actual Value of work / order executed	Name of Government Department Or anization	Start Date	Finish Date	Document evidence upload Yes/No

Signatures of Authorized representative of travel agency

Date:

Full Name:-----

Seal:-----

ANNEXURE-C

FINANCIAL BID FORM

Name of Work: Hiring of Innova Crysta vehicles on monthly rent basis required for use in Office of the Principal Accountant General (Audit), Himachal Pradesh, Shimla-171003

Period: one (01) Year (i.e. 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026)

	Description of work	Qty.	Rate*	Total Cost
1.	I) Hiring of Innova Crysta vehicles on monthly rent basis required for use in Office of the Principal Accountant General (Audit), Himachal Pradesh, Shimia-171003.  II) The rates should be quoted for 2000 Kms. per month for Innova Crysta	4		
Total				
Other items of work				Rate*
1 .	Rate for extra KM shall be on pro rata basis.			
2.	The rate for night charges (per night) for driver.			

\* Rates are inclusive of GST

Signatures of Authorized representative of travel agency

Date:

Full Name: \_\_\_\_\_

Seal: —\_\_\_\_\_