



No: NIT/Admn-II/BS 2022-23/244

Dated: 14-06-2022

### TENDER NOTICE FOR HIRING OF BUSES

Sealed Tenders are invited from registered and reputed agencies / service providers for providing bus service to this office for ferrying staff from Centaur Lake View Hotel, Chesmashahi, Srinagar to the Office of Accountant General, MY Road, Near Civil Secretariat Srinagar and back on daily basis (Monday to Friday).

Interested firms / agencies having experience of providing bus services can download the tender document along with detailed terms and conditions from the office website “[agjk.nic.in](http://agjk.nic.in)” or can collect the same till 3:00 PM upto 28-06-2022 from Administration-II Sections of the Office of Principal Accountant General (Audit), Jammu and Kashmir, Srinagar Office of Principal Accountant General (Audit), Jammu and Kashmir, Srinagar. The duly completed tender documents should be submitted in the drop box kept at Administration-II Section at Srinagar Office by or before 3:00 PM of 04-07-2022. Tenders will be opened in presence of all interested bidders who wish to be present at 4:00 PM on 04-07-2022 in the office chamber of Senior Deputy Accountant General (Admn / AMG-III), Office of the Principal Accountant General (Audit), Jammu and Kashmir Srinagar.

#### Terms and Conditions:

- 1) The Bus shall be provided to Buyer and its staff for the movement within the city from Hotel Centaur, Chesmashahi Srinagar to the Offices of Accountant General, Jammu and Kashmir Srinagar and vice versa.
- 2) There shall not be any garage kilometres and therefore the duty hours will start from the reporting point and also service will end at the reporting point.
- 3) Providing of two buses of latest model (not earlier than 2019) on hiring basis with trained drivers holding valid commercial license to support buyer and its staff movement as per the locations. Capacity of bus (make / model) may be quoted.
- 4) Minimum one 19 seater bus or more capacity will be required on each working day.
- 5) Ensure passenger safety during the performance of services.
- 6) To provide a mandatory, detailed contingency plan(s) in the event of mechanical breakdown of each bus.
- 7) Service provider will be required to accept the order within 48 hours of the order being placed.
- 8) Service provider shall ensure that assigned buses and drivers report as per schedule provided by user department. In an event of delay in arrival beyond 30 minutes, user shall have right to hire other bus services (which may or may not be of similar hired Bus category). The fare charges shall be debited to service provider.
- 9) Service provider to ensure that all maintenance works related to assigned buses shall be carried out in off duty hours.

- 10) Service provider shall ensure that buses deployed shall arrive at designated location on time and with full or sufficient tank of fuel.
- 11) The service provider shall ensure that the buses deployed are maintained well, cleaned thoroughly both internally and externally.
- 12) The buses provided shall be equipped with an emergency medical kit and a fire extinguisher.
- 13) In the event of any break-down, servicing and repairs of bus, the service provider at his own cost shall make alternate arrangement by providing similar or higher class of bus for which agreement is entered into. Failure to do so will evoke penalty or possible termination of contract.
- 14) All buses provided, should carry a valid insurance and fitness certificate along with other necessary documents.
- 15) Drivers should possess valid commercial licenses as required by the transport department.
- 16) The manpower so employed by the Service Provider shall solely be the employees of the Service Provider.
- 17) The Service Provider shall take all precautionary measures in order to ensure the safety of the persons traveling in the vehicle.
- 18) The service provide shall keep a suggestion / complaint book in every vehicle under contract to record any suggestion on performance of services.
- 19) After log book entries by the service Provider, the Buyer shall either accept or reject these entries within a maximum of 3 days. Failure to take action on log book entries updated by service provider shall be deemed as accepted. The Service Provider can raise an issue against the rejection of any entry by the buyer within 3 days of such rejection.
- 20) The toll charges, parking fee or entry taxes, if any, payable locally or outstation shall be reimbursed by the Buyer.
- 21) Buyer shall be responsible for making the payments to the service provider as per the payment cycle.
- 22) The Service Provider shall not be allowed to sub-let the contract.
- 23) The ownership of hired Bus will remain with the Service Provider, and Buyer shall be entitled to use the Bus within the scope of service specified under this contract.
- 24) Service Provider shall ensure that proper inspection of Buses has been done before deploying it to the Buyer location as per the contract.
- 25) During the contractual period, the Buyer may increase or decrease the quantity of Buses to the extent of 25%. Similarly, the buyer can utilise the Buses for extra mileage and extra duty hours up to 25%. The payment for extra mileage and extra duty hours will be as per Add On rates of per KM and per Hour.
- 26) The drivers/staff of the Bus deployed for user department duties maintain polite and courteous behaviour towards department users as well as to other departmental staff.

- 27) In an event that service provider fails to deliver or fails to carry out tasks as per schedule then buyer shall have right to recover damages as per the provisions of the contract.
- 28) **All payments shall be made as per the billing schedule notified in order. The payments shall be processed after deducting relevant penalties / damages / taxes, if any applicable under rules.**
- 29) The toll charges, Parking fee or entry Taxes payable locally or outstation shall be-paid by the Service Provider and the same will be reimbursed by the Buyer subsequently on production of documentary evidence.
- 30) The contract can be terminated for convenience by giving at least one months prior notice in writing by both the parties.
- 31) Notwithstanding any of the above, if the services of the Service Provider are not found satisfactory or in the event of sub-contract to a third party, the Service Provider will be issued one month's notice by buyer or consignee to terminate the contract without prejudice to any right accruing to either party prior to such termination.
- 32) Notwithstanding any of the above, if the buyer doesn't make the payment the service provider shall have the right to terminate contract by providing one month written notice to buyer or reporting incident with appropriate channels.

Sd/-

Senior Deputy Accountant General (Admn)