

Office of the Principal Accountant General (A&E) Telangana, Hyderabad-500 004

Dated: _____ 2024.

Notice Inviting Tender (NIT)

SECTION I

1. Sealed Bids are invited by this Office on two bid system for Hiring of ONE Sedan Vehicle such as Maruti Suzuki Ciaz (basic model with AC) or equivalent vehicle having **net dealership price of Rs.6,00,000/-** on monthly basis **for a period upto 31-03-2025** from vendors having a registered office in HYDERABAD. **The registration of the vehicle should not be prior to 1st January 2020. The vehicle should be registered in Telangana.**

2. The Tender is published in our office website <https://cag.gov.in/ae/telangana/en> with the following schedule of dates:

a. Tender publishing date & time	20-02-2024 (03:00 PM)
b. Bid document download start date & time	20-02-2024 (05:00 PM)
c. Bid submission start date & time	20-02-2024 (05:00 PM)
d. Bid submission end date & time	01-03-2024 (05:00 PM)
e. Bid opening date & time	04-03-2024 (11:00 AM)

3. The Bidder shall not modify the downloaded tender form including the downloaded financial bid template in any manner. In case any tender form/financial bid template is found to be tampered with/modified in any manner, such bids will be summarily rejected, bid security would be forfeited, and the bidder would be banned from doing business with this office not only for present but in future also.

4. Bid Security: The Bid Security (EMD) amount of Rs.15,000/-, in the form of Crossed Demand Draft /Pay Order/bankers cheque drawn on any scheduled commercial bank in favor of "**Senior Accounts Officer, Bills section**", Office of the Principal Accountant General (A&E) Telangana, Hyderabad" and be payable at Hyderabad, along with the Bid documents. Bids in respect of which Bid Security is not received as above shall be summarily rejected.

5. Submission of Tender: Sealed tender shall be submitted in two parts, viz, technical bid and financial bid. The Technical & Financial bids should be sealed by the bidder in separate covers duly super scribed as "**Technical Bid - Hiring of Vehicles**" for financial bid shall be super scribed as "**Financial Bid - Hiring of Vehicles**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed "**Tender for Hiring of Vehicles**". Tenders are to be submitted in **OFF-LINE MODE ONLY**.

6. Bid Opening: The Bids will be opened as per date/time mentioned above. Technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend at the designated date and time. The Bidder's representative(s) present at the time of opening of the bid shall sign in the attendance register. An Authority letter to this effect shall be submitted by the bidder before the bidders are allowed to participate in bid opening.

7. Technical Bid: Is To be submitted by the bidder in FORM- I enclosed, with the tender documents along with self attested copies mentioned below that are the following mentioned documents.

- i. Registration Certificate of the vehicles that is being offered with bid model/make.
- ii. Valid PAN Card & GST of the firm /company, individual etc. as per the case.
- iii. EMD Demand Draft / Pay Order.
- iv. Bidder's bank account details as in FORM- I, along with a cancelled cheque.
- v. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body etc and that its previous agreements with such parties have not been terminated on account of poor performance of the bidder or any violation of the bidder
- vi. Details of all vehicles owned / operated by bidder for supply against hired demand, as in FORM-I. Enclose photocopies of Registration Certificates of each of such vehicles.
- vii. Address proof of registered office in Hyderabad of the business/ firm/ company/ proprietor etc.

8. Financial Bid: A signed copy of Financial Bid in FORM II is to be submitted. The Bidder shall not modify the Financial Bid template in any manner. In case it is found to be tampered/ modified in any manner, such a bid will be rejected summarily. All rates shall be quoted as per FORM II only and each page shall be signed in full by the Bidder or his authorized signatory. The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-II of this NIT, (NOTICE INVITATING TENDER), "Terms & Conditions Governing the Contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the Bidder had not understood the work envisaged by this tender document.

Any overwriting in the Financial Bid template should be avoided. In case of a mistake, the mistake should be clearly rectified by striking off and the corrections should be signed in full by the Bidder or his authorized signatory.

9. Validity of Financial Bid: The Bidder is required to keep the price offer as per Financial Bid open for a period of 60 days from the last date of submission of the tender.

10. This Office reserves the right to:

- a. Accept or reject any or all of the Technical Bids received without assigning any reasons.
- b. Accept or reject any or all of the Financial Bids received irrespective of their being lowest, without assigning any reasons.
- c. Modify any tender conditions before opening of the bids, if necessary, in the financial interest of the Office.
- d. Disqualify bidders who have been blacklisted by Central/ State Government Departments/ Statutory Bodies or etc,

11. Postal Address and Contact Details: Every Bidder shall state in the tender their/ it's/his/her correspondence postal address fully and clearly, with landline and mobile phone number, alongwith Email address (id) for communication. Any communication sent to the tenderer by post and/ or other modes to the contact details furnished shall be deemed to have reached the Bidder on time.

12. Execution of Agreement: The Bidder whose tender is accepted shall appear at this office in person. If the bidder is a firm, company or a corporation, a duly authorized representative shall appear and execute the agreement within fifteen (15) days from the date of issue of communication of acceptance of tender from this office and start provision of the hired vehicle from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender. The Bidder shall treat the contents of his filled in tender documents as private and confidential. The Authorization /resolution along with minutes of company /firm etc are to be furnished to tender.

13. The bidder should have a **registered** office in Hyderabad with sufficient number of vehicles to enable the firm/company etc., to provide good service. The relevant certificate of incorporation of company/ firm registration/ showing proof of Proprietary concern etc shall also be furnished irrespective of service provider. If there is any MSME shall be clearly mentioned.

14. For any clarifications, prospective bidders may contact: Senior Accounts Officer, (OE), Office of the Principal Accountant General (A&E) TS, Hyderabad Ground Floor, 'F' Block, AG Office Complex, Saifabad, Hyderabad- 500004. Phone Number: 040-23233362. The clarification shall be sought in writing only.

Sd/-

Sr. Accounts Officer/OE

SECTION II

TERMS & CONDITIONS GOVERNING THE AGREEMENT

1. ONE Sedan Vehicle such as **Maruti Suzuki Ciaz (basic model with AC) or equivalent vehicle whose net dealership price is not more than Rs.6,00,000/-** with registration date not prior to 1st January 2020 having a registered office in Telangana and without any history of accident.
2. The vehicle should be enabled with GPS/Vehicle tracking device with current Fast Tag etc.
3. The vehicle should be kept in a neat and clean in perfect running condition and should be provided with neat & clean seat covers/towelsetc. The decision of this office about the condition of the vehicle will be final. **There should be at-least TWO sets of white covers, towels and napkins and they should be changed Weekly.**
4. The vehicle should have valid commercial permit to run in Telangana territory.
5. The driver and the vehicle should not be changed without prior permission of the tenderer. If either the vehicle or the driver are not found to be suitable, then they shall be changed immediately by the bidder on receiving a request from this office to that effect.
6. In case three written complaints are received against the driver or vehicle from the user officers, then this office would have the right to hire alternate vehicle(s) from the market and the additional cost incurred will have to be borne by the service provider.
7. The driver employed by bidder should hold a valid driving license, be **well behaved**, reasonably educated, conversant with traffic rules and regulations and Hyderabad city roads/ routes as well as security instructions with assistance of latest technology.
8. The driver must observe all the **etiquette and protocol** while performing the duty. The driver must be neatly dressed and must carry a mobile phone in working condition, for which, no separate payment shall be made by this office. The driver shall carry the user officer's bags from the officer's residence/ office to the car. The driver must always open the doors of the car for passengers travelling in it. The office shall not be liable for any traffic or other violations.
9. Under no case driver are allowed to take on any other passengers on a commercial basis, or otherwise other than the users designated by this office.
10. The service provider and driver shall be bound to carry out the instructions of the office and the user officer or as case may be to whom the vehicle are assigned.
11. In case of any accident or traffic challan, all the claims arising out of it shall be met by the service provider. All other liabilities are to be borne by the bidder only.
12. A daily record indicating time and mileage for the vehicle shall be maintained such as a log book.
13. The time and distance for calculating usage of the hired vehicle shall commence and terminate from the **time & place of reporting for duty to the time & place of release from duty** of the vehicle. There shall be no dead mileage, i.e., there will be no inclusion of time and distance from time and place of parking of the service provider to the time and place of reporting for duty and from time and place of release from duty to time and place of parking of service provider.
14. The Vehicle garage as well as the driver has to be located within 5 km radius of the Office

15. In any case, during any month, that is the Gregorian calendar month the total usage of the hired vehicles in terms of number of hours is more than the contracted number of hours of 320, then payment by the office for that month shall be made for the excess hours beyond 320 hours.
16. In case, during any month, the total usage of the hired vehicles in terms of mileage is less than the minimum contracted mileage of 2000 KMs for the month, the payment by the office for that month shall be made on the basis of minimum contracted mileage that is 2000 KMs for month.
17. However, the deficit in usage from the minimum contracted mileage shall be accumulated, noted and carried forward to subsequent months, for the purpose of adjustment against usage in excess of the minimum contracted mileage during those months. Hence, additional price per KM beyond the minimum contracted mileage as per Agreement shall be payable by the Office only in case the usage is in excess of the current month's minimum contracted mileage AND the cumulative deficits from previous months, if any. The cumulative deficits from previous months shall be thus accumulated, noted, and carried forward till the end of the period of the Agreement, upon which such cumulative deficit shall lapse. Renewal of Agreement if any, on satisfactory services and under same terms and conditions shall commence with zero deficits.
18. In case, on any day, the commencement of duty of the driver(s) at duty point is prior to 8 AM or if release from duty of the driver(s) from duty point is after 8 PM, the driver(s) shall be entitled to receive "Batta". The batta shall not be above Rs.300/-.
19. During the period of validity of the Agreement, if there is any increase in the cost of fuel, spare parts, servicing, tyre, lubricant, etc., no increase in the rates will be demanded/ by the bidder. The office does not entertain as the same is the obligation of bidder.
20. Penalty : Shall be applicable as below-

SI. No	Violation	Penalty	Remarks
1.	Delay of more than 15 minutes in reporting for duty at start of day	Rs.500/-	Also, pro rata per day price reduction for contracted mileage and hours for a number of hours of delay.
2.	Failure to provide alternate vehicle(s) during repair/maintenance.	Actual cost of hiring alternate vehicle(s) at short notice.	Also, pro rata per day price reduction for contracted mileage and hours.
3.	Failure to provide alternate vehicle(s) during one hour of breakdown while on duty.	The actual cost of hiring an alternate vehicle(s) at short notice.	Also, pro rata per day price reduction for contracted mileage and hours.
4.	Tampering of vehicle(s) meters	10,000/-	Also will be barred and contract will be rescinded and he is liable for damages.

5.	logbook/attempt to inflate usage	10,000/-	Also will be barred
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- 21. Payment:** The service provider will produce monthly bills for verification and for payment by this office.
- 22. Duration of Agreement:** The Agreement shall be commencing from the date of entering into agreement till the end of 31/3/2025 but not from the date of bidding or finalization of the bids.
- 23.** This Office reserves the right to terminate the Agreement with a notice period of one week, at any point of time during the period of the Agreement, without assigning any reasons. In case the supplier is unable to provide the services during the contract period, he shall submit in writing with reasons and justification to the Group Officer in charge of Administration one month prior to such date of discontinuation of services. The office of Principal Accountant General (A&E) TS, Hyderabad reserves the right for deciding the payments for the partial periods, if any, as a result of such discontinuance.
- 24.** Evaluation of Technical Bid- Bidder shall be evaluated as technically qualified in case FORM-I is filled in completely as required and all self-attested copies of the following documents are submitted in complete form
- i. Registration Certificate of the vehicle(s) being offered
 - ii. Valid PAN Card and GST Registration Certificate
 - iii. EMD Demand Draft / Pay Order
 - iv. Bidder's bank account details as in FORM 1, along with a cancelled cheque
 - v. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body etc and that its previous agreements with such parties have not been terminated on account of poor performance.
- 25.** Evaluation of Financial Bid: The financial bids will be opened only in respect of those firms, which are technically qualified, as described above. The determination of L(1) (Lowest) shall be based on the quoted price.
- 26.** Force Majeure: If at any time, during the continuance of the Agreement the performance in whole or in part, by the service provider is prevented, restricted. Delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, provided notice of happenings of any such event is given by the service provider to this Office within seven calendar days from the date of occurrence thereof, the service provider may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the service provider, as soon as possible. After such event comes to an end or ceases to exist. The decision of this Office as to whether the obligations may be resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
- 27.** Dispute Settlement: In case of any dispute arising between the Office and the service provider regarding the execution of terms and conditions of the Agreement, the decision of the Head of the Department of the Office Principal Accountant General (A&E) TS, Hyderabad shall be final and binding.

28. General interpretation powers: Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from the Group Officer in charge of Administration of the Office of Principal Accountant General (A&E) TS, Hyderabad, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.
29. Court Jurisdiction→ Hyderabad Jurisdiction only. The civil courts at Hyderabad only will be under jurisdiction.

FORM-ITECHNICALBID

1. BidderInformation

SI No	Item of information required	Response from Bidder
1	Nameof the Bidder	
2	Postal Address	
3	Landline Number	
4	Mobile Number(s)	
5	Email Address	
6	Status of Bidder-Proprietor/ firm/company	
7	Firm/Partnership/Company	
8	Year of Establishment	

2. Qualifying Criteria

SINo	QualifyingCriteria	ResponsefromBidder
1	Registration Number of Vehicle(s) Offered	
2	Copy of RC enclosed (Y/N)	
3	PAN Number	
4	Copy of PAN Card enclosed (Y/N)	
5	Telephone/MobileNo.(0)	
6	GST Registration Number of the firm	
7	GST Registration Certificate enclosed (Y/N)	

8	EMD/DD/Pay Order for Rs.15,000/-, enclosed (Y/N)	DD Number: DDDate: Enclosed–Yes/No:
9	Bidder's Bank Account Number	Bank Account Holder Name: Bank Account Number: Bank Account Type(Savings/Current): IFSC: MICRCode:
10	Cancelled cheque leaf of above Bank account enclosed (Y/N)	
11	Certified that the Bidder has not been blacklist by Central/ State Govt./ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance (Y/N)	
12	Each page of technical bid signed and sealed by Bidder (Y/N)	

Certified that the above information is true and correct to the best of my knowledge and belief and in case any of these is found to be false we shall be liable for any action as decided by the Office of the Principal Accountant General (A&E), Telangana, Hyderabad. Certified that I/ we have read and fully understood the terms and conditions of this Tender in Section II for hiring of the vehicle(s) and if the contract is awarded to me/ us, I/ we will abide by them till the end of the contract period.

Signature and Seal of Bidder

FORM – II
FINANCIAL BID

1. Bidder Information

SlNo	Itemofinformation	Response from Bidder
1	Name of Bidder	
2	Postal Address	
3	Landline Number	
4	Mobile Number(s)	
5	Email Address	
6	Status of Bidder- Proprietor/Firm/Partnership/ Company	
7	Year of Establishment	

2. FinancialBiddetails

Sl.No	Item of information required	Response from Bidder	Remarks
1	Monthly price bid in Rs. (FOR EACH VEHICLE) for minimum contracted mileage of 2000 KMs and monthly contracted hours of use 320 hours.		Exclusive of GST
2	Rate per additional KMs in Rs (Beyond current month's contracted mileage AND cumulative mileage deficits from minimum contracted mileage during previous months, if any).		Accumulation of monthly deficits described at Serial Number 17 of Section II of the tender document
3	Rate per additional hour of usage beyond 320 hours in a month in Rs.		
4	Rate of Batta for driver for duty prior to 8AM and after 8 PM on each day in Rs.		

Amount as calculated on the basis of above criteria, based on actual usage for the month, shall be payable by the Office, along with GST on the amount, as applicable.

Certified that I we have read and fully understood the terms and conditions of this Tender is Section II for hiring of the vehicle and if the contract is awarded to me/ us, 1/ we will abide by them till the end of the contract period.

Signature and Seal of Bidder

NIT Information Sheet

Document Description	Hiring of Inspection vehicle as depicted in Tender
Last date & time of submission of response to tender document	01-03-2024(05:00PM)
Bid opening date and time	04-03-2024(11:00AM)
Validity of tender	Two Months
Cost of Tender Document (non-refundable)	NIL
Bid security/EMD	15,000/-
Name, Designation ,Address and other Details (For submission of response of Tender document)	The Senior Accounts officer (OE), Office of the Principal Accountant General (A&E),Telangana, Hyderabad, AG's Office Complex, Saifabad, Hyderabad-500004.

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SeniorAccounts Officer/OE