


**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
NAGALAND: KOHIMA**

Notice Inviting Tender

Office of the Principal Accountant General (Audit) Nagaland, Kohima requires 1 (One) Toyota Innova Crysta on hire basis. Interested Agencies may give their sealed quotation of hire charges along with willingness to Sr. Audit Officer (Admn), O/o the Pr. Accountant General (Audit) on or before 16/02/2024 by 04:30 PM. Details can be obtained from this office during office hour or can be downloaded from this office website <https://saiindia.gov.in/ag/nagaland/en/tenders>


Sr. Audit Officer (Admn)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)
NAGALAND : KOHIMA**

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. Office of the Principal Accountant General (Audit), Nagaland, Kohima, intends to hire 1 (One) Toyota Innova Crysta for office use w.e.f. 01/04/2024.
2. The vehicle is proposed to be hired for an initial period of 01 (One) year (on daily basis) with the option of extending it for a further period of one year at the discretion of the Office of the Principal Accountant General (Audit), Nagaland, Kohima.
3. The contract period is 01.04.2024 to 31.03.2025. However, this office reserves the right to terminate the contract with a prior notice of one week in which case, the payment will be made proportionately to the extent of number of days hired. In case, the agency is not willing to continue, the same may have to be intimated to this office one month advance to make alternate arrangements. Dues, if any will be settled at the end of notice period.
4. Payment will be made on monthly rental basis at the agreed rates during the first week of the following month.
5. The vehicle should be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.
6. The Vehicle offered should be one of the variant of Toyota Innova Crysta.
7. The applicant Contractor should be owner of at least 2 (Two) vehicles at the time of making application for the contract and should produce evidence to that effect.
8. The contractor should be based in the State of Nagaland and the vehicle registration number should be of the State of Nagaland.
9. The vehicle proposed to be hired out to the O/o the Principal Accountant General (Audit), Nagaland by the applicant contractor should not have been manufactured before 1st of January 2023 and further the vehicle should not have run for more than 2000 kms.
10. The rate should be specified (inclusive of Service Tax) for 2,000 kms (reckoned from place of reporting to place of release) on monthly basis of vehicle. The charges for additional distance after 2,000 kms. per month should also be specified in the rate.
11. Mileage not used in the month will be rolled over (i.e. added in the next month).
12. Contractor shall provide dedicated vehicle & driver and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should be having Driving Licence, with a minimum experience of 5 years and their antecedents

should be duly verified by police authorities, at the instance of the contractor.

13. The vehicle shall be deemed to be at the disposal of O/o the PAG (Audit), Nagaland during the period of official use and the billing for kms shall be made from the reporting place to the relieving place. In certain cases, where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.
14. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and O/o the PAG (Audit) Nagaland will not bear any liability apart from the hiring charges.
15. The contract between O/o the PAG (Audit) Nagaland and the Contractor can be cancelled with a notice period of one-month from either side, without assigning any reason.
16. The Contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in Section 66 of Motor Vehicle act, 1988 for hiring of vehicles.
17. The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs. 25,000/- (Rupees Twenty-Five Thousand only) in the form of Demand Draft/ Bankers Cheque in favour of DDO, O/o the Principal Accountant General (Audit), Nagaland payable at Kohima has to be given.
18. The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.
19. The driver employed along with the vehicle should satisfy the following conditions: -
 - (I) Driver should have minimum 5 years of experience of driving. He should have vehicle Driving License for driving passenger vehicles on hire.
 - (II) Driver should be decently dressed. Preferably wear light coloured shirt with dark trousers and black/ brown shoes.
 - (III) Driver should be well versed with the roads and the places in Nagaland and should have experience in city and hilly terrain driving.
 - (IV) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
 - (V) Driver should be provided with a mobile phone in case the driver does not own one.
 - (VI) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
 - (VII) Car should be kept clean and odour free, suitable for official use.
 - (VIII) The driver shall maintain record of journeys undertaken in line with log book system for departmental vehicles and can be verified by the officer in-charge from the department any time.

20. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, O/o the PAG (Audit) Nagaland would have a right to hire a vehicle from the market and the additional cost incurred by O/o the PAG (Audit) Nagaland will be borne by the Contractor. In case, a substitute vehicle is not provided nor a vehicle is hired by O/o the PAG (Audit) Nagaland, proportionate contract charges are liable to be deducted from the contract charges payable.
21. The bid (Annexure A) once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.
22. Tenders will be opened on 19/02/2024 at 02:00 PM in the chamber of Sr. DAG (Audit), O/o the Principal Accountant General (Audit) Nagaland in front of bidders or their authorized representatives.
23. The successful bidder shall provide details of the vehicle on following day of bid opening date and also present himself for signing the agreement, as and when called for, and also physically produce the vehicle for inspection within a reasonable period mutually agreed upon.
24. The vehicle should report for duty on 01/04/2024.
25. The O/o the Principal Accountant General (Audit) Nagaland, Kohima reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.
26. Quotations must be given in Annexure – A.

Agreed by:

**Contractor
Dated:**


Sr. Audit Officer (Admin)

Annexure - 'A'

QUOTATION FOR THE SUPPLY OF VEHICLE ON MONTHLY HIRE BASIS

Type of vehicle/Mode of fuel	Fixed monthly charges (including all costs for 12 hours per day) (Upto 2000 KMs)	Charge for extra KMs.	Driver charge (if any, in case of more than 12 hours in a day)
Toyota Innova Crysta			

Sd/-

Sr. Audit Officer (Admin)

Contractor's Signature