



OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT),

कार्यालय मुख्य लेखाकार जनरल (ऑडिट),

JAMMU & KASHMIR, SRI AGAR - 190 001

जामू और काश्मीर, श्रीनगर - 190 001



No: Admn-II/Audit/Outsourcing/2021-22/61

Dated: 22-04-2021

### TENDER NOTICE FOR HIRING OF INSPECTION VEHICLE FOR 2021-22

Sealed tender are invited from registered and reputed agencies/service providers for providing one Commercial vehicle of the make, Toyota Innova, Maruti Suzuki Swift Dzire, Toyota Etios, Maruti Ciaz, Toyota Yaris along with a driver to this office on outsource basis at head office Srinagar (**only srinagar base firm**) from 01-07-2021 to 31-03-2022.

Interested firms/ agencies / having experience for providing above mentioned services can download the tender documents, with terms and conditions from this office website "[agjk.nic.in](http://agjk.nic.in)" or can collect the same till **12.00 PM** upto **07-05-2021** from Administration –II Section at srinagar Office. The duly completed tender documents should be submitted in the drop box kept at Admn-II section at Srinagar office by or before **2:00 PM** of **07-05-2021**. The tenders will be opened in presence of all the interested bidders who wish to be present at **4:30 PM** on **10-05-2021** in the office chamber of Senior Deputy Accountant General (Admn), at Head Office Srinagar.

The Principal Accountant General (Audit) reserves the right to accept or reject any or all tenders without assigning any reason thereof.

The CDR for ₹15,000/- should be drawn in favour of PAY and Accounts officer, Office of the Principal Accountant General (A&E) Srinagar should be enclosed with the tender.

Quotations must be submitted in Annexure-A and along with other documents specified herein.

Sd/-

Senior Deputy Accountant General  
(Admn)

### **Terms and Conditions of the Tender: -**

While quoting, every person tendering should specifically note that:

- 1) Rate quoted is for a registered vehicle that is new or up to 2 years old (i.e. not earlier to June 2019) and mileage less than 2500 km and without any accident history, in excellent and neat exterior, interior and running condition which they shall also maintain during period of hire.
- 2) Vehicle should have valid registration/permit and the bidder shall furnish the following documents along with their technical bid:
  - a) Self attested copy of PAN Card under I.T. Act.
  - b) Self attested copy of Service Tax Registration Number.
  - c) Self attested copy of Valid License card Number under Contract Labour Act or any other Act/Rules.
- 3) Driver should possess valid commercial driving license and fit to drive the vehicle in the city (bio-data of the driver along with a photograph and photocopy of the license should be enclosed). There shall be a single driver deputed for regular duties. However, suitable substitute shall be arranged in his absence during unavoidable / exceptional circumstances under prior intimation of at least 3 days to the office. Similarly, an alternate vehicle of the same class shall be arranged during the servicing / repairs to the regular vehicle to provide uninterrupted service.
- 4) Payment will be made on monthly rental basis at the agreed rates after the due processing of the bills within reasonable time. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month and no advance payment will be made.
- 5) Any dispute arises in this contract is subject to the courts within the jurisdiction of Srinagar only.
- 6) The contract period is **01-07-2021 to 31-03-2022**. 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 in advance to make alternate arrangements. Dues, if any will be settled at the end of notice period.
- 7) There should be at least two set of white covers, towels and napkins. It should be changed every week.
- 8) There should be a fire extinguisher in every car.
- 9) There should be an air spray in every car.
- 10) Gas kits are not allowed as a fuel in any car.
- 11) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.
- 12) Zero based mileage i.e., mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the Kilometres.
- 13) There must be arrangements for establishing contact round the clock. The drivers shall be equipped with functional mobile phone at their cost, for contact purposes.

- 14) The office of the Principal Accountant General (Audit) Srinagar shall be liable to pay the hiring charge only. Contract charges include monthly charges of driver, maintenance of vehicle, petrol/diesel/oil expenses shall liable to be paid by the agency only. However, toll charges, parking charges etc. will be paid by the department along with the payment of monthly charges subject to production of toll receipt /parking receipt etc.
- 15) The vehicle provided should comply with the laws in force in India.
- 16) The driver shall have a valid driving license to drive commercial vehicle and act to comply with the laws in force and they are adequately experienced, and maintain decency, politeness, neat dress good habits. The residence of the drivers must be in the respective cities only. Driver must be in the proper uniform only.
- 17) The driver shall be well versed with routes and location in J&K. The driver / service provider shall maintain log book with vehicle indicating the day to day running mileage.
- 18) Once hired, the vehicle shall be deployed exclusively under the overall supervision of the department. Insurance of the vehicle should be renewed every year and copy of the same has to be submitted to the office. Pollution under control check for the vehicle should be carried out as per the government order and the copy of the certificate has to be submitted to the office.
- 19) The vehicles will be required to run anywhere within the state of J&K including journeys outside the state if required.
- 20) Vehicle should be kept with sufficient stock of fuel.
- 21) In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
- 22) They will comply with labour laws in force and all liabilities in this connection will be of the service provider.
- 23) If the contract is awarded, they are to provide the department the complete details of the vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses and copies of their driving licenses.
- 24) The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hired period. The department recognizes no employer- employee relationship between the department and the personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any injury/loss to the vehicle or driver or person deployed by the service provider during the course of hire.
- 25) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- 26) The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect

of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

- 27) In the event of the hired vehicle developing snags or in case the condition of the car are not found to be satisfactory, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- 28) The department reserves the right to charge penalty, of Rs.500/- per hour of delay for non-provision of vehicle in time, and Rs.500/- per instance of misbehaviour of driver.
- 29) The driver shall maintain record of journeys undertaken in line with long book system for departmental vehicles and can be verified by the officer in-charge from the department any time.
- 30) In case of two equal bids, preference will be given to the vendor who is providing service to the Government departments.
- 31) In case of dispute, the decision of the Principal Accountant General (Audit), shall be final and binding.
- 32) Mileage not used in the month will be rolled over (i.e. added in the next month).
- 33) Quotations must be given in Annexure-A.

Sd/-  
Senior Deputy Accountant General  
(Admn)

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)		Charge for extra KMs.	Driver charge (if any, in case of more than 12 hours in a day)
	Upto 2000 KMs	Upto 2500 KMs		
Toyota Innova				
Toyota Etios				
Maruti Suzuki Swift Dzire				
Maruti Suzuki Ciaz				
Toyota Yaris				

Sd/-  
Senior Audit Officer  
(Admn)