

NOTICE INVITING TENDER FOR HIRING OF ONE (01) VEHICLE AT RAJKOT

Terms & Conditions:

1. This office intends to hire one (01) Toyota Innova car of White colour (preferably brand new) for a period of one year, on monthly payment basis for monthly mileage of 2000 Kms inclusive of rate encompassing all consumables and any other charges required to render the service. **The hired vehicle will be utilized mainly in Rajkot as well as outstation for official purpose only. Vehicle will be physically verified before awarding the contract.**
2. Vehicle should be in perfect running condition and be kept neat & clean by taking appropriate measures in view of prevailing COVID-19 at all times during the currency of the contract.
3. Bidder should quote fix rate for first 2000 km per month.
4. Bidder should also quote rate per km beyond 2000 km.
5. Night Halt Charges for driver stay will not be paid by the Department.
6. **Toll Tax, if any, paid by the agency, will be reimbursed by the Department.**
7. The Quotation should reach to Sr. Audit Officer/GOM, O/o the Principal Accountant General (Audit-I), Gujarat, Race Course Road, Rajkot – 360001 **on or before 21.02.2022 in the prescribed proforma.**
8. Rate should be inclusive of all charges like driver salary, food etc.
9. Parking charges & any other charges applicable will be payable by agency.
10. If Inspection Vehicle runs less than 2000 km during the month, the unutilized Kilometre will be carried forward to set off to the next month but not beyond the expiry of one year.
11. **Contract will be awarded to the lowest quoted bidder.** Revision of rate shall not be entertained during the period of contract.
12. Vehicle should have adequate insurance coverage for the contract period.
13. Vehicle and driver should be available round the clock.
14. There shall be no liability of this office towards traffic violation/accident.
15. Bills will be settled on monthly basis and no advance would be paid.
16. A penalty of Rs. 2000/- per day will be imposed in case of non-availability of the vehicle/driver.

17. Contract shall be for the period of 12 months and this **may be extended for further period of one year subject to satisfactory service during the year.**
18. In case of unsatisfactory performance, the office will have right to terminate the contract at any time without notice.
19. A requirement and quality of driver should be as under:
 - i. He must have pleasant/good behaviour.
 - ii. Well dressed and clean shaved & wear mask.
 - iii. Free from habits/vices like drinking, smoking, chewing, tobacco etc.
 - iv. Available round the clock.
 - v. He should have a mobile
 - vi. He must have valid driving license & other documents i.e. Registration Certification, Insurance Paper & PUC and he should be experienced.
 - vii. He should keep a register with daily recordings of attendance, opening K.M., closing KM and should be submitted regularly to GOM Section.
20. Agency will have to make alternate arrangement of another car at incidences of servicing/repairing of car or any other reason.
21. Service should be available as and when required on all days including holidays.
22. The rated quote should be inclusive of all expenses such as monthly salary / charges of driver(s), repairs and maintenance of vehicle insurance, RTO related levies / duties / taxes etc. petrol/ diesel, oil and also any other incidental expense relating to vehicles including penalty, fine, recoveries etc. shall be borne by the bidder. The quotes should be inclusive of all Government levies and taxes but exclusive of GST / Service Tax.
23. The bidders are requested to produce the GST details (GSTIN NO.), while submitting quotation to office.
24. TDS & GST would be deducted on monthly basis at the applicable rate.
25. The bidder should not have been blacklisted or debarred by any government department and signing / subscribing to these terms and conditions are an undertaking to that effect.
26. In unavoidable circumstances, if agency requires to terminate the contract, pre-notice of at least two months shall be required to be served to this office and this office shall have right to charge any penalty from agency, as it deems fit for early termination of contract.

27. The vehicle should carry suitable plate/ card clearly mentioning that the vehicle “**ON DUTY OF GOVERNMENT OF INDIA**” subject to compliance of RTO rules and regulations.
28. For any query, please contact Shri P. G. Vagadia, Sr. Audit Officer on Mob. No. 9662420191.



Sr. Audit Officer/GOM

Office of the Principal Accountant General (Audit-I) Gujarat

Annexe Buidling, Race Course Road, Rajkot – 360001

“Proforma”

Type of Vehicle	Colour	Model/Year of Registration	Monthly Charges <i>exclusive of</i> GST for first 2000 Kms	Charges per Km beyond 2000 Kms <i>exclusive of</i> GST
Toyota Innova	White			