

Tender Document

For

Hiring of Inspection vehicle for 2022-23



Accountant General (A&E) Haryana

Plot No. 4 & 5, Sector-33B, Chandigarh-160020

<https://cag.gov.in/ae/haryana/en>

OFFICE OF THE ACCOUNTANT GENERAL (A&E) HARYANA
PLOT NO. 4&5, SECTOR 33-B, CHANDIGARH-160020

Tender No. Welfare (CRT)/Vehicle/2021-22/626

Date: 25.02.2022

NOTICE INVITING TENDER

On behalf of the President of India, office of the Accountant General (A&E) Haryana, Plot No. 4 & 5, Sector 33B, Chandigarh invites tenders for hiring two vehicles i.e. Maruti CIAZ/ Honda CITY/ Hyundai VERNA or any other vehicle in similar segment (Petrol) only for the operational use of O/o The Accountant General (A&E) Haryana, Chandigarh.

The last date of receipt of bids is 23/03/2022 (12:30P.M.). Earnest Money Deposit of Rs.25,000/- (Rupees Twenty Five Thousand Only) in form of demand draft will be payable along with bid document. Demand draft will be made in favour of PAO, O/o the Principal Accountant General (A&E) Punjab, Chandigarh. The technical bids as per Annexure-I will be opened on 23.03.2022 (03:00P.M.) in the presence of the available representatives of the bidders and date of opening of financial bid as per Annexure-II will be intimated to the successful bidder.

The tender documents along with the instructions and terms & conditions are available on www.eprocure.gov.in/epublish and www.aghry.nic.in The prospective bidders are advised to check the eligibility criteria thoroughly before applying for the Tender. Bids can be submitted to the Deputy Accountant General (Admn), O/o the Accountant General (A&E) Haryana, Chandigarh on or before 23.03.2022 (12.30PM).

The decision upon the bids received shall be communicated to the bidders through email only. This office reserves the right to amend/withdraw any of the terms and conditions in the Tender Document or to reject any or all tenders without giving any notice or assigning any reasons. The decision of the Accountant General (A&E) Haryana, Chandigarh in this regard shall be final and binding on all.

Sd/-
Deputy Accountant General (Admn)

Terms & Conditions

The following shall be the terms and conditions:

1. The agreement shall be effective for a period of 1 year i.e. from 01.04.2022 to 31.03.2023, extendable upto 3 years.
2. The Vendor should have registered office in Tricity (i.e. Chandigarh/Mohali/Panchkula).
3. All expenses towards repairs, maintenance and driver's salary shall be borne by the Agency.
4. The bill will be submitted on monthly basis.
5. A log book shall be maintained by the Agency and verified by the official of this office.
6. The Agency should have its own bank account. Certified copy of the account maintenance for the last One years issued by the Bank shall be enclosed.
7. Copy of PAN card shall be attached with the bid document.
8. The Agency should be registered with GST. Copy of GST registration shall be attached with the bid document.
9. Self certificate that the agency has not been declared blacklisted by any Central Government Department/State Government/PSUs or Banks etc; should be attached with the bid document.
10. The bidder should deposit Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand Only) in form of demand draft in favour of PAO, Office of the **Principal Accountant General (A&E) Punjab, payable at Chandigarh**. The bid without EMD shall be rejected and no correspondence will be entertained in this matter. EMD for the successful bidder will be converted into performance guarantee and will be refunded after successful completion of contract.
11. That the vehicles to be provided by the Agency shall be new ones i.e. date of purchase of Vehicle should be 01.01.2020 or higher.
12. Agency will provide the vehicles and it will be the responsibility of the Agency to make alternate arrangements, if for some reasons vehicles/drivers are not available (including break down of the vehicles, maintenance of the vehicle etc.) at no extra cost.
13. If no alternate arrangement for available vehicle is made then the department will make own arrangement and the expense will be deducted from the bill of the agency of next month at the rate as charged by the hired vehicle.
14. All responsibilities towards maintenance and other risks and liabilities related to the vehicles will of the Agency.

15. Vehicles supplied should be fitted with all modern features.
16. The vehicles will be required to run anywhere within the Tri-city (Chandigarh, Mohali, Panchkula) including journeys outside the Tri-city if required.
17. In order to ensure day to day functionality of hirer, once hirer, service provider shall not keep changing or rotating vehicles and drivers except if the hirer so indicates in the case of eventuality or unsuitability.
18. The vehicles will have to be fitted/provided with the following additional accessories/utilities:
 - a. Clean seat covers
 - b. Quality radio music system
 - c. Umbrella during monsoon.
 - d. Sanitizer and car freshener.
19. Agency will ensure safety belts are available in good working condition for all passengers and driver seats. They will also comply with all the safety rules and regulation as presented by the Government Departments/Competent Authorities from time to time.
20. Agency shall ensure that the vehicles are insured properly and all other statutory dues are paid in time and you shall comply with motor vehicle Act/Rules/Other Statutory requirements. The office of the Accountant General (A&E) Haryana will not be responsible for the same. Any lapse on part of the Agency will be duly compensated by them only to the use of the vehicles as per their entitlement.
21. The agency will comply with all labor law in force and all liabilities in this connection will be of the service provider.
22. The driver provided by the Agency should fulfill the following conditions:
 - a. Should be in possession of a valid driving license issued by Competent Authority.
 - b. Should not smoke; chew Pan/Pan masala/Tobacco.
 - c. Should not indulge in any activity inimical to security of the officers travelling in his car.
 - d. Should comply as per code of conduct for driver as per the tender.
23. If the driver's behavior is found objectionable, Agency shall replace him with a new driver within 24 hours. If Agency is unable to do the same, penalty of Rs.500/- per day will be levied.
24. The drivers should be available whenever required; they will be given two days off in a month at the discretion of the officer in charge.
25. The driver should have mobile phone for two-way communication and should be able to understand English and Hindi.

26. The Agency will be responsible for payment of Challans, if any, made by the Police/Motor Vehicle Department for any offence committed by the drivers or the Agency.
27. The vehicles along with the drivers should be available to the department round the clock. Vehicles will be parked in the custody of the department after duty hours.
28. The night charges will be payable @ Rs.200/- per night after 10.00 pm. Extra charges for outstation halt will also be Rs.200/- per day. No night charges will be payable for outstation stay.
29. Toll taxes/parking paid during the travel will be refunded on submission of the slip along with the monthly bill.
30. The agreement may be terminated by the Department, if the services are not found satisfactory without notice.
31. The agreement is revocable by either party at a notice of 30 days, however Agency will be liable to continue the services until an alternate arrangement is made or 30 days after the expiry of notice period; whichever is earlier.
32. During the period of the contract the vehicles shall be at the exclusive disposal of the Department.
33. The vehicles provided by the Agency will be authorized vehicles to be given to the department and any lapse in this issue will be the responsibility of the Agency.
34. If for any reasons such as maintenance or repairs the vehicles are not available to the department on any particular day, the department will be at liberty to hire the vehicles from the market and the charges would be debited to the bill of the Agency. However, payment will be made to the Agency at the approved rates for the kilometers for which the substitute vehicles are run.
35. If any saving of kilometers is reported in any specific month (over and above 2000 Kms) the specific saving of kilometers will be carried forward to neutralize the excess kilometers in successive months limited to 24000 kilometers per annum. Final settlement will be made after completion of financial year.
36. In excess to the KM travelled during the year the payment of excess KM will be done at the rate of Rs 15/- per KM.
37. Monthly Bill to be submitted before 5th of every month and payment to driver shall be only responsibility of the agency to pay salary to the driver on time irrespective of claim settlement of monthly bill.
38. For deployment of drivers through outsourcing agency, the Agency (2nd party) shall be liable to pay minimum wages to the drivers as per Chandigarh Administration's rate (D.C. Rate) as the case may be. 13% EPF as Principal Employer Share, 4.75% ESIC as Principal

Employer Share will also be given and shall be deposited in the Drivers' EPF account respectively. Enhanced rate will be paid as per notification/order. Contractor is liable to comply with the minimum wages Act. The contractor shall make regular and full payment of labour charges, salaries and other payments as due, as per the labour laws to its personnel deputed under services contract by means of account payee cheque or credit the salaries to their respective bank accounts and furnish necessary proofs whenever required.

39. 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 hire 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.
40. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
41. 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 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.
42. In case of breach of any of the terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Department in the event and Security Deposit in the form of EMD shall be uncashed.
43. In case of two equal bids, preference will be given to the vendor who is providing service to the Government departments.
44. The Deputy Accountant General (Admn.), office of the Accountant General (A&E), Haryana, Chandigarh reserves the right to require fulfilment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
45. In case, of dispute, the decision of the Deputy Accountant General (Admn.), office of the Accountant General (A&E), Haryana, Chandigarh shall be final and binding.

CODE OF CONDUCT FOR DRIVERS

1. The drivers will be in proper uniform.
2. The drivers will be neat and clean with proper turnout.
3. They will report for duty at the specified time given by the officer.
4. The Agency must also ensure that all the necessary documents (Registration Certificate, Valid Insurance, Pollution Certificate etc) are available with the driver deployed for duty.
5. Drivers will keep the vehicle neat and clean before the commencement of the duty and carry out daily inspection of the same.
6. The drivers shall have a mobile phone with two way conversation facility available. But they will not use the phone while driving and in the presence of the officer unless they are instructed to do so.
7. They will open/close the door of the car when officer is getting in/out of the car.
8. The drivers shall be well versed with routes and locations in Tri-city and they will maintain daily log book of the vehicles.
9. They will maintain repair/defect register for the car.
10. They will take permission from the officer to take the car to workshop, if required.
11. The drivers will not leave the vehicles unattended in public place.
12. They will not remain absent from duty without prior permission of the officer.
13. They will be responsible for maintaining all the necessary documents required by the Registering Authority/Traffic Police in the vehicles.
14. They shall strictly follow all the traffic rules and regulation and never over speed, besides the car will be parked in the area earmarked for the same.

Documents to be submitted

Documents to be provided by the vendor along with the technical bid.

1. GST Copy.
2. PAN copy (if available).
3. RC Copy of both vehicle or undertaking for providing vehicle.
4. Driving license of Driver.
5. EMD (Earnest Money Deposit).
6. Past experience.
7. Office Address.
8. Detail of fleet of car if available.

ANNEXURE-I (Technical Bid)

(To be submitted on the Agency's letterhead)

Name and address of the agency	
Name and address of the owner	
PAN and Service tax number (copies to be annexed)	
Detail of previous experience in Govt Department/ PSU (if any)	
Details of vehicle (make, fuel type, year of purchase and registration number.	
Whether blacklisted by any Central/State Govt/ PSU etc.	
Detail of Earnest Money Deposit	

Signature of the Owner/Authorized Signatory

Full Name of the Signatory

Name of the Owner

Phone No. Landline (if available)

Mobile Number

Email ID

Date

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that incase any deviation is found in the above statement at *any* stage, the company/agency/owner/contractor will be blacklisted and will not have any dealing with the Department infuture.

(Signature of Authorized Signatory with date)

ANNEXURE-II (Financial Bid)

1) Basic fixed monthly rent of 2000 kilometers per month.

Note: Rate quoted shall be exclusive of Taxes

Signature of the Authorized signatory

Full Name _____

Name of Contractor _____

Mobile Number _____

Seal _____

Place

Date