



PREVIEW OF TENDER

Sub: Tender for “Supply of one Inspection Vehicle on rental basis”

Quotations are invited to be uploaded on GeM from reputed registered transport operators having a valid permit issued by the Regional Transport Authority, Guwahati Assam for hiring of **One** AC Sedan type (preferably Ciaz / City) car on monthly rental basis **for the period from 01.05.2023 to 31.03.2024.**

Intended bidders are requested to quote their rates in respect of the above-mentioned car to be supplied to this office subject to the fulfilment of the terms and conditions mentioned below.

1. The car having registration in the year 2022 and registered in the State of Assam will only be considered for acceptance. Complete documents in respect of the vehicle should have to be provided.
2. The car should be GPS enabled. Whenever any tracking details are required, the Transport Operator must be able to supply it promptly.
3. The prospective hired car will be used by this office on a daily basis for 6 days in a week and from 9 am to 9 pm. Bidders are also requested to quote extra kilometre charges /extra hour charges and the method through which the extra charges could be calculated along with driver charges and night charges, in the case of car running between 9 pm. and 9 am.
4. The monthly rental should include a minimum distance of 1500 km. per month. Excess/ Shortfall of the limit of 1500 km. in a month may be adjusted in subsequent months. If the extra km exceeds 1500 kms even after adjustment with the subsequent month, the rate for extra kms has to be quoted separately, if not extra hour charges for such extra km has been claimed already.
5. The fixed monthly rental charge along with taxes will be clearly quoted by the bidder. This rate will be inclusive of all incidental charges (Toll tax, parking fees etc.), consumables, fuel and lubricants etc. If a bidder quotes the rate without showing the tax component, quoted rate furnished by the bidder will be treated as ‘inclusive of all taxes’.
6. The dead mileage charges between the garage from where the vehicle commences for first pick up point and the end of the journey/point of release (last drop off point) shall in no case exceed 5 KMs (covering both ways).

7. Charge for extra duty (i.e. rendering duty on Holidays *i.e.* Sunday & Gazetted holidays), if any is to be quoted separately. **Besides, the night allowance charge for driver in cases of outstation duties has to be quoted separately.**
8. The owner has to engage the driver for the car/ the owner may himself drive the car. Apart from driving, it will be the onus of the driver/owner to clean the car regularly. Besides, the driver/owner has to be good mannered and well trained and neatly dressed having **at least 3 years of driving experience. Supporting documents if required are to be produced whenever called for.**
9. **Changes of driver, if any, shall be made only with the prior approval of this office.**
10. **The car must always contain neat and clean WHITE SEAT TOWELS, for the commuters of the vehicle. Cost for supplying the towels or washing the towels will be borne by the Transport Operator.**
11. **The vehicle should be fitted with the following additional accessories/ utilities:**
 - i) Car Perfume
 - ii) Mobile Charger
 - iii) Tissue paper box
12. Car should always be in good condition and periodical servicing of the car must be carried out by the bidder/supplier for avoiding any break down owing to any technical snag during the duty hours.
13. **Supplied vehicle must be pollution free and a recent certificate of fitness along with pollution free certificate must be attached.**
14. Log Book of vehicles should be maintained by the operator and furnished at the time of submission of bill. **Log book must be countersigned by the users. For any enquiry the Log Book may be presented to competent authority at any instance as desired.**
15. If the car happens to be out of order by any event or occurrence, the operator should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officers travelling by the car are not stranded or distressed on the road.
16. Any problem/defects in the car notified by this office must be attended to within 24 hours, failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.
17. All types of repairing charges will be borne by the owner/supplier of the car.
18. Any type of additional charges by the way of road tax, Goods & Service Tax, fines, payment to the driver will be borne by the owner/ supplier of the car. Additionally, if such taxes increase during the contract period, this office will not be responsible for paying the extra

charges against such increase of taxes, and hence the quotation must be well calibrated taking into account these phenomenons.

19. Payment will be made on monthly basis on production of bill in triplicate along with duty slip & log book/log book sheet.
20. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of **Income Tax Act and Goods & Services Act.**
21. **Outsourcing/Subletting of the Tender is strictly prohibited. The vendors who are participating in the tender should have their own vehicle. In no circumstances, the vendor will be allowed to hire the vehicle from third party and use the same for this tender.**
If such tender is received, where the vendor do not possess the vehicle in their own name/agency name , the tender will be outrightly rejected.
22. The present contract shall be valid from 01.05.2023 to 31.03.2024. All quoted rates will remain valid from 01.05.2023 to 31.03.2024. **The contract period may be extended for a further period of one year at the prevailing rate, if agreed to by the operator at the same terms and conditions.**
23. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
24. Incomplete quotations will be rejected outright.
25. The vehicles provided by the contractor to the Office should bear registration in Assam and also should have comprehensive insurance. The copy of the registration certificate of the vehicle will be provided by the contractor before deployment of vehicles.
26. If the vendor engages a driver for plying the vehicle, the responsibility of providing salary and other monetary components will be the responsibility of the vendor. This office will not indulge into any such matters.
27. If the vendor engages a driver, the driver must be above 18 years old and should possess valid driving license.

Encl: Tender Format (Annexure-A)


Sr. Audit Officer/Admn.

DP 13.04 31/3/23
13/4/23

Tender Format

To
The Dy. Director,
O/o the Director General of Audit, (Central), Kolkata
Branch Office, Guwahati,
781029.

Sir,

With reference to your tender Notice No.

_____ dated _____ I am to submit my tender for Supply of one Inspection vehicle on rental basis in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Documents related to Car, as stated above.
4. Goods and Service Tax Registration No.
5. PAN Card.
6. Income certificate.
7. Working experience in reputed office, if any.

Signature-----

Name of Tenderer-----

M/s-----

Date: