

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)-II, MAHARASHTRA, NAGPUR

No. AG(Audit)-II/Vehicle/2023-24/

Date: 30/11/2023

Subject: Limited tender enquiry for hiring of Inspection Vehicles.

This office requires services of one inspection vehicle (**Ciaz/Honda City**) on monthly hire basis. The one year contract will commence from the date of appointment of the firm finalized. The terms and conditions for this contract are enclosed herewith as **Annexure-I**. Interested firms may submit their bids for this limited bid in the format enclosed as **Annexure-II**. The following time-lines for this bidding process would be observed:

Sr. No.	Particulars	Date
1.	Issue of tender document	30/11/2023
2.	Last date of submission of bids	07/12/2023 (15.00 hrs)
3.	Date of opening of bids	07/12/2023
4.	Bid validity date	30/12/2023.

The bids should be submitted in sealed envelopes.


(J.D. Gupta)

Sr.Audit Officer

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No. AG(Audit)-II/Vehicle/2023-24/

Date: 30/11/2023

Subject: Limited tender enquiry for hiring of Inspection Vehicles.

To,

1)Green Travels 11/A, Devnagar, Near Hanuman Mandir, Khamla Road, Nagpur. Ph. 9371942749	2)Satish Travels, Flat No. 902, Kasturi III, Plot N. 501- A, Rajendrra Nagar, Nagpur -44—36 Phone 9545955562	3)Ashirwad Travels, Nagpur.
4)Anita Tours and Travels Shree Ram Dwaar, Surendragarh, Seminary Hills, Nagpur 440007. Ph 7058642447	5) A.V.Travels, Plot No. 17, Farmland, Ramdaspath, NAGPUR – 440010. Ph 9766631126	6) Shri Ekta Travels Ph 8999981236
7) Aditya Travels Ph 9723928271		

Sir/Madam,

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ANNEXURE-1

TERMS AND CONDITION FOR HIRING OF VEHICLE

One taxi vehicle (Ciaz/ Honda City) on monthly (for 2500 Km in a month) for local as well as outstation official visits, on the following terms and condition is required.

1. The selected agency shall have to deposit Bank Guarantee, TDR, etc. of Rs 45,000/- as Security Deposit in the name of Sr. Audit Officer/OE, O/o the Accountant General (Audit) – II, Maharashtra, Nagpur for the contract period of one year from the date of signing of contract. The security deposit shall be submitted to this office within a week from the date of receipt of the work order. In case of unsatisfactory service, the amount of security shall be forfeited.
2. The agency should be Nagpur based and should produce valid proof of its registration and location of office in Nagpur.
3. The vehicle hired on a monthly basis should invariably be made available alongwith the driver from 9 AM to 7 PM in this office on all working days of the month and if required, beyond the stipulated hours and on holidays also.
4. The vehicle should be registered with RTO office & not older than three years (i.e., registered after Jan. 2020) and the vehicle to be deployed should be white in colour. The vehicle will have to be fitted/provided with the following accessories/utilities:
 - i) Tool box & Stepney, ii) First Aid Box & Torch, iii) Tissue Paper Box, iv) Mobile Charging facility, v) Fire Extinguisher, vi) Car Perfume and vii) **Good & Clean seat covers** (white colour), floor mats etc.
5. Once the hiring of Vehicle commences from a particular Agency, the vehicle & Driver should not be changed unless so requested by the office of the Accountant General (Audit)-II, Maharashtra, Nagpur.
6. The Vehicle hired on a monthly basis shall not be used for any other purpose by the Agency. It shall be kept parked in office premises during and after office hours, and keys of vehicles shall be kept with the Security Guard.

7. If the run of the vehicle in a particular month is less than 2500 km, the shortfall shall be carried forward and adjusted in subsequent month only. Hence , the vehicle would be running total 30000 Km in year.
8. In case of absence of vehicle on any particular day due to breakdown or non-availability of driver or any default, the agency will make an alternative arrangement of vehicle of same category for the day. In case of any default, an amount of Rs 2,000/- per day would be deducted from bills payable.
9. In case of unsatisfactory service, this office reserves the right to cancel the work order at any time without assigning any reasons.
10. Payment would be on monthly basis on production of bills giving details of running and would be made by the 15th day of the following month.
11. Payment of Service tax, GST and other taxes would be the responsibility of the agency.
12. In case of any dispute, the decision of the Accountant General (Audit) II, Maharashtra, Nagpur, would be final.
13. Log Book of hired vehicle should be maintained and duly signed by the Group Officer concerned.
14. The driver must be in a neat and clean uniform (white shirt and black/blue trouser), which will be provided by the Agency.
15. The vehicle should be in good working condition and at no time should there be inconvenience caused to the traveling person(s) due to malfunction of any of the parts / accessories of the vehicle.
16. In case of breakdown of vehicle during official duty, it shall be the responsibility of the Agency to provide a substitute vehicle, which is of similar type, as replacement, immediately. The Vehicle should be in good working condition and should not be of inferior quality or make.
17. The driver, after parking the vehicle in the office should maintain discipline. He should always be present near the parking porch and should not loiter around in the office premises.
18. The reading invariably will start from the pickup point to dropping place.

19. The noting of km and purpose of utilizing should be got approved from the officer utilizing the vehicle.
20. The owner of the vehicle will be solely responsible for any mishappening that may occur to the vehicle and drivers. Any fine/penalty levied due to either mis-happening or breaking of traffic rules shall be the responsibility of the vehicle owner.
21. T.D.S. towards I.T. will be made as per applicable I.T. Rules and TDS towards GST will be deducted as per GST Act.
22. Vehicle and driver should be RTO Rules compliant viz, valid license, Insurance of vehicle, valid registration/permit of vehicle, pollution certificate etc.
23. Toll charges, overnight charges and parking charges will be reimbursed by the office on production of receipt made through FAST-tag affixed on vehicles.
24. PAN No., GST No. shall be quoted by the Agency.
25. The extra hour rate (Rs. per hour) and extra mileage (Rs. per Km) shall be quoted by the agency, in the bill.
26. The Contract Agreement shall be construed as per Indian Law and the Hon'ble Court, Nagpur shall have jurisdiction to settle any dispute arising out of contract.
27. The official website of the office is agaumaharashtra2@cag.gov.in


Sr. Audit Officer

ANNEXURE II

Price Bid Format

Agency name: _____

(Amount in Rs.)

Sr. No.	Type of Vehicle	Vehicle Registration No.	Rate on monthly basis for 2500 km	Rate per km in excess of 2500 km	Rate for night halting outstation charges	Rate for exgtgra time per hour

Name and signature of the bidder