

**OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-II), M.P  
53, ARERA HILLS HOSHANGABAD ROAD, BHOPAL**

Tender. No. AGMP/Inspection Vehicle/2022/D- 59

DATE: 24.05.2022

**NOTICE INVITING TENDER**

Sealed Tenders are invited from experienced and authorized Travel Agencies for hiring of taxi for inspection vehicle for the Office of The Accountant General (Audit-II), Bhopal. The general terms and conditions for the same has been attached. (Annexure-I)

2. Interested Travel Agencies/firms are requested to furnish the Taxi rates for a period of one year. The bid should be submitted as per two bid system i.e. Technical Bid and Financial Bid separately in two different sealed envelopes. These envelopes should be super-scribed "Technical Bid" in form-1 and "Financial Bid" in form-2 respectively. Both the sealed envelopes should be put inside another bigger sealed envelopes which should be super-scribed "**TENDER FOR HIRING OF INSPECTION VEHICLE**" and the bid should be addressed to the "SENIOR DEPUTY ACCOUNTANT GENERAL (ADMIN), OFFICE OF THE ACCOUNTANT GENERAL(AUDIT-II), BHOPAL, 53 ARERA HILLS, HOSHANGABAD ROAD BHOPAL-462011".

3. Date of issue of tender documents is 25.05.2022. Last date for submission of tenders is 01.06.2022 up to 12:00 (Noon). Tenders received after the last date will not be entertained. The tenders will be opened in presence of Traveller Agencies, who wish to be present, on 01.06.2022 (4.00 P.M).

4. This office reserves the right to accept or reject any/all said bids without assigning any reason thereof.

**Contact person:**

Anand Shrivastava, Secretary to AG, 9131775202

Satya Prakash, Sr.AO (Admin-III), 9893556255

  
SENIOR AUDIT OFFICER/ADMIN-III

**Annexure-I**  
**TERMS & CONDITIONS**

1. **One sealed envelope super scribed as “TECHNICAL BID- FOR HIRING OF INSPECTION VEHICLE” will contain only the Technical Specifications.**
2. **A second envelope super scribed as “FINANCIAL BID FOR HIRING OF INSPECTION VEHICLE” will contain only the financial bid** in which rates and any other information, which has financial implications, will only be given.
3. Both the above sealed envelopes are to be kept in a bigger **main envelope, super-scribed as “TENDER FOR HIRING OF VEHICLE”.**
4. The Technical Bid should accompany Bid Security EMD @ 3% as DD, FDR in favour of **PAO (Office of Pr. AG (A&E)–I,M.P.** complete specification of requisite rate, Service Provider’s name, Address along with all documents to be enclosed and should be furnished.
5. Technical bids without Bid Security EMD shall be **rejected.**
6. Rates of the services should be mentioned clearly in the Financial Bid only.
7. **The bidder shall sign and stamp each page of tender document and all other enclosures appended to it.**

The Bidder will henceforth provide **four** Air Conditioned (4+1 seater) **Mid-sized Sedan** Cars (models like Maruti Ciaz /Honda City/ Hyundai Verna or others, in white colour) to the O/o the Accountant General (Audit-II), M.P, Bhopal with effect from the date of agreement to 30.06.2023. Vehicles should not be older than three years as on 31.05.2022. All vehicles should be enabled with GPS/Vehicle Tracking Devices. The bidder should have an experience of at least three years of providing vehicle services on contract basis to Government offices (experience certificate should be attached). The contract may be extended annually up to three years, on same terms and conditions, if performance is found satisfactory. However, this office reserves the right to introduce additional clauses to the contract any time during the contract, if deemed fit or modify existing clauses, with prior intimation to, and acceptance by, the Bidder.

8. The Bidder should have their Head office / Branch in Bhopal.
9. The vehicle should be in a good condition. It should be meant only for commercial use (Yellow Board). Only such vehicles which haven inspected by the RTO shall be sent, on hiring basis. The deployment of the vehicle after reporting to the office or any place of reporting as instructed by the office will be at the sole discretion of the office.

Neither the Bidder nor the driver has the right to refuse to perform any duty. The vehicle can be deployed for use in Bhopal and can also be deployed anywhere outside Bhopal depending upon the requirement of office and as per the directions of the authorities concerned.

10. The vehicle should be accompanied by a driver. The driver should be punctual, well-mannered, and liveried. The driver should have a functional mobile (whose number should be made available to the office in advance) and should be available in the vehicle during working hours or the duration for which it is supposed to run. The driver should be instructed to keep his mobile switched on at all times during Duty Hours. The onus of non-compliance will be with the Bidder.

The cleaning of vehicle, the fuel charges, the servicing and repairing charges, insurance of vehicle, upkeep of vehicle etc will be the sole responsibility of the Bidder. Vehicle which will be provided by the Contractor should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.

It should be ensured that:

- a. The vehicle should be comprehensively insured.
- b. The vehicle will have to be fitted / provided with the following additional accessories/utilities: -
  - i) Clean seat covers
  - ii) Quality radio music system
  - iii) Reading lamp
  - iv) Tissue paper box
  - v) Car perfume
  - vi) Seat Belts (Front & Rear)
11. The duration of running of the vehicle will be a minimum of 12 hours per day. Four days of Holidays will be allowed per month. Full month mileage would be implying 2500 kms. If the vehicle is used for more than 2500 kms in a month, additional charges per km (to be quoted by the bidder in Form 2 of Financial Bid) may be applicable as per Clause 27.
12. In emergent circumstances, vehicle may be called even on the 7<sup>th</sup> day of the week at short prior notice. The driver should not refuse to carry office files/luggage when the necessity arises or ordered by the Officer concerned. The contract should be for this office exclusively and the driver/car should not be used for services of other offices/organizations/individuals during or after the duty period of this office.
13. During the period of the Contract, the Bidder will have to ensure that the vehicle which has been selected for hiring is not changed without any pressing need. In case, it is necessary to do so in some emergent condition, it should only be done so with adequate prior intimation. In such circumstances where the car has to be changed, with adequate prior notice to the office, a car of similar make and vintage, along with the drivers, will have to be provided at the Bidder's own cost to act as substitute until the actually hired car is brought back to service.
14. In continuation of Clause 12 & 13 above, in case the Bidder is unable to provide the designated car and also unable to provide any substitute car of suitable quality to stand in its place, this office will be free to hire suitable car/taxi as per its requirement during this period. For every day's non-availability of suitable car (either the regular hired one or a suitable substitute arranged), an amount equal to the hire charges paid to make an alternative arrangement would be deducted from the monthly bill, in addition to a penalty of Rs.500/- for each day's non-availability per car.
15. Not more than 3 changes of the hired car will be accepted by the office during the period of agreement. Frequent changes may make the Bidder liable for cancellation of the contract.
16. In no case should a vehicle with LPG cylinder be provided.
17. In case of any accident/break-down, the responsibility for it lies fully with the Bidder. The official(s) who are in the hired vehicle at the time of accident/break-down are in no way to be held responsible for the same.
18. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a Logbook in the format as per Govt. instructions and the Log Book shall be submitted to Officer concerned in our office for scrutiny. The time and mileage shall be taken into account from the reporting time at the appointed place, i.e. pick-up of the designated Officer and drop place of the designated Officer (both at the time of reporting and closing). There will be no dead mileage. In other words, to and fro journey from the travels' office to the reporting place and releasing place to travels' office will not be counted for computing the mileage or time.

Date	Starting Point			End Point			Distance	Purpose of journey	Signature and designation of the person using vehicle	Remarks
	From	Time	Kms reading	To	Time	Kms reading				

19. The actual place of reporting shall be specified by the office or users of the vehicle. The distance and time that has to be calculated will be from the pickup point till the drop point. The meter reading should tally with the actual distance run at any instant and the authorized Officer (Senior Audit Officer/Admin-III or Assistant Audit Officer/Admin-III) shall have full power to check the meter for its correctness and to take action accordingly.
20. To regulate the payments of hire charges, the signatures of Officers using the vehicle should invariably be obtained on the Trip Sheets/ Log Books.
21. The signed copies of the Trip Sheets/Log Books should be attached with the bill, for payment. Trip Sheets/Log Books should be maintained on day-to-day basis by the driver of the vehicle in the following format:
22. On a daily basis, on reaching the office, the vehicle should report to the Admin-III Section during working days, or to the Officer concerned on the other days at the designated place. The vehicle should report at the proper time and place as instructed by the actual user(s) or office, as the case might be. If there is a delay of more than half an hour, penalty of Rs.100 per hour from the time fixed for reporting will be imposed on the Bidder per vehicle, per occasion. If the same is repeated, This Office will have every right to change agency/cancel agency without assigning any further reasons thereof.
23. Payment of any Government tax or duty to ply the vehicle will be the liability of the Bidder. If the vehicle is seized/detained/impounded by the Police/Transport Authority/any other agency for any reason while the vehicle is at the disposal of First Party, it will be at the sole risk and responsibility of the Bidder.
24. The driver should obey the general instructions of the Officer-In-Charge of the hired vehicle, i.e. Senior Audit Officer/ Admin-III. The Bidder shall assign the job of driving of hired vehicle only to qualified and experienced licensed driver and also assume full responsibility for the safety and security of the Officers/Officials as well as essential store items while running the vehicle ensuring safe driving. This Office shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence and any loss caused to IA&AD has to be suitably compensated by the Bidder.
25. The Bidder shall send the vehicle for servicing periodically. The cost of servicing, repairs, maintenance and related matters will be borne by the Bidder only. The vehicle should display

a sign board "ON GOVERNMENT OF INDIA DUTY (IA & AD)" in front and back of the vehicle.

26. The Bidder will incur expenditure on the salary and other allowances of the Driver. Maximum permissible luggage should be allowed to be carried in the vehicle as and when required.
27. The rates quoted are firm. No supplementary claims on account of hike in diesel/petrol price or due to other exigencies will be entertained during the period of this agreement.
28. Payment towards hiring of vehicle will be made on monthly basis through a crossed Cheque/RTGS/NEFT after due recoveries, if any. Monthly bills should be submitted in duplicate to the authority specified in the contract, i.e. Senior Audit Officer/Admin-III, along with Trip Sheets/Log Books duly signed by the user(s) on or before 5<sup>th</sup> of succeeding month. In case of delay in submission of the bill(s), this office will not be held liable for any delay in implementing the deadlines specified in the Clause 27 above.
29. The Bidder shall submit copies of documents such as R.C. Book, Insurance, Emission Test Certificate and Fitness Certificate of the vehicle which is being provided, along with copies of the license of the Driver, to this office on the date of signing of this agreement.
30. The Bidder must have registration of firm with local civil authority; GST Registration. The proof of having paid the GST to the Government for the previous month should be furnished by this office while preparing the monthly claim to the office.
31. The successful Bidder will furnish 3% as Performance Security money in the form of an Account Payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank in favor of PAO (Office of the Pr. Accountant General (A&E)-I), Payable at Gwalior within 15 days from the signing of agreement.
32. As the requirement of vehicles of this is one vehicle per Group Officer in this office, the vehicles can be surrendered at any time by this office depending on the number of Group officers posted in this office.

#### **Penalty**

1. Any complaint from this office regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for driver not being met, would attract a deduction from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet on the third instance.
2. Rs. 500/- for every instance will be deducted in case of delayed reporting by the driver and Rs. 1000/- per day will be deducted in case of non-availability of the vehicle(s) on any day. Further, in case of non-availability of the vehicle(s), alternative vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
3. In case the vehicle provided by the agency concerned is not as per terms and conditions, this will attract penalty amounting to Rs. 1000/- per day per vehicle.
4. **In case the above digressions continue on a regular basis, the Office reserves the right to cancel the contract without giving the statutory one month's notice.**

#### **Conditions in case of dispute**

1. Any dispute with regard to any point in connection with hiring of vehicle will be referred to the Authorised Officer to Sr. Dy. Accountant General (Admin) who will discuss the problem mutually and the decision taken will be final and binding.
2. For all disputes/differences/interpretations etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the office shall be final and binding on both parties.
3. Alternative vehicle will have to be provided immediately in case of break-down/accident etc. failing which taxi/car will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
4. Inspection of vehicle/driver shall be carried out at any time by the Authorized Officer or his representative in the office compound at the discretion of the office.

#### **Termination of Contract:**

1. In case of **breach of any of terms and conditions mentioned above in the Agreement, the Competent Authority will have the right to cancel the contract immediately without assigning any reason thereof**, and nothing will be payable by this office in that event and the Office will also not be liable to issue one month's notice.
2. **Other than breach of contract, the contract can be terminated by giving one month notice by this office.** The Head of Office, however, reserves the right to terminate / curtail the contract at any time after giving **one week's notice without assigning any reason.**

For all disputes/differences/interpretations, etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of this Office shall be final and binding on the bidder.

The contract shall be valid for the period from the date of agreement to 30.06.2023 or till the contract is terminated.

#### **Submission of Records/Documents**

1. Statement of quoted value of contract along with the detailed Terms & Conditions
2. Self-attested copies of GST registration certificate.
3. Self-attested copies of PAN card.
4. Income Tax Certificate.
5. Experience Certificate.



Sr. Audit Officer/Admin-III  
O/o the AG (Audit-II), Bhopal  
Madhya Pradesh

FORM-1

TECHNICAL BID

Bidder profile for providing services of Inspection Vehicle.

S.No.	Detail of Travel Agency	
1.	Name of Travel Agency	
2.	Registration Number	
3.	PAN Number :	
4.	GST Registration Number:	
5.	Address of the Traveler Agency at Bhopal (along with phone/mobile number/email)	
6.	List of Clients (present and previous) i.e. experience of the services in years given to govt. /Semi Govt./PSU's	
7.	Details of EMD	
8.	Annual turnover of the Agency (Rs. in Lakh)	

Note- Hard copy of Sl. no.1 to 8 should be enclosed.

**Declaration:**

This is to certify that I/We before signing this letter have read and fully understood the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Date:

Place:

**Signature of the Bidder**  
**Name and Address (with seal)**

FORM-2

FINANCIAL BID

Tender Form for services of Inspection Vehicle

Manufacturing Company:	
Model	
Year of manufacture	

Hiring of Inspection Vehicle for Office of the Accountant General (Audit-II) MP, Bhopal.

Class of Vehicle [with AC]	Rate per Month per 2500 kms [Per vehicle] ** Rs.	Rate per Km for additional Km beyond 2500 kms [per kms charges]** Rs.

\*\*[Exclusive of GST]

NOTE: The above charges should be quoted keeping in view that the vehicle may be required to be run on 26 days per month without any additional payment within 2500 kms in a month.

Date:

Place:

**Signature of the Bidder**  
**Name and Address (with seal)**