



प्रधान महालेखाकार (लेप-1) का कार्यालय, केरल, शाखा : तृशूर

**OFFICE OF THE PRINCIPAL ACCOUNTANT
GENERAL (AUDIT-I)**

KERALA, BRANCH : THRISSUR - 680020



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

No. PAG(Au-I)/OE(Au)/Br.TCR/I/ Hiring of vehicle/2023-24/

Date: 25/03/2024

**INVITATION TO LIMITED TENDER ENQUIRY FOR HIRING OF INSPECTION
VEHICLE ON MONTHLY BASIS AT OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT-I) KERALA, BRANCH OFFICE: THRISSUR**

Sealed Quotations are hereby invited by the undersigned on behalf of the Principal Accountant General (Audit-I) Kerala for hiring of inspection vehicle for the Senior Deputy Accountant General (AMG-I) at Branch office, Thrissur, as per following specifications:

(a) Vehicle Type	:	Premium Sedan
(b) Vehicle Model	:	Maruti CIAZ
(c) Usage variant	:	2500 km x 320 Hrs.
(d) Year of vehicle model	:	2022
(e) Km travelled upto	:	25,000 kms
(f) Type of service	:	Outstation 24 x 7
(g) Seller Registered address	:	Kerala, Thrissur District.

The filled-in quotations along with all the required documents as per the enclosed Terms and conditions must reach the office of the undersigned on or before **08/04/2024 04.00 PM**. The Envelope containing the quotation would please be sealed and super scribed as under:- **“LIMITED TENDER ENQUIRY FOR HIRING OF INSPECTION VEHICLE ON MONTHLY BASIS AT OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) KERALA, BRANCH OFFICE: THRISSUR” due on 08/04/2024 04.00 PM”**

Period for submission of Tender form	From 25/03/2024 to 08/04/2024 Upto 4.00 PM
Last Date & Time of submission of tender	08/04/2024 upto 4.00 PM
Date & Time of Opening of Tender	09/04/2024 at 11.00 AM
Address and Venue of submission of bids	Office Of The Principal Accountant General (Audit-I) Kerala, Branch Office: Thrissur

Enclosed: Terms and conditions

Signed by Gigo Bastian K
Date: 27-03-2024 16:45:36

Senior Audit Officer
OE/Audit-I



प्रधान महालेखाकार (लेखापरीक्षा-I) का कार्यालय, केरल, शाखा : तृशूर

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
KERALA, BRANCH : THRISSUR - 680020



TERMS AND CONDITIONS OF CONTRACT
HIRING OF CAR

1.	The vehicle shall be exclusively at the disposal of O/o the Principal Accountant General (Audit-I) Kerala, Branch: Thrissur. Normal Duty timings are from 08:00 am to 08:00 pm on all working days and holidays on notice subject to the condition that the vehicle will be made available 24 x 7 hours.
2.	The date of purchase of the vehicle provided should not be older than 2022. The vehicle should be in perfectly good and sound condition mechanically, and suitable for use by senior officers, at all times. The vehicle should be comprehensively insured during the full period of the contract. The vehicle provided should preferably be a full option vehicle ie. Top end of the model. The vehicle should be air conditioned premium sedan (Maruthi Ciaz) Car in excellent running condition.
3.	The vehicle may be fitted /provided with the following additional accessories/utilities:- 1. Clean seat covers 2. Quality music system 3. Reading lamp 4. Tissue paper box 5. King size umbrella New seat covers/ towels are to be provided by the vendor and board including "Principal Accountant General/Sr.Deputy Accountant General" on the front and "On Government of India Duty" on the rear side. The agency should keep the vehicles in good condition throughout the contract period.
4.	The vehicle should be kept clean and odour free, suitable for office use.
5.	The vehicle supplied should be fitted with all modern features. The Vehicle should be enabled with GPS/vehicle Tracking Devices.
6.	The vehicle must be available at any time of day, as desired by this office. The vehicle should not be used for any other purpose other than for this office use, even on holidays.
7.	Once the contract for hiring of vehicles commences, the vehicle and driver should not be changed unless so directed by this office. The same car and the same driver should be provided throughout the contract period and any change will be allowed only in exceptional circumstances and that too with the prior approval of this office. The Service provider/Agency should have enough drivers so as to ensure prompt and smooth service, without any break in service. It will be the responsibility of the Service provider to ensure that one driver per vehicle is available at all times, as per requirement.
8.	Alternate vehicle/driver should be arranged in case of repair of vehicle/absence of driver.

9.	The driver should not leave the office or point of duty without prior permission of the competent authority of this office. While in office, the driver will be present in the Reception area and the car will be parked in the office compound.
10.	<p>The Service Provider/Agency shall have a minimum experience of three years in providing the required services. Copies of Agreement/Work Order from clients as documentary evidence shall be provided. The vehicle should be produced for Inspection by the Department with all the documents if required. The drivers employed along with the vehicle should satisfy the following conditions:</p> <p>a) Drivers should have minimum 3 years of experience of driving.</p> <p>b) Drivers should be decent and well behaved and should not have any criminal cases against him and should not have by past history of accidents or negligent driving</p>
11.	<p>The Service Provider/Agency should be in possession of all mandatory documents/licenses related to hiring of vehicle with driver(s) as per Motor Vehicles Act., RTO and other applicable laws and statutory bodies. Service Provider/Agency should have its functional registered office with full fledged support staff, to the satisfaction of this office, at Thrissur (Proof of office registration at Thrissur should be provided along with the bid, otherwise the bid will be rejected). Physical verification of the registered office will be carried out by this office before finalization of Technical Bid.</p> <p>Driver provided must carry all the necessary documents such as Driving license/badge, Registration Certificate, Insurance papers, Pollution certificate etc.</p>
12.	The service provider shall provide all the details of the vehicles deployed including copy of the RC Certificate, Insurance policy. The Service provider/Agency should also provide Biodata and full details of the addresses and copies of the Driving Licence of Drivers.
13.	The Service Provider/Agency should furnish a declaration, in their letterhead, stating that the drivers provided are of good character, has police clearance certificate, possess valid driving license and are aware of the roads/route of this city as well as of this State is and submitted along with the tender document.
14.	The Service Provider/Agency should ensure that the driver(s) employed should be experienced well trained, well behaved, punctual, reasonably educated, conversant with traffic rules/regulations and aware of roads/routes as well as security instruction and should have cleared police verification. The driver employed should possess valid driving License/Badge to drive a vehicle. He should wear uniform and identity cards as per specifications prescribed by this office to all engaged persons, which should be displayed prominently by all persons during duty time. The tag (lanyard), displaying the name of the service provider/agency should also be provided while on duty.
15.	Drivers(s) employed by the Service Provider/Agency must have a mobile phone duly activated and available all times.
16.	The contractor is bound to obey all office decorum and will be held responsible for any misconduct of the driver.
17.	The transport contractor will indemnify for loss/ damage of property or life because of negligence of driver or poor maintenance of vehicle or due to accident. The O/ o the Principal AG(Audit-I) Kerala, Branch: Thrissur will in no way be liable for the loss/damage of property or life.

18.	<p>In case of non-reporting due to breakdown of vehicles or for any other reasons, the contractor will have to make immediate alternative arrangement under intimation to the users of the vehicle and strict care should be taken so that normal services are not disrupted due to non-reporting of the vehicle. It shall be the responsibility of the Service Provider/Agency to provide a substitute vehicle, which shall be of similar make or higher model, immediately.</p> <p>Any overtime arising due to breakdown of vehicle supplied by Service Provider/Agency shall not be payable by this office.</p>																			
19.	<p>For above 2500Kms x 320 hrs. per month, the rate should be quoted per kilometer basis. This rate also should be inclusive of wages of driver, cost of fuel, maintenance/repair/upkeep of vehicle charges, service charges etc.</p>																			
20.	<p>The service provider shall be responsible for payment of wages of driver, up keeping/maintenance of vehicle, fuel for the running, claims against any incident/accident, timely renewal and updating of statutory documentation of vehicle etc. This office shall pay the agreed contract amount only.</p> <p>The rate quoted should be inclusive of Service Tax and payment to driver as per relevant rules. No other payment will be made to the driver on any other account.</p> <p>The Driver(s) provided should be willing to take up outstation journey at any given point, as directed by this office.</p>																			
21.	<p>A daily record/log book indicating time and mileage of the vehicle should be maintained by the driver and submitted to concerned official (s) of this office for verification, as and when asked for. The same to be validated by Group Officer concerned.</p>																			
22.	<p>The Monthly bills submitted with attested sheets of log book only will be accepted. On submission of Bills along with the log sheet, payment will be made to the Agency every month by way of E-payment/NEFT. Tax Deductible at Source and GST will be made at applicable rates.</p>																			
23.	<p>Fines, penalties etc., if any owing to rash driving, over speed and other traffic offences, shall be liability of the driver.</p>																			
24.	<p>Statutory Taxes and levies, if any, should be paid by the Agency.</p>																			
25.	<p>Parking/Toll fee, if any will be paid on actual, as and when incurred.</p>																			
26.	<p>All expenses regarding the maintenance of the vehicle, fuel charges, payment to the driver etc. should be met by the contractor.</p>																			
27.	<p>In case of non-compliance, penalty will be levied for the following.</p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Nature of default</th> <th>Penalty</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Late Reporting</td> <td>10% of the proportionate contract charges per day.</td> </tr> <tr> <td>2</td> <td>Non reporting with no alternative arrangement for vehicle/driver/both</td> <td>100% of the proportionate contract charges per day.</td> </tr> <tr> <td>3</td> <td>Poor maintenance of vehicle</td> <td>Rs. 1000/- per month</td> </tr> <tr> <td>4</td> <td>Refusal of duties</td> <td>50% of the proportionate contract</td> </tr> <tr> <td>5</td> <td>Cessation of contract without giving one month's advance notice by the contractor</td> <td>Contract rate provided in the contract for the immediate preceding month.</td> </tr> </tbody> </table>		Sl. No.	Nature of default	Penalty	1	Late Reporting	10% of the proportionate contract charges per day.	2	Non reporting with no alternative arrangement for vehicle/driver/both	100% of the proportionate contract charges per day.	3	Poor maintenance of vehicle	Rs. 1000/- per month	4	Refusal of duties	50% of the proportionate contract	5	Cessation of contract without giving one month's advance notice by the contractor	Contract rate provided in the contract for the immediate preceding month.
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28.	<p>The agreement is deemed to have come into force with effect from....., the date from which the contractor has started providing the vehicle to Office of the PAG(Audit-I), Branch Office, Thrissur.</p> <p>The rate quoted should remain valid for the full period of agreed contract from the date of engagement.</p> <p>The liability of this office will be limited to the hiring charges agreed in the contract.</p>																			

29.	The Service Provider/Agency will be responsible for compliance of all statutory provisions related to minimum wages, EPF, ESI, Bonus payment etc, in respect of the drivers deployed by them. The bidding Service Provider/Agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them.
30.	The rates/ contract would remain normally valid for one year. However, the department reserves the right to terminate the contract/agreement by giving one month notice without assigning any reason. Further, in case of violation of any of the conditions mentioned above, the hiring contract will be terminated without giving any further notice to the agency at any time before the expiry of the period.
31.	In case of non-compliance of conditions of ATC and other conditions of this contract, deductions as per clause 8 of Service Level Agreement shall be applicable and repeated defaults may lead to termination of contract, as decided by competent authorities of this office.
32.	Bid submitted without fulfilling any of the conditions in the tender document shall be summarily rejected.
33.	Technical Bid Performa as per Annexure 'A' should be completed submitted along with the bid.
34.	Sr.DAG/(AMG-I), O/o the Prl.AG(Audit-I), Kerala, Branch : Thrissur reserves the right to demand change of car/driver or both and also to terminate the contract at any time by giving one month's notice.
FINANCIAL BID	
35.	The tendering Service Provider/Agency must provide the Financial Bid as given in Annexure 'B' and as per the details laid down below:
36.	The rate should be quoted for a fixed kilometer of 2500 km per month. This rate should be inclusive of wages of driver (including EPF/ESI/Bonus), cost of fuel, maintenance/ repair/upkeep of vehicle charges, Service charges etc.
37.	For the purpose of calculating 2500 km per month, the distance travelled by the hired vehicle to and from office/duty point only will only considered.
38.	For every distance, in excess of 2500 km per month, the rate should be quoted on per kilometer basis. This rate also should be inclusive of wages of driver (including EPF/ESI/Bonus), cost of fuel, maintenance/ repair/upkeep of vehicle charges, Service charges etc.
39.	Bata per day for outstation duty beyond Thrissur district limit (more than 60 KM for one-way travel) should be quoted separately. This rate should not include any other charges as stated above.
40.	Taxes should be shown separately.
41.	Payment shall be made under e-payment mode, for which the provider of vehicle shall have to submit a duly filled Electronic Clearance Service Mandate form, authenticated with sign and seal of service banking branch.
42.	No advance payment shall be made by this office, under any circumstances.
43.	All payments shall be made, on monthly basis, against the bill duly supported by running mileage details of the vehicle for the month, duty slips of car's usage etc. and duly signed by the designated officer of this office

44.	Parking/toll charges, if any, should not be included in the quoted rate. The charges for the same shall be paid on actual, as and when incurred. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.
45.	Tax Deduction at Source (TDS), as applicable, shall be deducted from bill amount as per the Income Tax & GST provisions.
46.	The provider shall be responsible for payment of GST, with respect to each bill.

ANNEXURE-A

PROFORMA OF TECHNICAL BID FOR HIRING OF VEHICLE

1.	Name of Service Provider/Agency/provider	
2.	Nature of the concern: (i.e. whether Sole Proprietor or Partnership firm or a Company)	
3.	Full Address of Regd. Office Telephone No. Fax No. E-Mail Address	
4.	Registration No. of the Service Provider/Agency/firm (Attach copy of the Registration)	
5.	Permanent Account Number (PANNo.) [Attach copy of the Registration]	
6.	Goods and Service Tax Registration No. [Attach copy of Registration]	
7.	Number of Vehicles possessed by the Service Provider/Agency. [Attach list of vehicles with Registration No., make, fuel type and their present deployment, if any]	
8.	Details of vehicles proposed for supply to this office [make, condition, fuel type, additional accessories provided should be specified]	
9.	Details of contracts for hiring of vehicles during last three years.	
10.	Details of Drivers to be deployed to this office, as specified in the general terms and conditions.	
11.	Whether the Service Provider/Agency confirms to fulfill the statutory requirement towards payment of minimum wages/EPF/ESI/Bonus etc. to Driver [Detailstobeattached]	

Date:

Place :

Seal:

Signature of the proprietor/authorized person

Full Name:

ANNEXURE-B**PROFORMA OF FINANCIAL BID****MONTHLYRATE:**

Makeof Vehicle	A	B	C	D
	Fuel type	Fixed Rate per month upto 2500 km.	Rate per kilometer above 2500 km	Outstation Bata, if any, per day (beyond Thrissur district limit only , above 60 Km)
	The rate should be inclusive of wages of driver (including EPF/ESI/Bonus), cost of fuel, maintenance/repair/upkeep of Vehicle charges, Service charges etc.			
Maruti Ciaz	Petrol			
Taxes(GST rate)				
Additional charges, if any				

Date:

Place:

Seal:

Signature of the proprietor/authorized person

Full Name:

ANNEXURE-C

DECLARATION

(To be submitted with the Technical Bid)

I,,
son/daughter/wife of Sri. _____,
Proprietor/Director/ Authorized signatory of the (Service Provider/Agency/Firm).....
.....am competent to sign this
declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. I also declare that I/we or my/our Firm has not been blacklisted by any Government Department/Organization as on the date of submission of the bid/tender.

4. The information/documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false/misleading information and/or fabricated document would lead to rejection of my tender at any stage.

Date :

Place:

Seal:

Signature of the proprietor/authorized person Full Name: