



**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**Office of The Director General of Audit (Central), Kolkata**  
**8, Kiran Shankar Roy Road, Kolkata-700 001**



**PREVIEW OF TENDER**

**TENDER REFERENCE NO :** Record-I/Hiring of Inspection Vehicle-IV/2022-23 dated 10.08.2022  
**DATE OF ISSUE OF TENDER DOCUMENT :** 10.08.2022  
**LAST DATE FOR RECEIPT OF TENDER DOCUMENT :** 22.08.2022 at 13.00 hrs  
**TIME AND DATE OF OPENING OF THE TENDERS:** 22.08.2022 at 15.00 hrs.  
**PLACE OF OPENING OF THE TENDERS:** O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

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

Sealed quotations are invited from reputed registered transport operators having a valid commercial permit issued by the Regional Transport Authority for hiring of **One AC 4 seated sedan type car** on monthly rental basis for one year (01.09.2022 to 31.08.2023).

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 2018 and onwards will only be considered for acceptance. However, preference would be given to the car having recent registration. 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 company 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 along with driver charges, in the case of car running between 9 pm. and 9 am.**
- 4. The monthly rental should include a minimum distance of 1700 km. per month. Extra km. over and above 1700 km. in a month may be adjusted in subsequent months.**
- 5. The fixed monthly rental charge along with taxes will be clearly quoted by the bidder. This rate will be inclusive of all 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. *Dead mileage i.e the distance between garage of the hired vehicle and regular place of reporting/release of 5 kms(each way) is to be allowed .***
- 7. Overtime charge will be paid to the driver for rendering duties beyond 12 hour. Overtime charge as per the present prevailing market rate should have to be quoted separately.**
- 8. Charge for extra duty (i.e. rendering duty on Holidays) is to be quoted separately. Besides, the night allowance charge is also needed to be quoted herewith.**

9. Extra kilometre charges, if any, falls in a month, will be adjusted in subsequent month's bills.
10. 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, is to be produced on time.**
11. **Changes of driver, if any, shall be made only with the prior approval of this office.**
12. **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 company.**
13. Car should always be in good condition and periodical servicing of the car will be carried out by the bidder/supplier for avoiding any break down owing to any technical snag during the duty hours.
14. **Supplied vehicle must be pollution free and a recent certificate of fitness along with pollution free certificate must be attached.**
15. Log Book of vehicles should be maintained by the vendor 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.**
16. If the car happens to be out of order by any event or occurrence, the concerned firm 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.
17. 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.
18. All types of repairing charges will be borne by the owner/supplier of the car.
19. Any type of additional charges by the way of road tax, Goods & Service Tax, payment to the driver will be borne by the owner/ supplier of the car.
20. Payment will be made on monthly basis on production of bill in triplicate along with duty slip & log book/log book sheet.
21. 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.**
22. Photocopies of Income Tax clearance certificates against the supplied car are required to be submitted along with the quotation.
23. **Outsourcing/Subletting of the Tender is strictly prohibited. The vendors who are participating in the tender should have their own vehicle with commercial registration. 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 out rightly rejected.**

24. The present contract shall be valid from 01.09.2022 to 31.08.2023. All quoted rates will remain valid for one year from 01.09.2022 to 31.08.2023. **If the contract period is extended for further period, under amicable agreements, the old rate should prevail(\*terms and conditions apply).**
25. The firms willing to supply the car may quote rate in their respected company pad in a sealed envelope superscripting **“Quotation for supply of Inspection Vehicle-IV on rental basis”** addressed to the **Dy. Director (Admn.), O/o the D.G.A(Central), Kolkata, 8, Kiran Sankar Roy Road, G.I. Press Bldg. (East Wing), Kolkata: 700-001.**
26. Quotations may be dropped in Record-I section of this office up to 13.00 hrs. on **22.08.2022** and will be opened on the same day i.e **22.08.2022** at 15.00 hrs. in presence of the bidders or their representatives.
27. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
28. Incomplete quotations will be rejected outright.
29. For detailed information and clarification the intending bidders may contact the undersigned (Phone no.2213-5381) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicate above, shall be extended up to the next working date & time without issuance of any separate notice.

**Encl: Tender Format (Annexure-A)**

  
**Sr. Audit Officer  
(Record)**

**Annexure-A**

**Tender Format**

To

The Dy. Director (Admin.)

O/o the Director General of Audit, Central, Kolkata

Govt. of India Press Building (East Wing),

8, Kiran Sankar Roy Road,

Kolkata-700 001.

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: