

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) PUNJAB,  
CHANDIGARH  
PLOT NO.21, SECTOR 17-E CHANDIGARH-160017**

Tender No. Admn-III/Inspection vehicle/2024-25/

Dated

**NOTICE INVITING TENDER**

The office of the Principal Accountant General (Audit) Punjab, Plot No 21, Sector 17-E, Chandigarh invites tender (GeM Portal) for hiring of **six** vehicles i.e. Maruti CIAZ/ equivalent model (Petrol), White colour only, for the operational use in the O/o the Principal Accountant General (Audit) Punjab, Chandigarh for the financial year 2024-25.

The tender shall be submitted on GeM portal in two parts, viz., Technical Bid (Annexure-A) and Financial/Price Bid (Annexure-B). Financial bids of only those bidders will be opened who qualify the technical bid. In case of any clarification regarding contract documents, the bidder may contact Sr. AO (Admn-III) on the second floor in the O/o the Pr. Accountant General (Audit) Punjab Sector 17-E, Chandigarh or may contact at landline No. 0172-2759222.

The bidder submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexures thereof.

The tender documents along with the instructions and terms & conditions are available on GeM portal and <https://cag.gov.in/ag/punjab/en> and the prospective bidders are advised to check the eligibility criteria thoroughly before applying for the tender.

This office reserves the right to amend/withdraw any of the terms and conditions in the tender document without giving any notice or assigning any reasons and the decision of the competent authority of this office in this regard shall be final and binding on all.

Sd/-  
**Sr. Deputy Accountant General  
(Admn)**

## **Technical Eligibility Criteria**

The tendering firm/agency must fulfill the following technical specifications to be eligible for the technical evaluation of the bid.

1. The Registered Office of the firm/agency should be located in Tricity i.e. Chandigarh, Panchkula & Mohali. An attested copy of the registration certificate of office(s) in Tricity i.e. Chandigarh, Panchkula & Mohali shall be enclosed.
2. The firm/agency must have three years' experience (2021-22, 2022-23 and 2023-24) in supplying taxies to reputed private companies / Public Sector Companies / Banks / Central and State Government Departments (Copy of contracts to be attached).
3. The firm/agency should have an average annual turnover of Rs. 30 lakhs last three years (2020-21, 2021-22 and 2022-23). A copy of turn over statement duly certified by the C.A along with ITR must be enclosed with the tender documents.
4. The firm/agency should have its own Bank Account and submit a certified copy of bank statement of the accounts maintained for the last three years.
5. A copy of the PAN card shall be attached with the Bid document.
6. The firm/agency (not individual) should be registered with Centre/State GST department concerned. A certified copy of GST registration shall be attached with the Bid document.
7. Self-Certificate that the firm has not been blacklisted by any Central/State Government Department /Ministries/PSU's/Banks, etc. should be enclosed.
8. All pages of the tender document must be signed by the bidders, in token of his/their understanding /acceptance.
9. The bidder should deposit Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft / Pay order payable to "Pay and Accounts Officer, Office of the Pr. Accountant General (A&E) Punjab & U.T., Chandigarh". The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

## **Terms and Conditions of the Contract**

1. The contract will initially be for a period of one year and is likely to commence from the date of signing of the agreement (01.04.2024) which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of this office and on the performance of the agency. This office, however, reserves the right to terminate / curtail the contract at any time after giving one month's notice without assigning any reason.
2. The successful bidder is required to deposit a Performance Bank Guarantee of 3 (three) per cent of the tender value of a Nationalized Bank. The performance bank guarantee should remain valid for a period of sixty days beyond the date of completion of all contractual obligations by the firm. In case the contract is extended beyond the initial period, the performance bank guarantee will be accordingly renewed by the successful firm/agency.
3. The firm/agency shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing from the competent authority, which the authority will have the liberty to refuse.
4. The liability of the Department will be limited to the hiring charges agreed in the contract.
5. Rates quoted should be inclusive of all the expenditure like cost of hiring of inspection vehicle, payment of salary of drivers, maintenance of vehicle and fuel charges etc along with all taxes except Goods & Service Tax (GST) and once finalized, will be fixed for a period of one year. (Contract period)

6. Goods Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. Proof of deposit of Goods & Service Tax (GST) to the appropriate authority should be submitted quarterly to the office.
7. The vehicle must have a permit to travel in neighboring States i.e Punjab, Haryana, New Delhi including NCR, Himachal Pradesh, Jammu & Kashmir and Ladakh. Permit fee/all kinds of entry tax will be borne by the contractor.
8. Payment of any government Tax /Duty in respect of the hired vehicle will be the liability of the contractor.
9. Parking and toll charges, if any, may be claimed by producing the parking/toll slips.
10. A daily record indicating time and mileage for each vehicle shall be maintained by the officer nominated by this office in a log book in a format as per Government instructions and the log book shall be submitted to concerned officer in the office regularly for scrutiny.
11. The vehicle(s) shall be parked on office premises after duty hours and shall not be utilized for other use by the firm/vendor. The checking of inspection of vehicles shall be carried out from time to time by a designated officer/official of the office at office premises and if the vehicles are found missing without the permission of the office, it will be viewed seriously.
12. The contractor must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the office.
13. The contractor must submit an acceptance letter (Annexure-C) indicating the type of vehicle and rates and acceptance of all terms and conditions levied therein and is required to execute a contract before the service is started.
14. In case of a breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make as replacement immediately, failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
15. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance with all labour laws and welfare schemes applicable to the drivers deployed by them in the office.
16. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order after giving one months' notice and nothing will be payable by this office in that event and the Security Deposit in the form of Performance Bank Guarantee shall be forfeited.
17. There shall be tentative 4 to 5 outstation visits in the hired vehicles every month. During outstation visits Rs. 500/- per night shall be paid by this office to the firm/agency.

### **Driver/ Staff Deployed**

18. The firm/agency shall be responsible for the acts and deeds of drivers of the vehicles. The driver should be properly dressed in neat and clean attire and maintain polite & courteous behavior towards the department users as well as to other departmental staff. The denial of duty during standard office hours and use of abusive language etc or found in inebriated state or consumption of alcohol etc. may be construed as "Misbehavior" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
19. The driver must be provided with a working mobile phone and should always be reachable during duty hours.
20. The drivers deployed with the vehicles should have a valid driving license. The firm/agency is required to submit a copy of driving licence, Adhaar Card, Police Verification, residence

address and mobile number to Sr Audit Officer (Admn-III) after award of contract)

21. The driver should be well versed with the routes and should be well versed with the GPRS system.

### **Vehicle**

22. The purchase of the vehicle should not be earlier than January 2022 and should be fitted with all modern features (GPS/Vehicle Tracking Devices) and mechanically in perfect condition. The vehicles should be comprehensively insured during the entire period of the contract. The copies of RC and Insurance of all the vehicles should be submitted to the Sr Audit Officer (Admn-III) after award of contract.
23. The vehicles will have to be fitted / provided with the following additional accessories / utilities: -
- a) Clean seat covers.
  - b) Quality radio music system
  - c) Tissue paper box
  - d) Car perfume
  - e) Mineral Water Bottle(s)
  - f) Seat Belts (Front & Rear)
  - g) Umbrella during Monsoon
  - h) Fire Extinguisher
24. The vehicles will be inspected before finalization of the contract by the office of the Pr A.G. (Audit) Punjab, Chandigarh.

### **Terms of Payment:**

25. The payments after deduction of TDS, shall be made monthly to the firm/agency against the production of bill duly signed bills in triplicate along with the copy of logbook, duly signed by the officer who used the vehicle. The payment shall be processed within 5 working days subject to the availability of budget.
26. Department shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties below mentioned instances:
- A. In case of vehicle provided by the concerned agency during any time of the contract period is not as per terms and conditions, this will attract penalty amounting to Rs. 1000/- @ per day per vehicle.
  - B. In case of non-availability of vehicle, alternative vehicle will be hired from the open market and expenses incurred shall be deducted in addition to penalty of Rs. 1000/- from the monthly bill of the service provider.
  - C. Any complaint from the users regarding poor upkeep, maintenance, non-availability of accessories or any of the conditions prescribed for drivers not being met, would attract a penalty of Rs 500/- for that day.
  - D. If above cases continuously come to the notice or reported by the officers, this office reserves the right to cancel the contract without giving statutory one month's notice.

### **Condition in case of dispute**

27. Any dispute regarding any point in connection with hiring of vehicles will be referred to

the office, who will discuss the problem mutually and the decision taken will be final and binding.

28. For all disputes/differences/interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decisions of the Department shall be final and binding on both parties.
29. If any event of Dispute arising out of this contract, the competent courts at Chandigarh will have the jurisdiction to adjudicate such dispute.
30. No additional terms & conditions over and above the conditions stipulated above shall be entertained by the office.

Sd/-

Randeep Kaur Aujla  
Sr. Deputy Accountant General  
(Admn.)

**Annexure 'A'**

**TECHNICAL BID**

**Qualifying criteria for Quotation (Documents to be attached to substantiate each information)**

<b>Sr. No.</b>	<b>Technical Parameter</b>	
1	Name, Address (In Tricity i.e. Chandigarh, Panchkula & Mohali) and Telephone no. of the agency	
2	Name and address of the owner	
3	Details of previous experience of last three years 2023-24, 2022-23 2021-22 in Govt Department/PSU/ Private sector (copy of contract)	
4	Average Annual turnover of Rs. 30 Lakhs along with ITR for Assessment Year 2022-23 2021-22, 2020-21	
5	Valid GST Registration & PAN (Copies to be attached)	
6	Whether the agency has been backlisted by any Central/State Govt/ PSU etc	
7	Whether all pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.	
8	Bank Account (Agency)	
9	EMD details	

I have read the terms & conditions of the Tender Notice, and it is to certified that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

**ANNEXURE-B**  
**FINANCIAL BID**

<b>Sr. No.</b>	<b>Category</b>	<b>Usage</b>	<b>Rates in Rs per vehicle per month</b>
1.	Inspection Vehicle Maruti Suzuki Ciaz)/ Equivalent model	For maximum of <b>2000 kms</b> in a month.	

Signature

Name of Authorized Signatory

Annexure-C  
TENDER ACCEPTANCE LETTER  
(To be given on Company/Firm Letter Head)

To,

.....

.....

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: -

Dear Sir,

I/We have applied on GeM portal for above-mentioned work:

\_\_\_\_\_  
\_\_\_\_\_

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.

The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found to be violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature

Name of Authorized Signatory