

Tender Document
For Hiring of Inspection vehicle for 2025-26



Principal Accountant General (A&E), Telangana,
Hyderabad-500004

<https://cag.gov.in/ag/telangana/en>

Office of the Principal Accountant General (A&E)

Telangana, Hyderabad-500 004

Notice Inviting Tender (NIT)

Dt. 07/05/2025

SECTION 1

1. Sealed Bids are invited by this Office on two bid system for Hiring of **Two** Sedan Vehicles such as Maruti Suzuki Ciaz (basic model with AC) or equivalent vehicle having **net dealership price of Rs.6,00,000/-** on monthly basis **for a period upto 31-03-2026** from vendors having a registered office in HYDERABAD/SECUNDERABAD. **The registration of the vehicle should not be prior to 1st .January 2022. The vehicle should be registered in Telangana.**
2. The Tender is published in this office website <https://cag.gov.in/ae/telangana/en> with the following schedule of dates:
 - a. Tender publishing date & time 08/05/2025 (11:00 AM)
 - b. Bid document download start date & time 08/05/2025 (03:00 PM)
 - c. Bid submission start date & time 09/05/2025 (10 AM)
 - d. Bid submission end date & time 19/05/2025 (11 AM)
 - e. Bid opening date & time 19/05/2025 (05 AM)
3. The Bidder shall not modify the downloaded tender form including the downloaded financial bid template in any manner. In case any tender form/financial bid template is found to be tampered with/modified in any manner, such bids will be summarily rejected, bid security forfeited, and the bidder will be banned from doing business with this office even in future as well.
4. **Submission of Tender:** Sealed tender shall be submitted in two parts, viz, technical bid and financial bid. The Technical & Financial bids should be sealed by the bidder in separate covers duly super scribed as "**Technical Bid - Hiring of Vehicles**" for financial bid shall be super scribed as "**Financial Bid - Hiring of Vehicles**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed "**Tender for Hiring of Vehicles**". Tenders are to be submitted in **OFF-LINE MODE ONLY.**
5. The bidders should deposit **Earnest Money Deposit (EMD) of Rs.10,000/-**

(Rupees Ten Thousand Only) in form of Demand Draft in favour of Sr. A O (Bills), O/o the Principal Accountant General (A&E), Hyderabad, payable at Hyderabad, Telangana. The bid without EMD shall be summarily rejected and no correspondence whatsoever will be entertained in this matter.

6. Bid Opening : The Bids will be opened as per date/time mentioned above. Technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend at the designated time and date. The Bidder's representative(s) at the time of opening of the bid shall sign in the attendance register. An Authority letter to this effect shall be submitted by the bidder before the bidders are allowed to participate in bid opening.

7. Technical Bid: Is to be submitted by the bidder in FORM- I enclosed, with the tender documents along with self attested copies mentioned below.

- i. Registration Certificate of the vehicle along with model/make
- ii Valid PAN Card & GST of the firm /company, individual etc. as per the case.
- iii. EMD Demand Draft / Pay Order.
- iv Bidder's bank account details as in FORM-I along with a cancelled cheque.
- v. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body etc and that its previous agreements with such parties have not been terminated on account of poor performance of the bidder or any violation of the bidder
- vi. Details of all vehicles owned / operated by bidder for supply against hired demand, as in FORM-I. Enclose photocopies of Registration Certificates of each of such vehicles.
- vii Address proof of registered office in Hyderabad of the business/ firm/ company/ proprietor etc.
- viii. Service provider should have a fleet of at least 6 vehicles either as owner or aggregator of leased vehicles.
- ix. The annual turnover of the provider for last three years should be at least Thirty Six Lakhs.

8. **Financial Bid:** A signed copy of Financial Bid in FORM-II is to be submitted. The Bidder shall not modify the Financial Bid template in any manner. In case it is found to be tampered/ modified in any manner, such a bid will be °rejected summarily. All rates shall be quoted as per FORM II only and each page shall be signed in full by the Bidder or his authorized signatory. The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-II of this NIT. (NOTICE INVITING TENDER), "Terms & Conditions Governing the

Contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the Bidder had not understood the work envisaged by this tender document.

Any overwriting in the Financial Bid template should be avoided. In case of a mistake, the mistake should be clearly rectified by striking off and the corrections should be signed in full by the Bidder or his authorized signatory.

9. **Validity of Financial Bid:** The Bidder is required to keep the price offer as per Financial Bid open for a period of 60 days from the last date of submission of the tender.

10. This Office reserves the right to:

- a. Accept or reject any or all of the Technical Bids received without assigning any reasons.
- b. Accept or reject any or all of the Financial Bids received irrespective of their being lowest, without assigning any reasons.
- c. Modify any tender conditions before opening of the bids, if necessary, in the financial interest of the Office.
- d. Disqualify bidders who have been blacklisted by Central/ State Government Departments/ Statutory Bodies or etc.

11. Postal Address and Contact Details: Every Bidder shall state in the tender their/ it's/his/her correspondence postal address fully and clearly, with landline and mobile phone number, along with Email address (id) for communication. Any communication sent to the tender by post and/ or other modes to the contact details furnished shall be deemed to have reached the Bidder on time.

12. Execution of Agreement: The Bidder whose tender is accepted shall appear at this office in person. If the bidder is a firm, company or a corporation, a duly authorized representative shall appear and execute the agreement within fifteen (15) days from the date of issue of communication of acceptance of tender from this office and start provision of the hired vehicle from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender. The Bidder shall treat the contents of his filled in tender documents as private and confidential. The Authorization /resolution along with minutes of company /firm etc are to be furnished to tender.

13. For any clarifications, prospective bidders may contact: Senior Accounts Officer,(OE), Office of the Principal Accountant General (A&E) TS, Hyderabad Ground Floor, 'F' Block, AG Office Complex, Saifabad, Hyderabad- 500004. Phone Number: 040-23233362. The clarification shall be sought in writing only.

14. The decision upon the bids received shall be communicated to the bidders through

email only, if required. This office reserves the right to amend/withdraw any of the Terms and Conditions in the Tender Document or to reject any or whole tender without giving any notice or assigning any reasons. The decision of the Principal Accountant General (A&E), Telangana, Hyderabad in this regard shall be final and binding on all bidders.

Sd

Sr. Accounts Officer/OE

Section II

Terms and Conditions

The following shall be the Terms and Conditions:

1. The period of Agreement for supply of vehicles is from the date of finalization of the tender to 31st March 2026 for **2000** kms. and **320** hours per month. Further, the Term may be extended by another Twelve (12) months based on performance evaluated by the office, on mutually agreeable terms, agreed to in writing.
2. The Vendor should have a registered office in Twin-city (*i.e.*, Hyderabad or Secunderabad). Attested Copy of registration certificate of the office in the duo-city to be submitted.
3. The service provider shall not sub-let the contract. The service provider shall preferably be owner of the vehicles being provided or aggregator of leased vehicles in his/partner/company's name. He should have a **fleet** of at least 6 such vehicles. The service provider has to engage and provide suitable drivers along with the vehicles.
4. The Agency should have its own bank account. Certified copy of the account maintenance for the last one year issued by the Bank shall be enclosed.
5. Copy of PAN card shall be attached with the bid document.
6. The bidder should deposit **Earnest Money Deposit(EMD) of Rs.10,000 (Rupees Ten Thousand Only)** in form of Demand Draft in favour of Sr.AO (Bills),O/o the Principal Accountant General (A&E), Hyderabad, payable at Hyderabad, Telangana. The bid without EMD shall be summarily rejected and no correspondence what so ever will be entertained in this matter.
7. Successful bidder need to deposit 10% e-PBG (**e-Performance Bank Guarantee**) of contract value within 15 days after getting contract awarded. EMD of the successful bidder will be returned after receiving the Performance Bank Guarantee and will be refunded after successful completion of contract.
8. The Earnest Money Deposit(EMD) shall be forfeited, if
 - (i) A bidder withdraws the bid during the period of bid validity specified by the bidder on the bid form;
 - (ii) Bidder fails to honor or refuses his own quoted prices for the services or part thereof;

- (iii) Successful bidder fails to furnish required performance bank guarantee within 15 days of award of contract;
 - iv) Successful bidder fails to start the services from due date; and such bidders shall also be liable to be debarred from future tendering.
9. The vehicles to be provided by the Agency shall be new ones *or not older than three years* - date of purchase of Vehicle should be 01 January 2022 or later than that.
 10. If for some reasons vehicles/drivers are not available (including breakdown of the vehicles, maintenance of the vehicle etc.), agency will have to make alternate arrangements of the same, at no extra cost.
 11. If no alternate arrangement for the vehicle is made, then the Office will make its own arrangements and the expense will be deducted from the bill submitted by the agency at the rate as charged by the hired vehicle. Penalty of ₹500 per day will also be imposed in addition to hired charges of the vehicle.
 12. Vehicles supplied should be fitted with all modern features.
 13. A log book shall be maintained by the Agency and verified by the official of this office.
 14. All responsibilities and expenses towards repairs, maintenance and driver's salary shall be borne by the Agency.
 15. The vehicles will be required to run anywhere within the twin-city" of Hyderabad-Secunderabad including journeys in the state of Telangana.
 16. To ensure day to day functionality, service provider shall not keep changing or rotating vehicles and drivers except if the hirer so indicates in the case of eventuality or unsuitability.
 17. The vehicles will have to be fitted/provided with the following additional Accessories/utilities:
 - (i) Clean seat covers;
 - (ii) Quality Radio Music system;
 - (iii) Umbrella during monsoon;
 - (iv) Sanitizer and car freshener;
 - (v) Water bottles
 18. Agency will ensure safety belts are available in good working condition for

all passengers and driver seats. They will also comply with all the safety rules and regulation as presented by the Government Departments/Competent Authorities from time to time.

19. Agency shall ensure that the vehicles are insured properly any government Tax/Duty in respect of the hired vehicle and all other statutory dues are paid in full and in time and shall comply with Motor Vehicle Act/Rules/Other Statutory requirements. The office of the Principal Accountant General (A&E) Telangana will not be responsible for the same. Any lapse on part of the Agency will be duly compensated by them only.
20. Parking of vehicles hired under this service contract during or after duty hours shall be the service provider's risk and responsibility. However, the service provider shall notify the department, the address of the parking facility and the department reserves the right to inspect such parking facility as and when deemed necessary.
21. The vehicle should carry a suitable plate both in front and rear mentioning "On Government of India Duty (AG Office – IA&AD)" subject to compliance of RTO rules and regulations.
22. The driver provided by the Agency should fulfill the following conditions:
 - (i) Should be in possession of a valid driving license issued by Competent Authority;
 - (ii) Should not smoke; chew Pan/Pan masala/Tobacco;
 - (iii) Should not indulge in any activity inimical to security of the officers travelling in his car; and
 - (iv) Should comply as per code of conduct for driver as per the tender Authority.
23. If the driver's behavior is found objectionable, Agency shall replace him with a new driver within 24 hours. If Agency is unable to do the same, penalty of ₹500/- per day will be levied.
24. The drivers should be available whenever required; they will be given 04(Four) days(usually Sundays) off in a month at the discretion of the officer incharge.
25. The driver should have mobile phone for two-way communication and should be conversant in English, Hindi and Telugu.
26. The Agency will be responsible for payment of challan, if any, made by the Police/Motor Vehicle Department for any offence committed by the drivers

or the Agency.

27. The vehicle should be enabled with GPS/Vehicle Tracking Device.
28. The vehicles along with the drivers should be available to this Office round the clock. Zero-based mileage *i.e.*, mileage starting and ending at from duty or drop off location shall be adopted for the purpose of calculating the kilometers. The vehicle should be parked in the office premises in off duty hours and shall not be used for any other purpose.
29. Whenever Vehicle is required to go on Outstation duty, overnight allowance/Driver Bhatta will be paid at a rate of ₹500 per night, if the vehicle stays outstation overnight. The office will not make any arrangement for accommodation of the driver.
30. Toll taxes / parking paid during the travel will be refunded on submission of the **paid receipts** along with the monthly bill. All types of permit fee/all kind of entry taxes will be borne by the agency only **in case of outstation tours**.
31. The agreement may be terminated by this Office if the services are not found satisfactory without any notice.
32. The agreement is revocable by either party at notice of 30 days; however Agency will be liable to continue the services until an alternate arrangement is made or 30 days after the expiry of notice period; whichever is later.
33. During the period of the contract the vehicles shall be at the exclusive disposal of this Office.
34. The vehicles provided by the Agency will be authorized vehicles to be given to the office and any lapse in this issue will be the responsibility of the Agency.
35. If for any reasons such as maintenance or repairs, the vehicles are not available to the department on any particular day, the department will be at liberty to hire the vehicles from the market and the charges would be recovered from payments to be made to the Agency.
36. If any saving of kilometers is reported in any specific month (over and above 2,000Kms) the specific saving of kilometers will be carried forward to neutralize the excess kilometers in successive months limited to 24,000 kilometers per annum per vehicle. The Final settlement will be made after completion of the financial year.
37. Monthly Bill to be submitted before 5th of every month and payment to

driver shall be responsibility of the agency to pay salary to the driver on time irrespective of claim settlement of monthly bill.

38. Payment to driver shall be the responsibility of the agency to pay salary to the driver on time irrespective of claim settlement of monthly bill.
39. Contractor is liable to comply with the Minimum Wages Act. The contractor shall make regular and full payment of labour charges, salaries, and other payments as due, as per the labour laws to its personnel deputed under services contract by means of account payee cheque or credit the salaries to the irrespective bank accounts and furnish necessary proofs whenever required.
40. This Office will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The Office recognizes no employer-employee relationship between the Office and the personnel deployed by the service provider. This Office shall not be responsible financially or otherwise for any injury/loss to the vehicle or driver or person deployed by the service provider during the course of hire.
41. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
42. The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
43. In case of breach of any of the terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Department in the event and Security Deposit in the form of EMD/PBG shall be forfeited.
44. If more than one bidder quotes the lowest rate, the buyer has the authority for placement of contract on any one of the L-1 bidders based on any criteria as deemed fit, with appropriate internal approvals.
45. Km Travelled: 25,000 or less
46. The Department has right to increase or decrease the contracted number of vehicles as and when required. The number of vehicles hired may vary depending upon the officers posted in the office and sanction received from the

Office of the Comptroller and Auditor General of India at NewDelhi.

47. The service provider should have fleet of own vehicles (06), to ensure prompt alternative vehicle in case of the regular vehicle provided to office is in disposable.
48. During the period of validity of the Agreement, if there is any increase in the cost of petrol, spare parts, servicing, tyre, lubricant, etc., “no” increase in the rates will be entertained.
49. Rate of Extra km, Rate of Extra hour, Penalties shall be charged as per the Service level of Agreement of GeM.
50. The service provider and driver shall be bound to carry out the instructions of the Office and the user Officer to whom the vehicle is assigned.
51. The vehicle provided on monthly basis should be used for Inspection purposes and other works as directed by the Officers of this Office. In case the service provider wants to provide vehicle of higher value and class at the same rates, the Office would have no objection to it subject to fulfillment of other terms & conditions.
52. The Deputy Accountant General (Administration),office of the Principal Accountant General (A&E),Telangana,Hyderabad reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office, and to reject any or whole tender without assigning any reason there for.
53. In case, of dispute, the decision of the Deputy Accountant General(Admn.), office of the Accountant General (A&E), Telangana, Hyderabad shall be final and binding.
54. In case, on any day, the commencement of the duty of the driver(s) at duty point is prior to 8 AM and if release from duty of the driver(s) from duty point is after 8PM,the driver(s) shall be entitled to receive “Bhatta”. The Bhatta shall not be more than Rs.300/- in local and not more than Rs.500/- when the vehicle travels outstation, per day.

55. 18. Penalty : shall be applicable as below-

Sl.No.	Violation	Penalty	Remarks
1	Delay of more than 15 minutes in reporting for duty at start of the day.	Rs.500/-	Also,pro rata per day price reduction for contracted mileage and hours for a number of hours of delay.
2	Failure to provide alternate vehicle(s) during repairs/maintenance.	Actual cost of hiring alternate vehicle(s) at short notice.	Also,pro rata per day price reduction for contracted mileage and hours.
3	Failure to provide alternate vehicle(s) during one hour of breakdown while on duty	Actual cost of hiring alternate vehicle(s) at short notice.	Also,pro rata per day price reduction for contracted mileage and hours.
4	Tempering of vehicle(s) meters	10,000/-	Also will be barred and contract will be rescined and he is liable for damages.
5	Logbook/attempt to inflate usage	10,000/-	Also will be barred.
6	If no arrangements made during repairs/maintenance	Rs500/-	As penalty

56.Court Jurisdiction is Hydreabad Jurisdiction only.The civil courts at Hyderabad only will be under jurisdiction.

CODE OF CONDUCT FOR DRIVERS

1. The drivers will be in proper uniform. They should be neat and clean with proper turnout.
2. They will report for duty at the specified time given by the Officer.
3. Drivers will keep the vehicle neat and clean before the commencement of the duty and carry out daily inspection of the same.
4. They will open/close the door of the car when officer is getting in/out of the car.
5. The drivers shall have a mobile phone with two way conversation facility available. But they will not use the phone while driving and in the presence of the officer unless they are instructed to do so.
6. The Driver and the Agency must ensure that all the necessary documents (Registration Certificate, Valid Insurance, Pollution Certificate etc ..) are available with the driver deployed for duty.
7. The drivers shall be well versed with routes and locations in duo-city and they will maintain daily log book of the vehicles.
8. They will maintain repair/defect register for the car.
9. They will take permission from the officer to take the car to workshop, if required.
10. The drivers will not leave the vehicles unattended in public place.
11. They will not remain absent from duty without prior permission of the officer.
12. Under no case drivers are allowed to take on any other passenger on a commercial basis, other than the users designated by this Office.
13. They shall strictly follow all the traffic rules and regulations and never overspeed, besides the car will be parked in the area earmarked for the same.

Documentstobesubmitted

(Documentsto beprovided bythevendoralong withthetechnical bid)

1. RegistrationCertificateofvehiclebeingoffered(Mustberegisteredinthestateof ***Telangana***andshallberegisteredmandatoryasa***CommercialVehicle***)
2. Odometer reading details of the vehicle offered (to be checked during the physicalinspection of vehicle,if itisa 2022-23 model.Not required in case a newvehicleisbeingoffered)
3. ValidGSTRegistrationCertificate
4. Valid Taxi Registration Certificate (to be produced after the purchase, in case ofnewvehicle)
5. Self-certificate to the effect that the Bidder has not been blacklisted by Central/State Government/StatutoryBody andthatitspreviousagreementswith suchpartieshavenot beenterminatedonaccount ofpoorperformance.
6. Average Annual Turnover of the bidder for the last three financial years (2022-23,2023-24 and 2024-25) (exempted for certain categories as directed by Government of India)
7. PAN copy
8. DrivinglicenseofDrivers
9. Experiencecertificate(minimum3years' experiencemandatory)(exemptedforcertaincategoriesasdirectedbyGovernment ofIndia)
- 10.Exemptioncertificates like UdyogAadhar/Udyam Aadhar forMSMEs forclaimingrelaxation inAverageAnnualTurnoverand Experience
- 11.Copies of Work Orders/ contracts with any Central/ State GovernmentDepartment/ StatutoryBody,ifany
- 12.EMD(EarnestMoneyDeposit)1
- 3.OfficeAddress
13. Detailsoffleet ofcar maintained.

ANNEXURE-I

(To be submitted on the Agency's letterhead)

Name and address of the Agency	
Name and address of the owner	
PAN and Service tax number (copies to be annexed)	
Details of previous experience (last 03 years) in Govt. Department/PSU/Private sector, if any	
Details of Average turnover (last 03 years i.e. 2022-23, 2023-24 and 2024-25)	
Details of vehicle (make, fuel type, year of purchase and registration number).	
Whether blacklisted by any Central/State Govt / PSU etc.	
Details of Earnest Money Deposit	

Signature of the Owner/Authorized Signatory: _____

II Name of the Signatory: _____

Name of the Owner _____ :

PhoneNo.Landline(ifavailable) :
MobileNumber :
EmailID :
Date :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage; The company/agency/owner/contractor will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)