

**OFFICE OF THE DIRECTOR GENERAL OF COMMERCIAL AUDIT
AG's OFFICE COMPLEX, SAIFABAD, HYDERABAD - 500004**

NO. DGCA/A/HYD/Hiring Veh/2022 - 23/

Date: 26.04.2022

TENDER NOTICE

Sealed quotations are invited from willing service providers for hiring of a Sedan car on rental basis for this Office on short term contract basis for one year or extendable for a further period on satisfactory performance.

Terms and Conditions: The following terms and conditions shall be applicable.

1. This Office does not bind itself to accept the lowest tender and reserves the right to reject any or all the tenders received without assigning any reasons whatsoever. Inadequate or incomplete tenders in any respect or if the prescribed conditions are not fulfilled are liable to be rejected. Canvassing in any form by the tenderers/vendor will result in rejection of their tenders.
2. Service Provider should have prior experience of providing vehicle on hiring basis to Govt. departments/PSUs.
3. Vehicle should have valid taxi registration/permit and the travel agency should be registered with various tax Departments of the Government (VAT/TIN/TAN/PAN numbers should be indicated).
4. The vehicle should be kept neat and clean and in perfect running condition by the service provider. The service provider should provide at least two sets of new white covers, towels and napkins for seats. They should be changed every week. One tissue box should also be provided in the car. Solar shades should be fitted to the car.
5. There should be a fire extinguisher in the car.
6. There should be an Air spray in the car.
7. Gas kits are not allowed as fuel in the car.
8. The vehicle should be filled with sufficient stock of fuel all the time. Driver should hold a minimum imprest of Rs. 500/- at any given time.
9. In case of any accident, all the claims and damages arising there from should be met by the service provider.
10. The driver should have valid driving license along with taxi driving badge number and has to comply with the laws in force, should maintain decency, politeness and be neatly dressed. The residence of the driver must be in Hyderabad only. The driver must be well versed in both Telugu and Hindi. The driver should be equipped with functional mobile phone at their cost, for contact purposes.

11. The driver should be well versed with routes and locations in Hyderabad. The driver/Service provider should maintain log book with vehicle indicating the day to day running mileage.
12. There should be a single driver deputed for regular duties. However, suitable substitute should be arranged in his absence during unavoidable/exceptional circumstances under prior intimation of at least 3 days to the Office. Similarly, an alternate vehicle of same class should be arranged during the servicing/repairs to the regular vehicle to provide uninterrupted service. In case vehicle does not report on time/does not report at all, the Office would have a right to hire a vehicle from the market and the cost incurred shall be borne by the Service Provider.
13. The Office reserves the right to terminate the contract without prior notice, in which case, the payment will be made proportionately to the extent of the number of days hired. In case, the service provider is not willing to continue, the same has to be intimated to the Office Sixty (60) days in advance to make alternate arrangements. Dues, if any will be settled at the end of the notice period.
14. This Office will be liable to pay the hiring charges only. Toll charges, parking charges etc. will be paid by the Office alongwith the payment of the monthly charges subject to production of toll receipt/parking receipt etc.
15. The Office reserves the right to charge penalty, Rs. 500/- per hour of delay for non-provisioning of vehicle in time and Rs. 500/- per instance of misbehaviour of the driver. However, in case of frequent violations of the terms & conditions, the contract would be cancelled by the officer forthwith without any notice.
16. The billing will be done on monthly basis and bills are to be submitted in triplicate by the 5th of the succeeding month. Payment will be made after due processing of the bills within reasonable time.
17. The Service Provider should comply with labour laws in force and all liabilities in this connection will be that of the Service Provider. The 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. The 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.

18. 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 under his control (also including defective condition of the vehicle) whether in respect of accident/injury to the person or damages to the property of any member of the public on any person or in executing the work or otherwise and against all claims and demand thereof.
19. The Service Provider and the driver shall be bound to carry out the instructions of the Office.

Sealed cover containing the quotation, with superscript "**Quotation for Hiring of Car on Rental basis**" addressed to the "**Sr. Audit Officer (Admn), Office of the Director General of Commercial Audit, AG's Office Complex, Saifabad, Hyderabad - 500 004**" may be sent on or before **06.05.2022** by 5:00 pm.

Tenders not submitted in proper form as indicated above will be summarily rejected.


24/4/22
Director

Name of the Agency :
Name of the proprietor :
Registered Office address :
:
:
:
:

Details of vehicle to be hired:

Details of Sedan car proposed to be hired are:		
Sl. No.	Particulars	Amount (in Rupees)/ Rate in %
1	Rent per Month (Upto 1500 Kms)*	
2	GST rate applicable	
3	Monthly mileage entitled	
4	Extra charges beyond 1500 Kms in a month (rate per Km)	
5	Extra charges beyond 12 hrs a day (rate per hour)	
6	Driver Bhatta (allowance) per day in case of beyond 12 hours	

Note:

*Sl. No. 1 is inclusive of cost of petrol/diesel, salary/bhatta of driver for the hire services of 12 hrs a day, 26 days a month for the minimum mileage of 1500 Kms in a month

Signature of the Proprietor
(with registered office stamp)