



महालेखाकारकाकार्यालय (लेखापरीक्षा)  
तेलंगाना, हैदराबाद  
OFFICE OF THE ACCOUNTANT GENERAL (AUDIT)  
TELANGANA, HYDERABAD - 500 004.

**TENDER NOTICE**

Sealed Tenders are invited from registered and reputed agencies/ Service providers for providing two AC vehicles of any Company/model (not less than 1200cc) preferably Toyota Etios / Maruti Suzuki Ciaz/ Toyota Innova/ Maruti Suzuki Swift Dzire/ Honda City along with a driver on monthly rental basis at Hyderabad station (Only Hyderabad & Secunderabad based firms).

Interested firms/agencies having experience for providing above mentioned services can download the tender documents, with terms and conditions from this office website: “<https://cag.gov.in/ag/tehrangana/en/tenders>” upto 15.04.2022. The duly completed tender document should be submitted in the drop box kept at 1<sup>st</sup> floor Sr.DAG (A) Peshi at our office on or before 11.04.2022 by 3PM. The tenders will be opened on the same day at 4:00PM in the chambers of Sr.DAG (A) in presence of all interested bidders who wish to be present.

The Accountant General (Audit) reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

The EMD for Rs.15,000/- should be enclosed with the tender document and should be drawn in the favour of Senior Audit Officer (Bills), Office of the Accountant General (Audit), Telangana, Hyderabad should be enclosed with the tender.

## **Terms and Conditions of the Tender :**

While quoting, every person tendering should specifically note that:

- i) Rate quoted is for a registered vehicle that is new or up to 5 years old (*i.e.*, not earlier to January 2018) and without any accident history, in excellent and neat exterior, interior and running condition which they shall also maintain during the period of hire.
- ii) Vehicle should have valid taxi registration/permit and prospective bidder shall furnish the following documents along with their Technical bid:
  - a) Self attested copy of PAN No. card under IT Act.
  - b) Self attested copy of Service Tax Registration Number.
  - c) Self attested copy of Valid RC book and License card Number, under Contract Labour Act or any other Act / Rules.
  - d) Self attested copy of GSTIN
- iii) The Driver should possess valid commercial driving license and fit to drive the vehicle in the city (bio-data of the driver along with a photograph and photocopy of the license should be enclosed). There shall be a single driver deputed for regular duties. However, suitable substitute shall 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 shall be arranged during the servicing/repairs to the regular vehicle to provide uninterrupted service.
- iv) Payment will be made on monthly rental basis at the agreed rates after due processing of the bills within reasonable time. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month and no advance payment will be made.
- v) This office reserves the right to constitute a committee to scrutinize and furnish their recommendation to hire the suitable vehicle from any of the responded agencies by evaluating the condition of the vehicle, qualification of the driver, credentials of the agency *etc.*,

- vi) Any dispute arising out of this contract is subject to the Courts within the jurisdiction of Hyderabad only.
- vii) The contract period is from 01.04.2022 to 31.03.2023. However, this office reserves the right to terminate the contract with a prior notice of one week in which case, the payment will be made proportionately to the extent of number of days hired. In case, the agency is not willing to continue, the same may have to be intimated to this office one month in advance to make alternate arrangements. Dues, if any will be settled at the end of the notice period. During the period of validity of the agreement, if there is any increase in the cost of diesel, spare parts, servicing, tyres, lubricants etc. no increase in the rate will be demanded/ entertained.
- viii) At least two sets of white covers, towels and napkins must be provided which should be changed every week.
- ix) There should be a fire extinguisher in every car.
- x) There should be an Air spray in every car.
- xi) Gas kits are not allowed as a fuel in the car.
- xii) The vehicle shall be at the disposal of the O/o the AG (Audit) Telangana. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer. The vehicle should be parked either at Lekha apartment or at the office premises.
- xiii) Zero based mileage *i.e.*, mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the Kilometres.
- xiv) There must be arrangements for establishing contact round the clock. The drivers shall be equipped with functional mobile phone at their cost, for contact purpose.
- xv) The Office of the Accountant General (Audit), Telangana, shall be liable to pay the hiring charges only. Monthly charges of driver, maintenance charges of vehicle, petrol/diesel/oil expenses shall be borne by the agency. However, toll charges, parking charges *etc.*, will be paid by the department along with the payment of monthly charges subject to production of toll receipt/parking receipt etc.
- xvi) The vehicle provided should comply with the laws in force in India.
- xvii) The drivers shall have valid driving license to drive commercial vehicle and act to comply with the laws in force and shall be adequately experienced, and maintain decency, politeness, neat dress and good habits. The residence of the drivers must be in the limits of the city of Hyderabad. Driver must be in proper uniform only.

- xviii) The drivers shall be well versed with routes and location in Hyderabad. The driver/service provider shall maintain log book with vehicle indicating the day to day running mileage.
- xix) Once hired, the vehicle shall be deployed exclusively under the overall supervision of the department. Insurance of the vehicle should be renewed every year and copy of the same has to be submitted to the office. Pollution under control check for the vehicle should be carried out as per the Government order and the copy of the certificate has to be submitted to the office.
- xx) The vehicles will be required to run anywhere within the state of Telangana as well as journeys outside the state if required.
- xxi) Vehicle should be kept with sufficient stock of fuel.
- xxii) In order to ensure day to day functionality of hirer, once hired, the service provider shall not change vehicles and drivers, unless required by the hirer for whatever reasons.
- xxiii) Service provided shall comply with labour laws in force and all liabilities in this connection will be of the service provider.
- xxiv) If the contract is awarded, the service provider shall provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.
- xxv) The department 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 department recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The department 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.
- xxvi) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- xxvii) 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 whether in respect of accident/injury to the 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.

- xxviii) In the event of the hired vehicle developing snags or in case the condition of the car is not found satisfactory, the service provider shall ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- xxix) The department reserves the right to charge penalty at Rs.500/- per hour of delay for non-providing of vehicle in time, and Rs.500/- per instance of misbehaviour of driver.
- xxx) The drivers shall maintain record of journeys undertaken in line with log book system for department vehicles and can be verified by the officer in-charge from the department any time.
- xxxi) In case of two equal bids, preference will be given to the vendor who is providing service to the Government departments.
- xxxii) In case of dispute, the decision of the Accountant General (Audit), shall be final and binding.
- xxxiii) Mileage not used in the month will be rolled over (i.e. added in the next month).
- xxxiv) Tenders must be submitted as detailed in Annexure-A.
- xxxv) The vehicle should be enabled with GPS/Vehicle tracking device.
- xxxvi) The charge for extra KMs will be calculated based on the Monthly base Package amount divided by number of KM in monthly package, multiplied by factor 0.3.  
e.g., if the base monthly package value is 42,000 then the charge for extra kms will be  $42000/2500*0.03=5.04$  rounded to 5.

Sd/-

**Sr. Deputy Accountant General (Admin.)**

**To**

**M/s.....**

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**Quotation for the supply of vehicle on monthly hire basis**

Type of Vehicle	Mode of Fule	Fixed monthly charges (including all costs for 12 hours per day) Upto 2500 Kms	Driver Batta (in case of more than 12 hours in a day)

**Signature of Agency**