



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

**TENDER NOTICE**

Sealed Tenders are invited from reputed service providers for supply of vehicle on hire basis and having business in Hyderabad as per the requirement mentioned below in the schedule for the use of the Group Officers, **Office of the Accountant General (Audit), Telangana, Hyderabad.**

**Schedule**

<i>Sr.No.</i>	<i>Category</i>
01	Toyota Etios / Maruti Suzuki Swift Dzire

The vehicle to be hired is for use by the Office of AG (Audit), Telangana, Hyderabad for the period of 2 years from the date of signing agreement (or shorter period as may be decided by hirer). Interested parties are required to submit their bids as per two bid system i.e. Technical and Financial Bid separately in two different sealed envelopes. Financial bid should be submitted in the format given in Annexure 'A'. The envelopes shall be super-scribed "FINANCIAL BID" and "TECHNICAL BID" and put inside a bigger sealed envelope which shall be super-scribed with the words "Tender for hiring of inspection vehicle" and addressed to the Sr. Deputy Accountant General (Admin.), Office of the Accountant General (Audit), Telangana, Hyderabad - 500 004. No blanks should be left which would be otherwise made the tender liable for rejection.

The said envelope can be deposited upto 3.00 PM on or before 13/07/2021 in the office of Senior Deputy Accountant General (Admn.), Office of the Accountant General (Audit), Telangana, Saifabad, Hyderabad - 500004. The sealed envelopes therein shall be opened by the Committee headed by Senior Deputy Accountant General (Admin.) on 13/07/2021 at 3.30 PM. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose.

The Financial Bids of only those bidders shall be opened, whose Technical bids are qualified.

**Terms and Conditions of the Tender :**

While quoting, every person tendering should specifically note that:

- i) Hire charges quoted in the sealed tender shall be for the vehicle registered under transport category. The vehicle should be new or up to 3 years old (*i.e.*,not earlier to June 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 License card Number under Contract Labour Act or any other Act / Rules.
  - d) The supplier of the vehicle/Travel Agency shall produce a copy of Rental Assessment with the owner of the premises
- iii) The Driver should possess valid commercial driving license and he should be familiar with the city routes 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 for Two years. 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.
- viii) There should be at least two sets of white covers, towels and napkins. It should be changed every week. The interiors and exteriors of the vehicle must be maintained neatly although the period of hiring.
- ix) There should be a fire extinguisher in the car.
- x) There should be an Air spray in the car.
- xi) Proper sanitisation of the vehicle after use is to be done; even the driver has to maintain hygiene in order to avoid spread of any infection.
- xii) Gas kits are not allowed as a fuel in the car.
- xiii) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer.
- xiv) 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. In case, during the month the total usage of hired vehicle in terms of the mileage is less than the minimum contracted mileage of 2000 KM/2500 KM in a month, the payment by the office for the month shall be made on the basis of minimum contracted mileage. However, the deficit usage from the minimum contracted mileage shall be accumulated, noted and carried forward to subsequent months, for the purpose of adjustment against the usage in excess of minimum contracted mileage during those

- months. Hence, additional price per KM beyond minimum contracted mileage as per agreement shall be payable by the office only in case of usage is in excess of current month's minimum contracted mileage and the cumulative deficits from the previous months, if any. The cumulative deficits from previous months shall be thus accumulated, noted and carried forward till the end of the period of the agreement, upon which such cumulative deficit shall lapse.
- xv) There must be arrangements for establishing contact round the clock. The drivers shall be equipped with functional mobile phone at their own cost, for contact purpose.
  - xvi) The Office of the Accountant General (Audit), Telangana, Hyderabad shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, maintenance of vehicle, petrol/diesel/oil expenses shall be liable to be paid by the agency only. 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.
  - xvii) The successful bidder has to provide one (1) or more vehicles under the above category mentioned in the Schedule above. The vehicle to be hired will be communicated in the "Offer Letter" to the successful bidder.
  - xviii) The vehicle provided should comply with laws in force in India.
  - xix) The drivers shall have valid driving license to drive commercial vehicle and act to comply with laws in force and they are adequately experienced, and maintain decency, politeness, neat dress and good habits. The residence of the drivers must be in the respective cities only. Driver must be in the proper uniform only. The drivers must be well versed in both Telugu and Hindi.
  - xx) The drivers shall be well versed with routes and location in Hyderabad. Their driver/service provider shall maintain log book with vehicle indicating the day to day running mileage.
  - xxi) Once hired, the vehicle shall not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the Department for which they will do as is necessary. 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.
- xxii) The vehicles will be required to run anywhere within the state of Telangana.
  - xxiii) Vehicle should be kept with sufficient stock of fuel.
  - xxiv) In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.
  - xxv) They will comply with labour laws in force and all liabilities in this connection will be of the service provider.
  - xxvi) If the contract is awarded, they are to 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.
  - xxvii) 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.
  - xxviii) In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
  - xxix) 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.
  - xxx) In the event of the hired vehicle developing snags or in case the condition of the taxis are not found to be satisfactory, the service provider will 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.

- xxxi) The department reserves the right to charge penalty, Rs.500/- per hour of delay for non-provision of vehicle in time, and Rs.500/- per instance of misbehaviour of driver.
- xxxii) The driver must observe all the etiquette and protocol while performing the duty. The driver must neatly dress and the driver shall open the door for the Officers, Staff and also carry their bags, files etc.
- xxxiii) In case of two equal bids, preference will be given to the vendor who is providing service to the Government departments.
- xxxiv) The Senior Deputy Accountant General (Admin.), Office of the Accountant General (Audit), Telangana, Hyderabad reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
- xxxv) In case of dispute, the decision of the Senior Deputy Accountant General (Admin.), Office of the Accountant General (Audit), Telangana, Hyderabad, shall be final and binding.

SD/-

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

**To**

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

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Annexure 'A'

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

Type of Vehicle	Fixed monthly charges (including all costs for 12 hours per day)		Charge for extra Kms.	Charge for Extra Hours	Driver Batta (in case of more than 12 hours in a day)
	Upto 2000 Kms	Upto 2500 Kms			
Toyota Etios					
Maruti Suzuki Swift Dzire					

SD/-

**Senior Audit Officer (L&S)**