

Hiring of Two Cars for Office Use

The Office of the Principal Director of Audit (central), Bengaluru wishes to hire any of below mentioned models for use in office on monthly rent basis on the following terms and conditions.

1. Maruti Ciaz 2. Hyundai Verna 3. Honda City 4. Toyota Innova 5. Maruti Ertiga/XL6

Terms and Conditions

A. Bidding Instructions:

1. The vehicle should be meant for commercial use (Yellow Board).
2. The Agency must have a minimum of three years' experience in supplying taxis to Public Sector Companies / Banks / Central and State Government Departments. Proof of at least two contracts relating to supplying of taxi services to Central Government / State Governments / PSUS / Banks / in last three years (supply order) shall be enclosed with the tender document.
3. PAN & GST reg, if applicable, to be submitted.
4. Self-Certificate that the firm has not been blacklisted by any Central / State Government Department /Ministries/PSU's/Banks, etc. should be enclosed as per Annexure. Giving false information will be liable to cancel/terminate the contract without giving notice along with blacklisting the firm/agency and with/without penalty.
5. The Agency must attach proof of successful and satisfactory completion of at least three contracts / works each amounting to at least Rs. 12 Lakh per annum or 2 works amounting to Rs. 18 Lakh each or 1 work amounting to Rs. 36 Lakh per annum during the last three years from the tender opening date.
6. One representative from the firm that is bidding may be present at the time of opening the quotations. The employee should follow all the covid related norms issued by MOHFW, GOI while entering office premises.
7. If any of the above-mentioned instructions are not met by the firm, their bid shall be liable for rejection even after opening both technical and financial bids.
8. The sealed quotations as per Annexure A (Proforma) should be submitted to Director (Admn), O/o Principal Director of Audit (Central), Bengaluru on or before 3 PM on **28.02.2022**

B. General Terms and Conditions of the Contract:

1. The contract will be initially for a period of two years and it will commence from the date of signing of the agreement which may be extended for a further period on the same rates, depending upon the requirement and administrative convenience of this office. Any further extension will be considered on mutually agreed terms and conditions. Head of the Office, however, reserves the right to terminate / curtail the contract period at any time without assigning any reason.
2. The date of purchase of vehicle provided should not be earlier than 2020.

3. Taxies to be provided by the Contractor(s) should be in perfectly good and sound condition, both interiors and exteriors. The vehicles should be comprehensively insured. The car would be inspected by the office before entering into the agreement. Only upon satisfaction of the office, agreement would be entered into.

4. The vehicles will have to be fitted / provided with the following accessories / utilities:

i. Seat Belts (Front & Rear)

ii. Clean seat covers

iii. Quality radio music system & Bluetooth connectivity (preferably with navigation facility)

iv. Tissue paper box

v. Car perfume

vi. Mobile Charger

vii. Vehicle with airbags would be preferred

It will be the responsibility of the agency/firm to wash/clean the car everyday both inside and outside.

5. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules & regulations and city roads / routes as well as security instructions. Driver/s should be insisted by the agency to wear white uniform on duty and they should submit police verification certificate at the beginning of the contract term.

6. Each driver employed by the firm must have a cell-phone duly activated and the contact numbers of the driver should be shared in advance with the office.

7. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Department along with police verification certificate. No driver should be changed unless the officer to whom the driver reports is apprised. The firm should inform in advance the biodata of all drivers who would be deployed on duty. The no. of drivers in the list should not be more than three.

8. The firm must ensure that all the necessary documents like Registration Certificate, Insurance papers, Pollution under check Certificate, Permit copy etc. are available with the driver or in vehicle deployed for the duty and copy of the same shall be submitted to office for record purpose.

9. The driver should not refuse to carry files/luggage when necessity arises or ordered by the officer concerned.

10. The contract should be for this office exclusively and the drivers/cars should not be used for services of other offices/organisations/individuals after the duty period of this office.

11. Duration of running of the Vehicle will be a minimum of 14 hours per day on 30 days of the month. An overtime allowance at Rs. 100/hour will be paid when services are used beyond 14 hours a day.

12. The vehicle can be deployed within State of Karnataka & Goa without any extra charges. Denial/Refusal to perform duty attracts penalty of Rs.1000/- for every instance. The car should be run with the type of the fuel as mentioned in Registration Certificate.

13. The payment would be divided into two components as below.

a. Fixed Monthly Charge for providing car & driver with the condition mentioned in this document.

b. Variable Monthly charge: Charges for the distance run in a month.

Outstation-Beyond limit of Bangalore (Urban & Rural), driver will be paid Rs. 750/day for food & Stay charges. Any kind of allowance will not be applicable on days of outstation duty.

14. Rates once finalized will be fixed for a period of two year.

15. Any overtime arising due to breakdown of vehicle supplied shall be on the account of the agency/firm and shall not be charged to this office. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle, which is of similar make & model as replacement within two hours. Any delay more than 2 hrs, Rs. 100/hour will be charged as penalty.

16. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a logbook in a format provided by the office and the logbook shall be submitted to nominated officer in our office, daily for scrutiny.

17. The time and mileage shall be taken into account from the first place of reporting to the last place of drop ie. first pickup place of the Officer and last drop place of the Officer (both at the time of reporting and closing). Place of reporting will be generally within Bengaluru limits (Urban & Rural). Any place beyond Bengaluru (Urban & Rural) as reporting place, mileage can be claimed from end of Bengaluru (Urban & Rural) limit at price quoted per kilometre. There will be no dead mileage provided. In other words, to and fro journeys from the taxi stand/garage to the reporting place and releasing place to taxi stand/garage will not be counted for computing the mileage or time.

18. Once the hiring of vehicles commences from a particular agency / firm, the vehicles and drivers should not be changed unless so requested for by the Office. The vehicle must be available at any time of day as desired by the Office.

19. The contractor has to submit an acceptance letter indicating type of vehicle, registration number of the vehicle, rates and acceptance of all terms and conditions levied therein. Agency/firmed is required to execute a contract/agreement before the service is commenced.

20. The liability of the Office will be limited to the hiring charges agreed in the contract. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this Office.

21. The Agency/firm will be responsible for compliance of all statutory provisions like minimum Wages, etc, in respect of the drivers deployed by it. The agency/firm will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them.

22. Agency/firm submitting a tender would be presumed to have read, fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance / rejection of the tender.

23. The contract can be terminated by giving two months' notice by the agency/firm

24. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order/contract immediately without assigning any reason thereof and without the mandatory notice period. Further, nothing will be payable by this office in that event.

25. Inspection of vehicles / drivers shall be carried every month by Senior Audit Officer (H K) or his representative in the Office premise.

C. Terms of Payment:

1. Neither payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of award of work.

2. All payments shall be made on monthly basis against the bill (in triplicate) duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office, is submitted to this office.

3. This Office shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in this document.

4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract.

5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 15 days of the submission of the complete bill with all supporting documents.

6. Actual parking charges/ toll charges will be payable along with the monthly bills on submission of original receipts for the same.

D. Penalty

1. Any complaint from the users regarding poor upkeep, maintenance, behaviour of the driver non-availability of mentioned accessories or any of the conditions prescribed for vehicles and/or drivers not being met would attract a penalty for that day(s) on pro rata basis @ 25% of fixed charge in the first instance, 50% of fixed charge in the second instance and removal of driver and / or vehicle from the fleet on the third instance.

2. Penalty for delay in reporting at duty point would be Rs. 500/hour or part thereof.

3. Any other violation of terms & conditions shall attract penalty of Rs 500/- per instance.

4. In case of non-availability of vehicle, alternative vehicle will be hired from the open market and expenses incurred shall be deducted along with Rs. 1000/- penalty from the monthly bill.

5. If above continues on regular basis, the department reserves the right to cancel the contract immediately without giving statutory notice.

E. Condition in case of dispute

1. Any dispute with regard to any point in connection with hiring of vehicles will be referred to Authorised officer who will discuss the problem mutually and the decision taken will be final and binding.

2. 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, decision of the Office shall be final and binding on both parties.

3. The tender process of contract can be terminated at any time without any notice at the discretion of the Department.

F. Termination of Contract:

1. In case of breach of any of terms and conditions mentioned above in the Agreement, the Competent Authority will have the right to cancel the contract immediately without giving any notice or assigning any reason thereof, and nothing will be payable by the O/o PDA(C), Bengaluru in that event.

2. The Head of Office, however, reserves the right to terminate/curtail the contract at any time after giving one week notice without assigning any reason.

3. Other than breach of contract, the contract can be terminated by giving the agency/firm two month notice by either party for reasons of other than stated those specifically mentioned.

4. Any disputes arising in this contract is subject to the courts within the jurisdiction of Bengaluru.

Note: The average per month per car usage for last twelve months is 1145 km. This is just for information and will not be binding on this office in any manner.

Sd/-

Sr. Audit Officer/ EDP&H K

Full Address of the office

O/o the Principal Director of Audit (Central), Bengaluru
1st Floor, B Block, Audit Bhavan,
Next to M.S. Building, D. Devaraja Urs Road,
Bengaluru- 560001

Annexure-‘A’

Proforma for submitting information/quotation in response to Advertisement No. PDA(C) BENGALURU/2022/01 with reference to hiring of cars by O/o the Principal Director of Audit (Central), Bengaluru.

Details of Firm	Name of Firm		
	Address		
	Contact Person representing the Firm		
	Contact Number		
Sl.no	Model /Type of Car	Fixed Charge* (In Rs.) (for Driver & Car)	Variable Charge cost per km (In Rs).
1	Maruti Ciaz		
2	Honda City		
3	Hyundai Verna		
4	Toyota Innova		
5	Maruti Ertiga/XL6		

- *As per point no 13 of the terms & Conditions.

The firm agrees to the terms & conditions mentioned in the tender document.

Signature of Authorized Representative