

SPEED POST

Office of the Principal Accountant General (Audit), Delhi
A.G.C.R. Building, I.P. Estate, New Delhi- 110002

No.GD/2-13/Taxi/2019-23/648 to 679

Date 23.09.2022

To

As per list

Subject: Inviting sealed quotation for hiring of inspection vehicles on monthly basis

Sir,

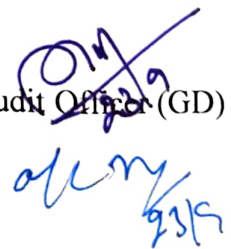
Sealed quotation are invited for providing three taxis {make/model of vehicle Maruti/Dzire (LXI)} on hiring basis strictly on the enclosed terms and conditions. These Terms and Conditions are not exhaustive. The complete Terms & Conditions will be provided with offer letter of contract in case your firm is short listed for award of work. While submitting quotation, you are also required to furnish a certificate that the rate offered in quotation is not higher than the rate on which taxi service on hiring basis is provided to any Government office on similar terms and conditions and you have not been debarred by any Govt. office for such services.

The sealed quotation in enclosed performa should reach Senior Audit Officer (GD), Office of the Principal Accountant General (Audit), Delhi, IP Estate, New Delhi-110002, before 02.00 PM on **07.10.2022**. The quotations received after the scheduled time and date will not be entertained in any case.

Encl: As above

Senior Audit Officer (GD)

Recd.
S.No 648 to 679
C.A.P.
23/09/22



Terms and Conditions

Sealed quotations from reputed travel agents and tax operations are invited for the hiring of three (03) inspection vehicles for the office of the Principal Accountant General (Audit), Delhi, New Delhi as per terms and conditions detailed below:-

During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. All the columns should be clearly filled in. The bidder should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible.

1. The contract shall be valid for a period of 12 months from the start of services. The office reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions.
2. Number of vehicles required on hiring basis may increase/decrease during the period of contract.
3. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
4. The Agency should have a minimum annual turnover of ₹ 15 lakh each year during last three financial years i.e. 2019-20, 2020-21 and 2021-22. A copy of turn over statement duly certified by the Charter Accountant along with ITR must be enclosed with the tender document.
5. The Agency should have its own bank account. Copy of the bank account statement for the last six months duly certified by the Bank shall be enclosed with the tender document.
6. Certified copy of the PAN card of the bidding firm shall be attached with the Bid document.
7. The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the tender document.
8. The Agency must have a minimum of two years' experience in supplying taxies to reputed private companies /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/Bank/reputed private firms in last two years along with attested copies of the supply order be enclosed with the tender document.
9. The office intends to hire white colour cars of Sedan category (preferable model- Maruti Suzuki Dzire, LXI) which should be of at least **2019 model**. The contract shall be on

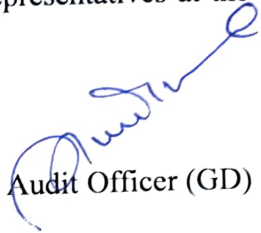
- monthly payment basis, for monthly mileage of 2,500 KMs and monthly duty hours 320 hours inclusive of rates encompassing all consumables, taxes and any other charges required to render the service.
10. All the vehicles should be fitted with GPS and vehicle tracking device to enable monitoring of movement of the vehicle whenever required by the office. The contractor shall provide online access of tracking device of the vehicle under contract.
 11. The contractor shall provide the replacement of driver in case of any eventuality. The Office has the right to ask the contractor for removal of any driver, who is not found competent or disciplined. The driver shall provide assistance in boarding disembarking and handling of bags, baggage etc. if required.
 12. The contractor shall provide AC fitted sedan vehicles in good running conditions.
 13. After determining the successful lowest service provider, the Office shall issue a Letter of Acceptance (LOA), in duplicate to the successful service provider, who will return one copy to the office, duly acknowledge, accepted and signed by the authorized signatory within three (3) days of receipt of the same.
 14. The Office shall not allow any mileage for lunch or otherwise when the vehicle is taken by the driver outside.
 15. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle with an hour failing which the Office has the right to hire vehicle from any other sources at the expense of the contractor.
 16. The contractor shall provide names, addresses and mobile numbers of the drivers along with certified copy of their driving license within a week of the award of the contract.
 17. The contractor shall submit an attested copy of the RC of all vehicles along with the bid document, failing which his bid will not be considered.
 18. The contractor is required to pay Earnest Money Deposit of ₹ 5,000/- by means of Demand Draft drawn in favour of '**PAO, Office of the AG (Audit), Delhi, New Delhi**'. The bids received without Demand Draft towards Earnest Money will be rejected.
 19. The contractor shall not deploy any driver, who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bouns, Gratuity, Contract Labour Act and other Labour Laws/Acts/ Rules in force from time to time at his own cost. In case of violation of any such statutory provision under Labour Laws or any other law applicable by the contractor, there will not be any liability on the Office.
 20. The Office will not be under any legal obligation to provide employment to any of the personnel of the contractor during the period of agreement or after the expiry of the agreement period and the Office recognizes no employer – employee relationship between the Office and the personnel deployed by the contractor/agency.
 21. Any person, who is in Government service or an employee of this office should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
 22. The contractor shall indemnify the Office against all other damages/charges for which the Office may be held liable or pay on account of the negligence of the contractor 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. The office shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
23. The Office reserves the right to terminate the contract without assigning any reason.
 24. The vehicles provided by the contractor to the Office should bear commercial Taxi Cab Registration Numbers & should have been essentially registered in Delhi/ NCR and also should have comprehensive insurance. The drivers provided with the vehicles shall bear commercial LMV Divining License and Badges. The copy of the registration certificate of commercial vehicle will be provided by the contractor before deployment of vehicles.
 25. The vehicles should conform to the Pollution norms prescribed by the Transport Department of Government of NCT of Delhi.
 26. The contractor shall provide vehicle as per requirement of the Office including public holidays, Saturdays and Sundays.
 27. The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
 28. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition.
 29. The operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicle Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
 30. The vehicle should be kept in clean and tidy conditions, free of pests and odour and should be equipped with first aid box, fire extinguishers and other basis amenities. The mileage as well as time shall be calculated from the initial pick up point of the day. The closing time and mileage shall be the last destination where the official journey ends for the day. No mileage shall be allowed to drivers for lunch/breakfast or for filling fuel etc.
 31. The vehicles should be fitted/provided with the following additional accessories/utilities:
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Mobile charger
 - g) Seat Belts (Front & Rear)
 - h) Umbrella during Monsoon
 32. The dead mileage charges between the garage from where the vehicle commences for first pick up point and the end of the journey/point of release (last drop off point) shall in no case exceed 10 KMs (covering both ways).
 33. The driver provided by the contractor should fulfill the following conditions:
 - a. Should be in possession of valid commercial driving licence issued by RTO.

- b. Should not smoke; chew Pan/Pan masala/Tobacco inside the car while driving or otherwise.
 - c. Should be conversant with the routes of all Government buildings and important roads within Delhi and NCR.
 - d. Should not indulge in any activity inimical to security of the officers travelling in his car.
34. No advance payment will be made. If the vehicle is not of specified mode i.e. older than 2019 year model, the tender is liable to be rejected.
 35. In case of delayed reporting by the driver, 1% of the daily amount will be deducted and penalty of ₹ 1000/- per day will be deducted in case non availability of vehicle on any day along with the cost of travel born by the office on that day due to non-providing of vehicle by the contractor.
 36. Rate should be quoted for hiring on monthly basis for 2500 Kilometers per month for 320 hours including all expenditure & taxes except Service tax. The payment for service tax will be made only after submission of proof of remittance with the concerned authorities.
 37. The rate in excess of the contracted mileage and hours should also be quoted.
 38. The office reserves the right to reject any quotation without assigning any / all reason thereof.
 39. The bills in triplicate should be submitted to the GD section of the office on monthly basis on or before 10th day of the following month along with log book duly signed by the group officer and duty slip. In case, log book and duty slip are not signed by the Group Officer, the bills will not be accepted for the payment.
 40. The office will deduct Income Tax at sources under Section 194-C of Income Tax Act from the bills of the contractor at the prevailing rate.
 41. Penalty charges @ ₹ 200/- for non-adherence of orders etc. on every occasion would also be deducted from the bill.
 42. If, the issue of non-availability of vehicles continues on regular basis, office reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited
 43. The maximum penalty which can be imposed in a month would be limited to the final monthly rate quoted by the successful bidder.
 44. Police verifications for deployed staff shall be ensured by service provider and its copy must be submitted within 15 days of the award of contract.
 45. The quotation shall be submitted or sent through speed post in sealed cover envelop marked "Tender for Hiring of Vehicle" on top and addressed to Deputy Accountant General (Admn./ A/cs), office of the Principal Accountant General (Audit), Delhi, New Delhi, 4th Floor, A- Wing, IP Estate, New Delhi-110002 latest by 07.10.2022 (up-to 2 PM). Any quotation received after the due date and time shall not be accepted.
 46. The bidder shall provide business email ID & mobile/telephone number.
 47. The performance of the contract/vehicles shall be reviewed on monthly basis by the Group Officers. The grading of such performance shall be Good, Average and Below Average.

48. In case the monthly performance is reported as 'Below Average' by the Group Officers for two consecutive months, then the contract shall be terminated by the office with immediate effect.

Quotations shall be opened on at 3 PM 10th October 2022 in the chamber of the Deputy Accountant General (Administration). The tenderers may depute their representatives at the time of opening of the quotation with authorization letter.


Senior Audit Officer (GD)

Copy to:

1. Secretary to PAG
2. DAG (Admn.)
3. Notice Board
4. IT Cell (for uploading on office website)