

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E) ANDHRA PRADESH, VIJAYAWADA**

**No: OE-I/Inspection Vehicle/2022-23**

**Dated: 04/05/2022**

**Tender notice for Hiring of One Inspection Vehicle for the year 2022-23.**

Sealed Tenders are invited from registered and reputed agencies/service providers for providing One AC vehicle of any Company/Model (not less than 1200cc) along with a driver to this office on monthly rental basis at Vijayawada Station from **18.05.2022 to 17.05.2023**.

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/ae/andhra-pradesh/en>" the same up to **11-05-2022**. The duly completed tender documents should be submitted in the drop box kept at OE-I Section at our office on or before **11.05.2022 @3.00 PM**. The tenders will be opened on the same day at **4.00 PM** in presence of all the interested bidders who wish to be present in the chamber of **Sr. Accounts Officer/OE**.

The Principal Accountant General (A&E) 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 documents and should be drawn in favour of Senior Accounts Officer (Bills), Office of the Principal Accountant General (A&E), Andhra Pradesh, Vijayawada should be enclosed with the tender.

sd/-

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

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

While quoting, every person tendering should specifically note that:

- i) Rate quoted is for a registered vehicles that is new or up to 3 years old (i.e. not earlier to January 2019) and without any accident history, in excellent and neat exterior, interior and running condition which they shall also maintain during period of hire.
- ii) Vehicles should have valid registration/permit and perspective bidder shall furnish the following documents along with their technical bid:
  - a) Self attested copy of PAN Card under I.T. 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) 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 the 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 the 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 arises in this contract is subject to the courts within the jurisdiction of Vijayawada only.
- vii) The contract period is from 18-05-2022 to 17-05-2023 or from the date of actual deployment of vehicle and upto one year. 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 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 rates will be demanded/entertained. However, for no reason the service provider can't quit in the middle of the contract period.

- viii) There should be at least two set of white covers, towels and napkins. It 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 every car.
- xii) The vehicle shall be at the disposal of the O/o the PAG (A&E), AP. 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 the residence of Group officer or as decided by this office.
- 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 driver shall be equipped with functional mobile phone at their cost, for contact purposes.
- xv) The office of the Principal Accountant General (A&E), Andhra Pradesh shall be liable to pay the hiring charge only. Charges like monthly charges of drivers, maintenance of vehicles, 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.
- xvi) The vehicles provided should comply with the laws in force in India.
- xvii) The drivers shall have a valid driving license to drive commercial vehicle and act to comply with the laws in force and they are adequately experienced, and maintain decency, politeness, neat dress good habits. The residence of the drivers must be in the respective city only. Drivers must be in the proper uniform only.
- xviii) The drivers shall be well versed with routes and location in Vijayawada. The driver / service provider shall maintain log book with vehicle indicating the day to day running mileage.
- xix) Once hired, the vehicles shall be deployed exclusively under the overall supervision of the department. Insurance of the vehicles should be renewed from time to time.

- xx) The vehicles will be required to run anywhere within the state of Andhra Pradesh including journeys outside the state if required.
- xxi) Vehicles should be kept with sufficient stock of fuel.
- xxii) 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.
- xxiii) They will comply with labour laws in force and all liabilities in this connection will be of the service provider.
- xxiv) If the contract is awarded, they are to provide the department the complete details of the vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses and 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 hired 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 vehicles or drivers or persons 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 vehicles developing snags or in case the condition of the car are not found to be satisfactory, the service provider will ensure that a replacement vehicles is provided on priority and in case of failure to make alternative arrangement, the department will be at liberty to hire other vehicles and the cost incurred on account of such hiring shall be at the expense of service provider.
- xxix) The department reserves the right to charge penalty of Rs.500/- per hour of delay for non-provision of vehicle in time, and Rs.500/- per instance of misbehavior of drivers.
- xxx) The drivers shall maintain record of journeys undertaken in line with long book system for departmental 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 Principal Accountant General (A&E), Andhra Pradesh shall be final and binding.
- xxxiii) Unutilized Kilometers i.e. difference Kms between contracted Kms and operated Kms, if found less shall be carried forward to next month only
- xxxiv) Tenders must be submitted as detailed in Annexure-A and Annexure-B.
- xxxv) The Vendor shall provide one more vehicle, if needed by the department on the same terms and conditions on a later date.
- xxxvi) The vehicle should be mandatorily enabled with GPS/Vehicle tracking device. (As per the Government of India orders)**
- xxxvii) The calculation of charge for extra KMs will be calculated based on the base Monthly Package amount divided by no. 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  $42000/2500 \times 0.3 = 5.04$  rounded to 5

Sd/-

**Senior Dy. Accountant General (Admn.)**

**ANNEXURE-A**

S.No	PARTICULAR	(to be filled by Bidder)
1	Name of the Firm/Agency/Bidder	
2	Name of the Proprietor	
3	Registration Number and State of Registration (Firm)	
4	Complete Address of the Firm/Agency/Bidder	
5	GSTIN	
6	PAN Card Number	
7	Past Experience	
8	Present undertakings, if any	

**ANNEXURE-B**

<b>Sl.No</b>	<b>Particulars</b>	<b>To be filled by Bidder</b>
1	Type Of Vehicle	
2	Mode of Fuel	
3	Fixed Monthly Charges(including all costs for 12 hours per day) upto 2500 Kms per month	
4	Driver Charges(if any, in case of more than 12 hours in a day)	
5	Driver Batta(for outstation journey)	