

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
MADHYA PRADESH, GWALIOR**

No. Ex Br /Insp. veh./D-23

Dated – 29/07/2020

Sealed Limited Tender Notice for Hiring of Inspection Vehicles for Official Use

कार्यालयीन उपयोग हेतु निरीक्षण वाहन किराये पर लेने हेतु मुहर बंद निविदा सूचना आमंत्रण

Sealed Limited Tenders are invited from the local vehicle provider firms for providing two vehicles (Inspection Vehicles) of Maruti Suzuki Ertiga (AC) or higher make to the Office of the Principal Accountant General (Audit-I), Madhya Pradesh, Audit Bhawan, Jhansi Road, Gwalior. The sealed tenders shall be addressed to the Deputy Accountant General (Administration), Office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior. The sealed tender shall be submitted in his chamber on any working day on or before **19/08/2020 (3:00PM)** The tenders received late will not be considered and any delay on the part of the postal authorities will be the sole responsibility of the tenderer.

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1) म.प्र. ऑडिट भवन झॉंसी रोड ग्वालियर मे निरीक्षण कार्य हेतु मारुति सुजुकी अरटिगा (AC) या उच्चतर मेक के 02 वाहन किराये पर लेने हेतु **स्थानीय वाहन प्रदाता फर्मों** से मुहर बन्द निविदा आमंत्रित की जाती है। मुहर बंद निविदाएं उप महालेखाकार (प्रशासन) कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-1) म.प्र. ऑडिट भवन झॉंसी रोड ग्वालियर को नामित होनी चाहिए। मुहर बंद निविदा **19/08/2020 (3:00PM)** या उससे पहले किसी कार्य दिवस पर उनके कक्ष में प्रस्तुत की जा सकती है। देरी से प्राप्त निविदा पर विचार नहीं किया जाएगा तथा डाक द्वारा देरी से प्राप्त निविदा का उत्तरदायित्व स्वयं निविदाकर्ता का होगा।

1. The tender will be opened on **19/08/2020 (4:00PM)** in the chamber of Deputy Accountant General (Administration), office of the Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior.

1. निविदा दिनांक **19/08/2020 (4:00PM)** को उप महालेखाकार (प्रशासन), कार्यालय प्रधान महालेखाकार (लेखापरीक्षा- 1) म.प्र. ऑडिट भवन, झॉंसी रोड, ग्वालियर के कक्ष में खोली जाएगी।

2. Terms and conditions for providing vehicles is at **Annexure 'A'**

2. वाहन प्रदाय हेतु नियम व शर्तें **परिशिष्ट 'अ'** में उपलब्ध है।

3. Two - Maruti Suzuki Ertiga (AC) or higher make (Model-2019/2020) are required as inspection vehicles for official use.

3. कार्यालयीन उपयोग हेतु निरीक्षण वाहन के तौर पर 02 मारुति सुजुकी अरटिगा वाहन (ए.सी.) या उच्चतर मेक (मॉडल-2019/20) की आवश्यकता है।

4. Conditional tenders shall not be accepted.

4. सशर्त निविदाएं स्वीकार्य नहीं की जाएगी।

5. The office has full right to cancel the tender without assigning any reasons to the firm.

5. बिना कोई कारण बताए निविदा को निरस्त करने का पूरा अधिकार कार्यालय का होगा।
6. All disputes and differences arising out of / or in connection with this tender shall be subject to the exclusive jurisdiction of courts at Gwalior.
6. इस निविदा से संबंधित या उससे उत्पन्न होने वाले विवाद और मतभेद केवल ग्वालियर के न्यायालयों के क्षेत्राधिकार में आयेंगे।

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Dy. Accountant General/Admn.

उप महालेखाकार/प्रशासन

Terms and Conditions

1. The rates shall be quoted for travelling a distance **up to 2000 kms. in a month** per vehicle **Annexure 'B'** attached. The rates shall be inclusive of GST. No increase in rates of contract on any account shall be accepted by this office during the contract period.

2. The contract period for hiring of inspection vehicles i.e. two Maruti Suzuki Ertiga (AC), or higher make (Model-2019/2020) shall be for one year from 01.10.2020 to 30.09.2021.

3. The following documents must be submitted along with the bid-

(i) The firm must have its registered office in Gwalior and shall submit a copy of registration certificate along with the bid.

(ii) The firm must have GST registration and shall submit a copy of registration certificate along with the bid.

(iii) Copy of PAN card of proprietor or each partner shall be submitted along with the bid.

(iv) Earnest Money Deposit (EMD) of Rs. 22,000/- (Rupees Twenty two thousand only) through Fixed Deposit Receipt (FDR) in favor of Principal Accountant General (Audit-I) M.P. Gwalior shall be furnished along with the bid. FDR shall be valid for at least forty five days beyond the final bid validity period.

4. The vehicles will normally be in use from 9.00 AM to 9.00 PM on a daily basis. However the vehicles may be required for longer hours. Sometimes the vehicles may be required for pick-up and drop at Railway Station at late nights and early mornings for which the vender shall make necessary arrangement. In case of non-providing of the vehicle penalty of Rs.500/- per occasion will be imposed.

5. The vehicles shall be required for all days depending on requirement. The vehicles may be deployed anywhere outside Gwalior depending upon the requirement as per the directions of the authorities concerned. The vehicles shall not be used or engaged by the firm for other purposes during the contract period. In case of failure to provide the vehicles on demand on any particular day, Rs. 2000/- (Rupees two thousand only) per vehicle per day will be deducted from the monthly bill payable to the firm.

6. The cost of fuel, lubricants etc shall be borne by the firm. No escalation in payment shall be allowed during the contract period on account of fuel, oil, and lubricants. The cost of repairs and maintenance etc. of the vehicles shall be borne by the bidder. All statutory charges such as road tax, permits, insurance etc. shall also be paid by the firm. Any other charges/fines by transport/police department shall be borne by the firm.

7. Any claim regarding any accident under the Motor Vehicle Act shall be the sole responsibility of the firm.
8. The vehicles should be in proper condition with appropriate interior, seat covers and good fragrance and should be neat and clean. The firm shall get the vehicle serviced on regular intervals for which the firm shall make alternate arrangements.
9. The drivers should have a valid driving license and must be provided with mobile phone. In case of change/transfer of driver, the firm must give prior intimation and obtain the approval from this office after submitting the relevant documents.
10. All necessary facilities including accommodation, uniform and food etc. for the driver shall be made available by the firm. The payment of minimum wages, EPF, ESI etc. shall be borne by the contractor as per the labour laws. Any issue arising out of this shall have to be handled by the firm.
11. Police verification of the drivers shall be done by the firm. The drivers should not be addicted to any intoxicant. The drivers will be reverted back on account of indiscipline or any inappropriate action or omission after which the firm shall make necessary replacement of the respective driver without delay.
12. Copy of mandatory documents i.e. driving license of the drivers and registration certificates, road tax papers, taxi quota registration certificate, insurance papers etc. of the vehicles shall be submitted by the successful bidder after award of the contract.
13. Successful bidder shall also install the fast tags in both vehicles for hassle free movement at toll checks.
14. The office reserves the right to terminate the contract without giving any notice.
15. Payment will be released against the bill subject to all deductions in respect of point No. 4 and 5. Mode of payment will be electronic transfer for which the successful bidder shall submit Bank Mandate form duly attested by bank.
16. If any vehicle is run less than 2000 kms. in any month, the remaining kms. will be carried forward to the next month in respect of that vehicle. If the contract happens to be extended for further period the unused and accumulated kms of the previous period shall be added in the extended period.

17. The firm shall be required to submit a performance security of Rs 55,000/- (Rupee Fifty five thousand only) through FDR in favor of Principal Accountant General (Audit-I), Madhya Pradesh, Gwalior immediately after the work is awarded. The security shall be valid for a period of 60 days beyond the completion of all contractual obligations.

18. The contract period shall be for one year and may be extended for further period of one year subject to the satisfactory performance and the willingness of the firm for such extension.

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Dy. Accountant General/Admn.

ANNEXURE - B

Subject:-Notice Inviting Tender for Hiring Vehicle – Financial bid

1. Rate quoted by the bidder firm

S No	Particulars of vehicle	Monthly rate up to 2000 kms. in a month per vehicle (9.00 AM to 9.00 PM)	Additional charges, if any, per km. beyond 2000 kms.	Extra charges if any per hour (beyond 12 hours)	Night halt per night (in case vehicle deployed outside Gwalior)
1-	Maruti Suzuki Ertiga (AC) Year of Manufacture 2019/2020				

Remarks: - 1 Rate quoted is including GST.

2 Toll taxes and state taxes if any will be made as per actual basis in case vehicle is deployed outside Gwalior.

(Signature of the Firm with seal)