

**Office of PAG (A&E), Andhra Pradesh**  
**AG Office Complex, Saifabad**  
**Hyderabad 500004**  
**Dated: 05.02.2018**

**SECTION I**

**Notice Inviting Tender**

1. Sealed Bids are invited by this Office on two bid system for hiring of one Maruti Swift DZire Sedan (AC)(Taxi registered in Hyderabad region) or equivalent vehicle on monthly basis.
2. Tender documents may be downloaded from the following website URL <http://www.agap.cag.gov.in/tenders.html> and with the following schedule of dates:
  - i. Tender Published Date & Time 07.02.2018 (1500 HRS)
  - ii. Bid Document Download Start Date & Time 07.02.2018 (1500 HRS)
  - iii. Bid Submission Start Date & Time 08.02.2018 (1000 HRS)
  - iv. Bid Submission End Date & Time 19.02.2018 (1200 HRS)
  - v. Bid Opening Date & Time 19.02.2018 (1500 HRS)
3. Bidder shall not modify the downloaded tender form including downloaded financial bid template in any manner. In case any tender form/financial bid template is found to be tampered with/ modified in any manner, such bids are liable to be summarily rejected, Bid Security would be forfeited, and bidder would be liable to be banned from doing business with this Office.
4. Bid Security: Bid Security (EMD) amount of Rs 10000, in the form of Crossed Demand Draft Pay Order drawn on any scheduled commercial bank in favour of "Office of PAG (A&E), Andhra Pradesh" and payable at Hyderabad, is to be delivered in original along with the Bid documents to the Accounts Officer (Administration), Office of PAG (A&E), AP, Second Floor, Bay S-66, AG Office Complex, Saifabad, Hyderabad- 500004 before the time stipulated against Bid Submission End Date & Time above. Name & full address of the bidder may be written at the back of the Demand Draft Pay Order. Bids in respect of which Bid Security is not received as above shall be summarily rejected.
5. Bid Opening: Bids will be opened as per date/ time as mentioned above. The technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend, at the designated date and time. The bidder's representatives present at the time of opening of bid shall sign in an attendance register. Authority letter to this effect shall be submitted by the bidders before they are allowed to participate in bid opening.
6. Submission of Tender: The sealed tender shall be submitted in two parts, viz., technical bid and financial bid. The Technical & Financial bids should be sealed by the bidder in separate covers duly superscribed "Technical Bid - Hiring of Vehicle" and "Financial Bid - Hiring of Vehicle" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed "Tender for Hiring of Vehicle". Tenders are to

be submitted in person/ through Resistered Post with Acknowledgement Due/ Speed Post. Tenders which are received without being sealed through Fax/ Email will not be considered.

7. Technical Bid: To be submitted by the Bidder in FORM I enclosed, along with self attested copies of the following documents-
  - i. Registration Certificate of vehicle being offered
  - ii. Valid PAN Card
  - iii. Valid GST Registration Certificate
  - iv. Copies of Work Orders/ contracts with any Central/ State Government Department/ Statutory Body, if any
  - v. Details of all vehicles owned and operated by bidder for supply against hired demand, as in FORM I. Bidder should have a minimum of five (5) self owned vehicles registered in the name of firm/ agency/ proprietor and enclose photocopies of Registration Certificates of each of such vehicles
  - vi. EMD Demand Draft Pay Order
  - vii. Bidder's bank account details as in FORM I, along with a cancelled cheque
  - viii. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance.
  
8. Financial Bid: Signed copy of Financial Bid in FORM II is to be submitted. Bidder shall not modify the Financial Bid template in any manner. In case it is found to be tampered/ modified in any manner, such bid will be liable to be rejected outright. All rates shall be quoted only as per FORM II and each page shall be signed in full by the Bidder or his authorized signatory. The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-II of this NIT, "Terms & Conditions Governing the Contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the Bidder had not understood the work envisaged by this tender document. Any overwriting in the Financial Bid template should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the Bidder or his authorized signatory.
  
9. Validity of Financial Bid: The Bidder is required to keep the price offer as per Financial Bid open for a period of 60 days from the last date of submission of tender.
  
10. This Office reserves the right to:
  - i. Accept or reject any or all of the Technical Bids received, without assigning any reason
  - ii. Accept or reject any or all of the Financial Bids received, irrespective of their being lowest, without assigning any reason
  - iii. Modify any tender conditions before opening of bids, if necessary in the financial interest of the Office.

- iv. Disqualify bidders who have been black-listed by Central/ State Government Departments/ Statutory Bodies.
11. Postal Address and Contact Details: Every Bidder shall state in the tender his correspondence postal address fully and clearly, landline and mobile phone number, Fax Number and Email address for communication. Any communication sent to the tenderer by post and/ or other modes to the contact details furnished shall be deemed to have reached the Bidder on time.
  12. Execution of Agreement: The Bidder whose tender is accepted shall be required to appear at this Office in person or if the Bidder is a Firm, Company or a Corporation, a duly authorized representative shall so appear and execute the Agreement within fifteen (15) days of the date of issue of communication from of acceptance of tender from this Office, and start provision of the hired vehicle from the date as mentioned in the communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender. The Bidder shall treat the contents of his filled in tender documents as private and confidential.
  13. For any clarifications, prospective bidders may contact: Accounts Officer (Administration), Office of PAG (A&E), AP, Second Floor, Bay S-66, AG Office Complex, Saifabad, Hyderabad-500004. Phone Number: 040-23237166, Email: [sivaprasad47.anp.ae@nic.in](mailto:sivaprasad47.anp.ae@nic.in)

## SECTION II

### TERMS & CONDITIONS GOVERNING THE AGREEMENT

1. The vehicle provided (Maruti Swift DZire Sedan(AC) or equivalent) on monthly basis should not be more than 2 years old (Registration not prior to 01.01.2016). In case the service provider wants to provide vehicle of higher value and class at the same rates, the Office would have no objection to it subject to fulfilment of other terms & conditions.
2. The vehicle should be kept neat and clean and in perfect running condition and should be provided with neat & clean seat covers/towels. The decision of this Office about the condition of the vehicle will be final.
3. The vehicle should have valid commercial permit to run in the Hyderabad territory.
4. The driver and the vehicle should not be changed without prior permission. If either the vehicle or the driver is not found to be suitable, then they shall be changed immediately by the Bidder on receiving a request from this Office to that effect.
5. In case three written complaints are received against the driver or vehicle from the user Officers, then this Office would have the right to hire alternate vehicle from the market and the additional cost so incurred will be borne by the service provider.
6. The driver employed should hold a valid driving license, be well behaved, reasonably educated, conversant with traffic rules and regulations and Hyderabad city roads/ routes as well as security instructions.
7. The driver must observe all the etiquette and protocol while performing the duty. The driver must be neatly dressed and must carry a mobile phone in working condition, for which, no separate payment shall be made by this Office. The driver shall carry the user Officer's bags from the Officer's residence/ Office to the car. The driver must always open the doors of the car for passengers travelling in it.
8. Under no case drivers are allowed to take on any other passengers on commercial basis, other than the users designated by this Office.
9. The service provider and driver shall be bound to carry out the instructions of the Office and the user Officer to whom the vehicle is assigned.
10. In case of any accident or traffic challan, all the claims arising out of it shall be met by the service provider.
11. A daily record indicating time and mileage for the vehicle shall be maintained.
12. The time and distance for calculating usage of the hired vehicle shall commence and terminate from the time & place of reporting for duty to the time & place of release from duty of the vehicle. This Office shall provide parking space for the hired vehicle, if required by the service provider. There shall be no dead mileage, i.e. there will be no inclusion of time and distance from time and place of parking of service provider to time and place of reporting for duty AND from time and place of release from duty to time and place of parking of service provider, in case hired vehicle is not parked at this Office premises.
13. In case, during any month, the total usage of the hired vehicle in terms of number of hours is more than contracted number of hours of 300, then payment by the Office for that month shall be made for the excess hours beyond 300 hours at the rate of maximum Rs 100 per hour.
14. In case, during any month, the total usage of the hired vehicle in terms of mileage is less than the minimum contracted mileage of 2500 Km for the month, the payment by the Office

for that month shall be made on the basis of minimum contracted mileage. However, the deficit in usage from the minimum contracted mileage shall be accumulated, noted and carried forward to subsequent months, for the purpose of adjustment against 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 the usage is in excess of current month's minimum contracted mileage AND the cumulative deficits from 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. Renewal of Agreement, if any, shall commence with zero deficits.

15. In case, on any day, the commencement of duty of the driver at duty point is prior to 8 AM or if release from duty of the driver from duty point is after 8 PM, the Driver shall be entitled to receive Batta of maximum Rs 50 per extra hour.
16. During the period of validity of the Agreement, if there is any increase in the cost of diesel, spare parts, servicing, tyre, lubricant, etc., no increase in the rates will be demanded/entertained.
17. Deficiency Charges: Shall be applicable as below-

Serial No	Violation	Penalty (Rs)	Remarks
1	Delay of more than 15 minutes in reporting for duty at start of day	500	Also, pro rata per day price reduction for contracted mileage and hours, for number of hours of delay.
2	Failure to provide alternate vehicle during repairs/ maintenance	Actual cost of hiring alternate vehicle at short notice	Also, pro rata per day price reduction for contracted mileage and hours.
3	Failure to provide alternate vehicle within one hour of breakdown while on duty	Actual cost of hiring alternate vehicle at short notice	Also, pro rata per day price reduction for contracted mileage and hours.
4	Tampering of vehicle meters	1000	
5	Tampering with log book/ attempt to inflate usage details	1000	
6	Non-functioning of AC	500	
7	Change of driver without prior intimation	500	

8	Non-production of originals of mandatory documents on demand	500	
9	Unclean vehicle	500	
10	Not undertaking major denting and painting work within 30 days of causal incident	500	

18. Payment: The service provider will produce monthly bills for release of payment after verification in this Office.
19. Duration of Agreement: The Agreement shall be entered into for 12 months from the date of commencement of the Agreement. This Office will have discretion to extend it for a further period of 12 months on mutually acceptable terms and conditions and rates, at its sole discretion.
20. This Office reserves the right to terminate the Agreement with notice period of one week, at any point of time during period of Agreement, without assigning any reason.
21. Evaluation of Technical Bid- Bidder shall be evaluated as technically qualified in case FORM I is filled in completely as required and all self attested copies of following documents are submitted in complete form-
  - i. Registration Certificate of vehicle being offered
  - ii. Valid PAN Card
  - iii. Valid GST Registration Certificate
  - iv. Copies of Work Orders/ contracts with any Central/ State Government Department/ Statutory Body, if any
  - v. Details of all vehicles owned and operated by bidder for supply against hired demand, as in FORM I. Bidder should have a minimum of five (5) self owned vehicles registered in the name of firm/ agency/ proprietor and enclose photocopies of Registration Certificates of each of such vehicles
  - vi. EMD Demand Draft Pay Order
  - vii. Bidder's bank account details as in FORM I, along with a cancelled cheque
  - viii. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance.
22. Evaluation of Financial Bid: The financial bids will be opened only in respect of those firms, which are deemed to be technically qualified, as described above. The determination of L1 shall be based on the quoted price calculated for Item designated so on FORM II.
23. Force Majeure: If at any time, during the continuance of the Agreement the performance in whole or in part, by the service provider is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, provided notice of happenings of any such event is given by the service provider to this Office within seven calendar days from the date of occurrence thereof, the service provider may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the service provider, as soon as practicable, after such event comes to an end or ceases to exist. The

decision of this Office as to whether the obligations may be so resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.

24. Dispute Settlement: In case of any dispute arising between the Office and the service provider regarding execution of terms and conditions of the Agreement, decision of Group Officer in charge of Administration of the Office shall be final and binding.
25. General interpretation powers: Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from Group Officer in charge of Administration of the Office, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.

## FORM I- Technical Bid

### 1. Bidder Information

Serial No	Item of information required	Response from Bidder
1	Name of Bidder	
2	Postal Address	
3	Landline Number	
4	Mobile Number (s)	
5	Fax Number	
6	Email Address	
7	Status of Bidder- Proprietor/ Firm/ Partnership/ Company	
8	Year of Establishment	

### 2. Qualifying Criteria

Serial No	Qualifying Criteria	Response from Bidder
1	Registration Number of Vehicle Offered	
2	Copy of RC enclosed (Y/N)	
3	PAN Number	
4	Copy of PAN Card enclosed (Y/N)	
5	GST Registration Number	
6	GST Registration Certificate enclosed (Y/N)	
7	Number of current/ previous clients who are Central/ State Government Departments/ Statutory Bodies	
8	Names of each of the above such Clients	
9	Copies of Work Orders/ contracts with such Clients enclosed (Y/N)	
10	Number of total vehicles equivalent to Maruti Swift Dzire (AC) owned and operated by Bidder for supply against hired demand	
11	Copies of RCs of such above vehicles enclosed (Y/N)	
12	EMD DD Pay Order for Rs 10000 enclosed (Y/N)	DD Number: DD Date: Enclosed- Yes/ No:
13	Bidder's Bank Account Number	Bank Account Holder Name: Bank Account Number: Bank Account Type (Savings/ Current):
14	Bidder's Bank Account Number IFSC	IFSC: MICR Code:
15	Cancelled cheque leaf of above Bank account enclosed (Y/N)	
16	Certified that the Bidder has not been blacklisted by Central/ State	



	Govt/ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance (Y/N)	
17	Each page of technical bid signed and sealed by Bidder (Y/N)	

Certified that the above information is true and correct in the best of my knowledge and belief and in case of any of these is found to be false we shall be liable for any action as decided by Office of PAG (A&E), Andhra Pradesh. Certified that I/ we have read and fully understood the terms and conditions of this Tender in Section II for hiring of vehicle and if contract is awarded to me/ us, I/ we will abide by them till the end of contract period.

Signature and Seal of Bidder

**FORM II- Financial Bid****1. Bidder Information**

Serial No	Item of information required	Response from Bidder
1	Name of Bidder	
2	Postal Address	
3	Landline Number	
4	Mobile Number (s)	
5	Fax Number	
6	Email Address	
7	Status of Bidder- Proprietor/ Firm/ Partnership/ Company	
8	Year of Establishment	

**2. Financial Bid details**

Serial No	Item of information required	Response from Bidder	Remarks
1	Monthly price bid in Rs, for minimum contracted mileage of 2500 Km and monthly contracted hours of use 300 hours		Exclusive of GST
2	Rate per additional Km in Rs (beyond current month's contracted mileage AND cumulative mileage deficits from minimum contracted mileage during previous months, if any).		Accumulation of monthly deficits described at Serial Number 14 of Section II of the tender document.
3	Rate per additional hour of usage beyond 300 hours in a month in Rs, subject to maximum of Rs 100 per hour		
4	Rate of Batta for driver for duty prior to 8 AM and after 8 PM on each day in Rs, subject to maximum of Rs 50 per hour		
5	Monthly price payable in Rs, for usage of 3000 Km when there are zero deficits, monthly usage in terms of hours is less than 300 hours and driver has worked between 8 AM and 8 PM on all days.		Monthly price bid at Serial Number 1 of this Table + 500 Km * Rate per additional Km at Serial Number 2 of this Table. This item as calculated shall be designated as item to determine L1 Bidder.

Amount as calculated on basis of above criteria, based on actual usage for the month, shall be payable by the Office, along with GST on the amount, as applicable.

Certified that I/ we have read and fully understood the terms and conditions of this Tender in Section II for hiring of vehicle and if contract is awarded to me/ us, I/ we will abide by them till the end of contract period.

Signature and Seal of Bidder