

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH, HYDERABAD - 500 004.**

TENDER NOTICE

Tenders are invited from reputed service providers for hiring of vehicle as per the requirement mentioned below in the schedule for the use of the Group Officers, **Office of the Principal Accountant General (A&E), Andhra Pradesh, Hyderabad.**

Schedule

Sr.No.	Category
01	Toyota Etios(latest edition with AC /Diesel version)

The vehicle to be hired is for use by the office of PAG (A&E), Andhra Pradesh, Hyderabad for the period of 1 year from the date of signing agreement (or shorter period as may be decided by hirer). Bidders are requested to place their bids (Financial Bid-Annexure A) in sealed envelope which shall be super-scribed with the words "Tender for hiring of inspection vehicle" and addressed to the Accounts Officer(OE), Office of the Principal Accountant General (A&E), Andhra Pradesh Hyderabad - 500 004.

The said envelope can be deposited upto 3.00 PM on or before 24/10/2017 in the chamber of the Accounts Officer (OE), Office of the Principal Accountant General (A&E), Andhra Pradesh, Saifabad, Hyderabad – 500004. The Committee members therein shall open the sealed envelopes on 24/10/2017 at 3.30 PM. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose.

Tenderers need to fulfil the Terms and Conditions of the Tender for consideration of their bids.

Terms and Conditions of the Tender:

While quoting, every person tendering should specifically note that:

- i) Rate quoted is for a **commercially registered vehicle** that is new or up to 2 years old (i.e. not earlier to September 2015) and without any accident history, in excellent and neat exterior, interior and running condition which they shall also maintain during period of hire.
- ii) Vehicle should have valid taxi registration/permit and the travel agency should be registered with various tax departments of the government (GST/TIN/TAN/PAN numbers should be indicated).
- 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 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 due processing of the bills within reasonable time.
- 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 Hyderabad only.
- vii) The contract period is for 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 the notice period.

- viii) There should be at least two sets 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 any car.
- xii) 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.
- xiii) They have arrangements for establishing contact round the clock. The drivers shall be equipped with functional mobile phone at their cost, for contact purposes.
- xiv) The Office of the Principal Accountant General (A&E), Andhra Pradesh, Hyderabad shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, maintenance of vehicle, petrol/diesel/oil expenses shall liable to pay 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.
- xv) The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
- xvi) The successful bidder has to provide one (1) or more vehicles under the above category mentioned in the Schedule above. The vehicle to be hired will be communicated in the "Offer Letter" to the successful bidder.
- xvii) The vehicle provided should comply with laws in force in India.
- xviii) The drivers shall have valid driving license to drive commercial vehicle and act to comply with laws in force and they are adequately experienced, and maintain decency, politeness, neat dress and good habits. The residence of the drivers must be in Hyderabad only. Driver must be in the proper uniform only. The drivers must be well versed in both Telugu and Hindi.
- xix) The drivers shall be well versed with routes and location in Hyderabad. Their driver/service provider shall maintain logbook with vehicle indicating the day-to-day running mileage.
- xx) Once hired, the vehicle shall not be put to use for other purposes, and the vehicles and drivers will work under the overall supervision of the Department

for which they will do as is necessary. Insurance of the vehicle should be renewed every year and copy of the same has to be submitted to the office. Pollution under control check for the vehicle should be carried out as per the Government order and the copy of the certificate has to be submitted to the office.

- xxi) The vehicles will be utilized for preventive work or in case of an emergency without bringing to the knowledge of the service provider.
- xxii) The vehicles will be required to run anywhere within the state of Telangana/Andhra Pradesh.
- xxiii) Vehicle should be kept with sufficient stock of fuel.
- xxiv) 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.
- xxv) They will comply with labour laws in force and all liabilities in this connection will be of the service provider.
- xxvi) If the contract is awarded, they are to provide the department the complete details of vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses, copies of their driving licenses.
- xxvii) 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 hire 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 vehicle, driver, or person deployed by the service provider during the course of hire.
- xxviii) In case of any accident, the service provider shall meet any and all the claims and damages arising there from.

- xxix) 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.
- xxx) In the event of the hired vehicle developing snags or in case the condition of the taxis are not found to be satisfactory, the service provider will ensure that a replacement vehicle is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- xxxi) The department reserves the right to charge penalty, Rs.500/- per hour of delay for non-provision of vehicle in time, and Rs.500/- per instance of misbehaviour of driver.**
- xxxii) The driver shall maintain record of journeys undertaken in line with logbook system for departmental vehicles and can be verified by the officer incharge from the department any time.
- xxxiii) Department shall not make any advance payments and payments shall be made only based on monthly bills submitted on and of every month.
- xxxiv) In case of two equal bids, preference will be given to the vendor who is providing service to the Government departments.
- xxxv) The Deputy Accountant General (Admn.), Office of the Principal Accountant General (A&E), Andhra Pradesh, Hyderabad reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason there for.
- xxxvi) In case of dispute, the decision of the Deputy Accountant General (Admn.), Office of the Principal Accountant General (A&E), Andhra Pradesh, Hyderabad, shall be final and binding.

Sd/-

Deputy Accountant General (Admn.)

Annexure 'A'**Quotation for the supply of vehicle on monthly hire basis**

Type of Vehicle	Fixed monthly charges (including all costs for 12 hours per day)	Charge for extra Kms.	Charge for Extra Hours	Driver Batta (in case of more than 12 hours in a day)
	Upto 2000 Kms			
Toyota Etios				

Authorized Signatory of the Firm