

**OFFICE OF THE DIRECTOR GENERAL OF COMMERCIAL AUDIT AND EX-OFFICIO MEMBER, AUDIT BOARD, HYDERABAD**  
**AG's OFFICE COMPLEX, SAIFABAD, HYDERABAD-500 004**

Phone No.23235131

Email: [mabhyderabad@cag.gov.in](mailto:mabhyderabad@cag.gov.in)

DGCA/MAB/2017-18/Inspection Vehicle/

Dated:11.09.2017

**NOTICE FOR INVITING TENDER FOR HIRING OR MOTOR VEHICLE**

Sealed tenders are invited from reputed service providers for hiring of one (1) mid-size) vehicle along with driver for use by the Office of the Director General of Commercial Audit, Hyderabad (hereinafter also referred to as 'the hirer') on monthly hiring basis for the period October 2017 to March 2018/from the date of awarding of the contract. Interested travel agencies/firms (hereinafter also referred to as 'the bidder') with experience of at least 2 (two) years and presently handling similar nature of work and also willing to comply with the terms and conditions as mentioned in this notice may submit their bids in a sealed condition to the **Senior Audit Officer/Administration, Office of the Director General of Commercial Audit and Ex-Officio Member, Audit Board, AGs Office Complex, Saifabad, Hyderabad-500 004 on or before 22.09.2017 17:00 Hrs.**

2. The details of the vehicle required are as under:

Sl. No.	Category of the vehicle	No. of vehicles required	No. of days vehicles to be provided per month	Maximum distance in Kilometers per month
1.	Mid-size vehicle (Preferably New-Toyota Etios (White)-(AC)	1 No.	30/31 days	2500 Kms per month

3. Submission of the bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "FINANCIAL BID" and "TECHNICAL BID" along-with the category of the vehicle and put inside another bigger sealed envelope which shall be clearly super scribed with the words "TENDER FOR HIRING OF MID-SIZE VEHICLE".

4. The last date for receipt of the sealed tenders is up to 17:00 hrs on 22.09.2017. The sealed tenders should be dropped in the Tender Box available in the room of Senior Audit Officer / Administration, 1<sup>st</sup> Floor of the Office between 10:00 hrs to 17:00 hrs on all working days.

5. Financial bids of only those agency/firms would be opened, whose technical bid qualifies for the tender.

6. The Director General of Commercial reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this Office shall be final and binding.

7. The terms & conditions of the tender are as under:

(a) The Contract of hiring of vehicle will be initially for a period October 2017 to March 2018 from the date of awarding of this contract.

(b) The firms / agencies would ensure that the drivers employed have valid driving license and clean driving record including track record of not indulging in any major accident in the past three years. The vehicle should not have met with any serious accident in the past three years and a proof of the same in the form of non-claiming of insurance amount from the insurer shall be submitted. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time to time. The driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed in proper uniform.

(c) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer i.e., the Department.

(d) The maximum distance being 2500 kms, in case the distance exceeds the maximum limit, the charges for extra kilometers will be paid as per the accepted rate quoted by the successful bidder. **If the total distance is travelled is less than the maximum prescribed limited of 2500 kilometers, charges will be paid on proportionate basis.**

(e) The vehicle should be of latest model (not older than 3 years) and in good running condition. In case the condition of the vehicle is not found to be satisfactory, it shall be returned for immediate replacement. In case no replacement is provided on time or any other delay, a penalty will be levied as deemed fit on day to day basis and the Director General shall have the right to hire a vehicle from the market and the cost incurred has to be borne by the agency/firm.

(f) 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.

(g) The rates quoted should be exclusive of the Goods and Service tax (GST) component. Due Service Tax should be paid and evidence of which to be produced after which the Department will pay the equivalent amount to the service provider. All other taxes, fee, levy, insurance charges etc., other than the Service Tax would be borne by the Agency / firm.

(h) A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government' instructions and this log book shall be submitted to the concerned officer in the Director General's Office regularly for scrutiny.

(i) Financial bids of only those agency / firms would be opened, who qualify the technical requirements.

(j) This Office shall be liable to pay the hiring charges and Service Tax (if found eligible) only. Any other charges, including monthly charges of the driver, repair and maintenance of the vehicle, insurance, petrol / diesel, oil and any other incidental expenses shall be borne by the Agency / firm.

(k) The contractor shall not engage any sub-contractor or transfer the contract to any other person.

(l) The vehicle must be fitted with Fire Extinguishers in proper working condition at all time and the driver should be trained to use them.

(m) There should be at least two sets of white covers, towels and napkins. It should be changed every week. There should be an air spray in the car. The items mentioned shall be made available at the cost of the owner of the firm.

(n) The vehicle should be registered in the name of the agency/firm with the concerned authority of State Government. Self attested photocopies of the Registration Certificate should be attached with the Technical Bid. The agency/firm should have adequate number of telephones for contact round the clock. The Vehicle should have pollution clearance certificate issued by the Competent Authority.

(o) The vehicle should have necessary permits from the Transport Department Authority. This Office will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.

(p) The vehicle should display at a conspicuous place the following: "In case of irresponsible / rash driving or exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (Name of the Owner, Telephone and Mobile No. should be displayed)." All such complaints should be probed into by the owner of the vehicle and action taken against the erring Driver. If found guilty, under intimation to the Department.

(q) In case of any accident, all the claims arising out of it shall be met by the agency/firm.

(r) It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under the minimum wages Act fixed by the Government from time to time.

(s) If any of the terms and conditions above, is not found fulfilled during the currency of the contract, the Director General reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.

(t) No additional terms & conditions over and above the conditions stipulated above shall be entertained by this Office.

(u) In case of any dispute, the decision of the Director General of Commercial Audit shall be final and binding.



**MAHADEV OMKARE**  
**SENIOR AUDIT OFFICER**  
**ADMINISTRATION**