

प्रधान निदेशक लेखापरीक्षा का कार्यालय::दक्षिण मध्य रेलवे सिकन्दराबाद

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT
SOUTH CENTRAL RAILWAY: SECUNDERABAD**

NOTICE INVITING TENDER

TENDER NOTICE (THROUGH GEM PORTAL) FOR HIRING OF INSPECTION VEHICLE IN THE OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, SOUTH CENTRAL RAILWAY, SECUNDERABAD.

E-tender (through GeM Portal) under two-bid system from eligible Transport Service Providers (with registered office or branch office in Hyderabad only) for providing of Inspection Vehicle in the OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, SOUTH CENTRAL RAILWAY, SECUNDERABAD for the period of 8 months from 01.08.2024 to 31.03.2025 with mutual consent of both parties is invited. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional documents. Tender document (including additional documents) is available online at GeM portal as well as on the website of OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT, SOUTH CENTRAL RAILWAY, SECUNDERABAD i.e., <https://cag.gov.in/rly/secunderabad/en>. However, for any clarification, bidders may contact gnagamani.scrly@cag.gov.in. Bidders are advised to read tender document (uploaded on website and on GeM portal) and check their eligibility before participating in the bid. The pre- bid meeting will be held on 12.07.2024 at 11:00 AM in this office premises.



(D. RAMALAKSHMI)
DIRECTOR (ADMN)



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5137918
Dated/दिनांक : 09-07-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-07-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-07-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Comptroller And Auditor General (cag) Of India
Department Name/विभाग का नाम	Indian Audit And Accounts Department
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Director General Of Audit South Central Railways
Item Category/मद केटेगरी	Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 km x 320 hours; Local 24*7
Contract Period/अनुबंध अवधि	8 Month(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	5 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण

Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	403200
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are

validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Fleet of owned vehicles with service provider, (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):1

Drivers on Payroll (in Numbers) (Please limit the number to up to 100% of the vehicles demanded or 30 whichever is lesser):1

Minimum years (up to 5 years) of experience in related field:3

Number (upto 100%) of vehicles demanded should have been provided in a single contract to a government agency in the past three years:1

Number (up to 100%) of vehicles demanded should have been provided in the past 1 year to government agencies:1

Geographic Presence in States:Telangana

Scope of Work:[1720499551.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
12-07-2024 11:00:00	Office of the Principal Director of Audit, South Central Railway, Secunderabad, Telangana - 500 025.

Monthly Basis Cab & Taxi Hiring Services - Premium Sedan; 2000 Km X 320 Hours;

Local 24*7 (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Vehicle Type	Premium Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Ciaz , Honda City , Hyundai Verna , Volkswagen Vento , Toyota Corolla , Skoda Rapid
Usage Variant	2000 km x 320 hours
Type of Service	Local 24*7
Year of Vehicle Model	2020 , 2021 , 2022 , 2023
Km Travelled	Upto 25,000 Kms
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Petrol
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of Vehicle(s)	Additional Requirement/अतिरिक्त आवश्यकता
1	Nagamani Gudduguriki	500071, PRINCIPAL DIRECTOR OF AUDIT SOUTH CENTRAL RAILWAY SECUNDERABAD	1	<ul style="list-style-type: none">Duration in Months : 8

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific SLA

Text Clause(s)

1. Vehicle is required to go on Outstation duty as and when required by this office.
2. Bidders offering Maruthi Suzuki Ciaz Sigma Petrol purchased in the year 2023 (or latest model) will be given first priority when multiple bids are received during the bidding process.

3. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

SCOPE OF WORK

1. The drivers will be in proper uniform. They should be neat and clean with proper turnout.
2. They will report for duty at the specified time given by the Officer.
3. The driver should be conversant in English, Hindi and Telugu Language.
4. Drivers will keep the vehicle neat and clean before the commencement of the duty and carry out daily inspection of the same.
5. They will open/close the door of the car when officer is getting in/out of the car.
6. The drivers shall have a mobile phone with two way conversation facility available. But they will not use the phone while driving and in the presence of the officer unless they are instructed to do so.
7. The Driver and the Agency must ensure that all the necessary documents (Registration Certificate, Valid Insurance, Pollution Certificate *etc.*,) are available with the driver deployed for duty.
8. The drivers shall be well versed with routes and locations in duo-city and they will maintain daily log book of the vehicles.
9. They will maintain repair/defect register for the car.
10. They will take permission from the officer to take the car to workshop, if required.
11. The drivers will not leave the vehicles unattended in public place.
12. They will not remain absent from duty without prior permission of the officer.
13. Under no case drivers are allowed to take on any other passengers on a commercial basis, other than the users designated by this Office.
14. The drivers shall strictly follow all the traffic rules and regulations and never over speed, besides the car will be parked in the area earmarked for the same.

15. The drivers should be in possession of a valid driving license issued by Competent Authority
16. The drivers should not smoke; chew Pan/Pan masala/Tobacco
17. The drivers should not indulge in any activity inimical to security of the officers travelling in his car; and
18. The drivers should comply as per code of conduct for driver as per the tender Authority.

ADDITIONAL TERMS AND CONDITIONS:

1. The agreement shall be effective for a period of 8 months i.e., from 01.08.2024 to 31.03.2025. The Term may be extended by mutually agreed duration on mutually agreed terms and conditions, agreed to in writing.
2. The Vendor/Service Provider should have a registered office in Hyderabad city. Attested Copy of registration certificate of the office in the city to be submitted.
3. The vehicles to be provided by the Agency shall be new ones i.e., date of purchase of Vehicle should not be earlier than 01 January 2020.
4. If for some reasons vehicles/drivers are not available (including breakdown of the vehicles, maintenance of the vehicle etc.), agency will have to make alternate arrangements of the same, at no extra cost. If no alternate arrangement for the vehicle is made, then the Office will make its own arrangements and the expense will be deducted from the bill submitted by the agency at the rate as charged by the hired vehicle. Penalty of ₹500 per day will also be imposed in addition to hired charges of the vehicle.
5. Vehicles supplied should be fitted with all modern features.
6. A log book shall be maintained by the Agency and verified by the official of this office.
7. All responsibilities and expenses towards repairs, maintenance and driver's salary shall be borne by the Agency.
8. The vehicles will be required to run anywhere within the duo-city (Hyderabad/ Secunderabad) including journeys outside the duo-city, if required.
9. To ensure day to day functionality, service provider shall not keep changing or rotating vehicles and drivers except if the hirer so indicates in the case of eventuality or unsuitability.
10. The vehicles will have to be fitted/provided with the following additional Accessories/utilities:
 - a. Clean seat covers;
 - b. Quality Radio Music system;
 - c. Umbrella during monsoon;
 - d. Sanitizer and car freshener
11. Agency will ensure safety belts are available in good working condition for all passengers and driver seats. They will also comply with all the safety rules and regulation as presented by the Government Departments/Competent Authorities from time to time.
12. Agency shall ensure that the vehicles are insured properly, any government Tax/Duty in respect of the hired vehicle and all other statutory dues are paid in full and in time and shall comply with Motor Vehicle Act/Rules/Other Statutory requirements. The office of the Principal Director of Audit, South Central Railway, Secunderabad will not

be responsible for the same. Any lapse on part of the Agency will be duly compensated by them only.

13. The driver provided by the Agency should fulfill the following conditions:
 - a. Should be in possession of a valid driving license issued by Competent Authority;
 - b. Should not smoke; chew Pan/Pan masala/Tobacco;
 - c. Should not indulge in any activity inimical to security of the officers travelling in the car;
 - d. Should comply as per code of conduct for driver as per the Tender Authority;
14. If the driver's behavior is found objectionable, Agency shall replace him with a new driver within 24 hours. If Agency is unable to do the same, penalty of ₹500/- per day will be levied.
15. The drivers should be available whenever required; they will be given 04 (Four) days (usually Sundays) off in a month at the discretion of the officer in charge.
16. The driver should have mobile phone for two-way communication and should be conversant in English, Hindi and Telugu.
17. The Agency will be responsible for payment of challan, if any, made by the Police/Motor Vehicle Department for any offence committed by the drivers or the Agency.
18. The vehicle should be enabled with GPS/ Vehicle Tracking Device.
19. The vehicles along with the drivers should be available to this Office round the clock. Zero-based mileage i.e., mileage starting and ending at from duty or drop off location shall be adopted for the purpose of calculating the kilometers. The vehicle should be parked in the office premises in off duty hours and shall not be used for any other purpose.
20. Whenever Vehicle is required to go on Outstation duty, overnight allowance/Driver Bhatta will be paid at a rate of ₹500 per night, if the vehicle stays outstation overnight.
21. Any overtime arising due to the breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to this Office.
22. Toll taxes / parking paid during the travel will be refunded on submission of the slip along with the monthly bill. If vehicle goes outside the duo city, any type of permit fee/all kind of entry taxes will be borne by the agency only.
23. The agreement may be terminated by this Office if the services are not found satisfactory without any notice.
24. The agreement is revocable by either party at notice of 30 days; however Agency will be liable to continue the services until an alternate arrangement is made or 30 days after the expiry of notice period; whichever is earlier.

25. During the period of the contract the vehicles shall be at the exclusive disposal of this Office.
26. The vehicles provided by the Agency will be authorized vehicles to be given to the office and any lapse in this issue will be the responsibility of the Agency.
27. If for any reasons such as maintenance or repairs, the vehicles are not available to the department on any particular day, the department will be at liberty to hire the vehicles from the market and the charges would be recovered from payments to be made to the Agency.
28. If any saving of kilometers is reported in any specific month (over and above 2,000 kms) the specific saving of kilometers will be carried forward to neutralize the excess kilometers in successive months limited to 24,000 kms per annum per vehicle. Final settlement will be made after completion of the financial year.
29. Monthly Bill to be submitted before 5th of every month and payment to driver shall be responsibility of the agency to pay salary to the driver on time irrespective of claim settlement of monthly bill.
30. Payment to driver shall be the responsibility of the agency to pay salary to the driver on time irrespective of claim settlement of monthly bill.
31. Contractor is liable to comply with the Minimum Wages Act. The contractor shall make regular and full payment of labour charges, salaries, and other payments as due, as per the labour laws to its personnel deputed under services contract by means of account payee cheque or credit the salaries to their respective bank accounts and furnish necessary proofs whenever required.
32. This Office 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 Office recognizes no employer-employee relationship between the Office and the personnel deployed by the service provider. This Office shall not be responsible financially or otherwise for any injury/loss to the vehicle or driver or person deployed by the service provider during the course of hire.
33. In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
34. 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 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.
35. In case of breach of any of the terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Department in the event and Security Deposit in the form of EMD/PBG shall be forfeited.

36. If more than one bidder quotes the lowest rate, as per guidelines in GeM portal the buyer shall have two options for placement of Contract:
 - a. Placement of contract by selection of an agency from amongst the L-1 bidders through a Random Algorithm run by GeM system; or
 - b. Placement of contract on any one of the L-1 bidders based on any criteria as deemed fit by the Buyer with appropriate internal approvals.
37. The Department has right to increase or decrease the contracted number of vehicles as and when required. The number of vehicles hired may vary depending upon the officers posted in the office and sanction received from the Office of the Comptroller and Auditor General of India at New Delhi.
38. The service provider should have fleet of own vehicles, to ensure prompt alternative vehicle in case of the regular vehicle provided to office is indisposible.
39. During the period of validity of the Agreement, if there is any increase in the cost of petrol, spare parts, servicing, tyres, lubricants, etc., "no" increase in the rates will be entertained.
40. Rate of Extra km, Rate of Extra hour, Penalties shall be charged as per the Service level of Agreement of GeM.
41. 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.
42. The vehicle provided on monthly basis should be used for Inspection purposes and other works as directed by the Officers of this Office. 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 fulfillment of other terms & conditions.
43. The Office of the Principal Director of Audit, South Central Railway, Secunderabad reserves the right to require fulfillment of other conditions, not expressly mentioned which are consistent with use of vehicles on hire with this office, and to reject any or whole tender without assigning any reason there for.
44. In case, of dispute, the decision of the Office of the Principal Director of Audit, South Central Railway, Secunderabad shall be final and binding.

CODE OF CONDUCT FOR DRIVERS

1. The drivers will be in proper uniform. They should be neat and clean with proper turnout.
2. They will report for duty at the specified time given by the Officer.
3. Drivers will keep the vehicle neat and clean before the commencement of the duty and carry out daily inspection of the same.
4. They will open/close the door of the car when officer is getting in/out of the car.
5. The drivers shall have a mobile phone with two way conversation facility available. But they will not use the phone while driving and in the presence of the officer unless they are instructed to do so.
6. The Driver and the Agency must ensure that all the necessary documents (Registration Certificate, Valid Insurance, Pollution Certificate etc.,) are available with the driver deployed for duty.
7. The drivers shall be well versed with routes and locations in duo-city and they will maintain daily log book of the vehicles.
8. They will maintain repair/defect register for the car.
9. They will take permission from the officer to take the car to workshop, if required.
10. The drivers will not leave the vehicles unattended in public place.
11. They will not remain absent from duty without prior permission of the officer.
12. Under no case drivers are allowed to take on any other passengers on a commercial basis, other than the users designated by this Office.
13. They shall strictly follow all the traffic rules and regulations and never over speed, besides the car will be parked in the area earmarked for the same.

DOCUMENTS TO BE SUBMITTED

(Documents to be provided by the Vendor along with the Technical Bid)

1. Registration Certificate of vehicle being offered (Must be registered in the state of Telangana and shall be registered mandatory as a Commercial Vehicle).
2. Odometer reading details of the vehicle offered (to be checked during the physical inspection of vehicle, if it is a 2020 or later model. Not required in case a new vehicle is being offered).
3. Valid GST Registration Certificate.
4. Valid Taxi Registration Certificate (to be produced after the purchase, in case of new vehicle).
5. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Government /Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance.
6. Average Annual Turnover of the bidder for the last three financial years (2020-21, 2021-22, and 2022-23).
7. PAN copy.
8. Driving license of Drivers.
9. Experience certificate (minimum 3 years' experience mandatory).
10. Office Address.
11. Details of fleet of car if available.
12. Duly filled in Annexure-I on the Agency's letter head.

ANNEXURE-I

(To be submitted on the Agency's letter head)

Name and address of the Agency	
Name and address of the owner	
PAN and Service tax number (copies to be annexed)	
Details of previous experience (last 03 years) in Govt. Department/ PSU/Private sector, if any	
Details of Average turnover (last 03 year i.e. 2020-21,2021-22 and 2022-23)	
Details of vehicle (make, fuel type, year of purchase and registration number.	
Whether blacklisted by any Central/State Govt/ PSU etc.	

Signature of the Owner/Authorized Signatory :

Full Name of the Signatory:

Name of the Owner :

Phone No. Landline (if available) :
Mobile Number :
Email ID :
Date :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that incase any deviation is found in the above statement at any stage; The company/agency/owner/contractor will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)