

कार्यालय महानिदेशक लेखापरीक्षा  
उद्योग एवं कारपोरेट कार्य  
ए.जी.सी.आर. भवन, आई.पी. एस्टेट  
नई दिल्ली - 110002

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संख्या: ए.एम.जी.-1/स्था./2/किराए की टॅक्सी/2020-21/629-637

दिनांक: 05 MAR 2021

सेवा में,

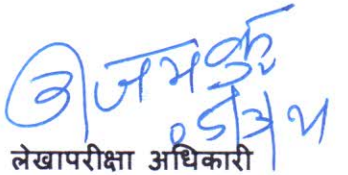
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विषय : कार्यालय कार्य हेतु वाहन किराए पर लेने के संबंध में।

महोदया,

उपरोक्त विषयक पत्र सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित है। (पत्र संलग्न)

संलग्नक : यथोपरि

  
वरिष्ठ लेखापरीक्षा अधिकारी  
(स्थापना अनुभाग)

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OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
INDUSTRY AND CORPORATE AFFAIRS  
NEW DELHI - 110002

No. AMG - I/Estt./2/Hiring of Taxi(Contract)/ 2020-21/

Dated : 05 MAR 2021  
05 MAR 2021

To,

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**Subject : Quotation for hiring of vehicle on monthly basis.**

Sir,

Sealed quotations are invited for providing two taxi make/model of vehicle: Maruti Swift Dzire/Toyota (Etios)/Hyundai Xcent/Honda Amaze on hiring basis strictly on enclosed terms and conditions. These Terms & Conditions are not exhaustive. The complete Terms & Conditions will be provided with offer of contract in case your firm is short listed for award of work. While submitting quotation, you are also required to furnish a certificate that the rate offered in quotation is not higher than the rate on which taxi service on hiring basis is being provided in any Govt. office on similar terms and conditions and you have not been debarred by any Govt. offices for such services.

The sealed quotation in enclosed proforma should reach **Sr. Audit Officer (Establishment Section), Office of the Director General of Audit, Industry & Corporate Affairs, I.P. Estate, New Delhi - 110002**, before 05:00 pm on 18.03.2021 Quotations received after the scheduled time and date will not be entertained in any case.

Encl. : As above.

  
05/3/21  
Sr. Audit Officer (Estt.)

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OFFICE OF THE DIRECTOR GENERAL OF AUDIT  
INDUSTRY AND CORPORATE AFFAIRS  
NEW DELHI - 110002

## "Proforma"

Details of vehicle and rate of monthly charges for 2500 Km.

Type of Vehicle viz Maruti Swift Dezire/Toyota Etios/Hyundai Xcent/Honda Amaze	Colour	Model/Year of Registration	Monthly Charges for 2500 Km (+GST)
	White/Silver		

Note: GST charges (inclusive/exclusive) have to be mandatory indicated.

### TERMS AND CONDITIONS

1. The department intends to hire two white/silver colour car of model Maruti Swift Desire/Toyota(Etios)/Hyundai Xcent/Honda Amaze of model not older than two years (registration number of year 2019 onwards only) for one year w.e.f. 08.04.2021 to 07.04.2022 on monthly payment basis for monthly mileage of 2500 KMs and monthly duty hours 300 hours inclusive of rates encompassing all consumables, taxes and any other charges required to render the service.
2. The duration of service will normally be 12 hours per day but for the purpose of billing, the extra hours will be counted on monthly basis. However, during emergency, the service of Inspection Vehicle could be availed during odd hours also (i.e. late night etc.)
3. After determining the successful lowest service provider, the office shall issue a Letter of Acceptance (LoA), in duplicate, to the successful service provider, who will return one copy to the office, duly acknowledged, accepted and signed by the authorized signatory, within Three (3) days of receipt of the same.
4. Revision of rates shall not be entertained during the period of the contract.
5. The office shall not allow any mileage for lunch or otherwise when the vehicle is taken by the driver outside.
6. TDS will be deducted from the payable amount as per income tax rules (2%TDS & 2% GST) and necessary certificates will be issued on demand.
7. Contract shall be initially entered into for a period of one year and can be extended on the same terms and conditions subject to satisfactory service.
8. The Office reserves right to counter offer price against price quoted by the service provider.
9. Conditional offers or offers with deviations from the conditions of Contract or any other requirements, stipulated in the bid documents are liable to be rejected.
10. In case of failure to comply with the provisions of the terms and conditions mentioned, the office reserves the right to award the contract to the next lowest bidder or any other outside agency and the difference of price shall be recovered from the defaulter agency who has been awarded the initial contract and this will be binding on the service providers.
11. The office may terminate the contract if it is found that the service provider is black listed on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertaking etc.
12. Sealed quotation should be submitted in the enclosed Performa (addressed to Establishment Section).
13. Service provider shall ensure that assigned vehicle and driver report as per schedule provided by user department / buyer / individual user. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). Further, in the event of any break-down, servicing and repairs of vehicles, the service provider at his own cost

