



**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**Office of The Director General of Audit (Central), Kolkata**  
**8, Kiran Shankar Roy Road, Kolkata-700 001**



**PREVIEW OF TENDER**

**TENDER REFERENCE NO:** Record-I/Hiring of Inspection Vehicle-IV/2023-24 , dated 16.08.2023  
**DATE OF ISSUE OF TENDER DOCUMENT:** 16.08.2023  
**LAST DATE FOR RECEIPT OF TENDER DOCUMENT:** 28.08.2023 at 02.00 pm  
**TIME AND DATE OF OPENING OF THE TENDERS:** 28.08.2023 at 03.00 pm  
**PLACE OF OPENING OF THE TENDERS:** O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

**Sub: Tender for “Hiring of Two Inspection Vehicles on monthly rental basis”**

**NOTICE INVITING LIMITED TENDER ENQUIRY**

Sealed quotations are invited from reputed registered transport operators for providing **Two AC 4 seated sedan type cars as inspection vehicle** on monthly hiring basis strictly on the enclosed terms and conditions for the period mentioned hereunder:-

Particulars	Period of Hiring	Make/Model	Remarks
Hiring of Two(2) AC 4 Seated Sedan type cars on monthly basis marked as (i)Inspection Vehicle –I And (ii)Inspection Vehicle-IV	(i) For Inspection Vehicle – I <b>(04.09.2023 to 31.08.2024)</b>	Maruti, Honda and Hyundai make cars are only welcome	(i)General Terms and conditions mentioned in Annexure-I
	(ii) For Inspection Vehicle-IV <b>(01.09.2023 to 31.08.2024)</b>		(ii)Bidding Sheet of Inspection Vehicle –I mentioned in Annexure-II
			(iii)Bidding Sheet of Inspection Vehicle –IV mentioned in Annexure-III
			(iv)Tender Certificate mentioned in Annexure-IV

- (i) Bidders may quote for any one car or both the cars. There is no restriction to apply for both cars/single car.
- (ii) The bidders should quote in respective bidding sheets provided herewith for Inspection Vehicle-I and Inspection Vehicle-IV.

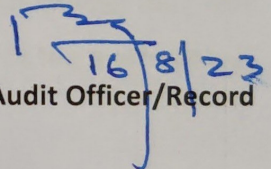


(iii) While submitting the bid, bidding sheets for Inspection Vehicles should be in a separate sealed quotations, super scribed as **"QUOTATIONS FOR INSPECTION VEHICLE-I"** and **"QUOTATIONS FOR INSPECTION VEHICLE-IV"**.

These two separate sealed quotations or any one single quotation (*as applicable for the bidder*) should be obviously kept in a Bigger Cover duly sealed and super-scribed as **"TENDER FOR HIRING OF TWO INSPECTION VEHICLES ON MONTHLY RENTAL BASIS"** and addressed to the **Deputy Director (Administration), Office of the Director General of Audit (Central), Kolkata-700001**, and must reach latest by **2.00 pm on 28.08.2023 by hand/by post in Record-I section of this office**. The Bids shall be opened in this office of **Director General of Audit, Central, Govt. Of India Press Building,8, Kiran Shankar Ray Road, Kolkata-700001 on 28.08.2023 at 3:00 pm** in the presence of such bidders who may wish to be present.

The Competent Authority reserves the rights to reject any or all the quotations without assigning any reason.

(iv) For detailed information and clarification the intending bidders may contact the undersigned (Phone no.2213-5381) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicate above, shall be extended up to the next working date & time without issuance of any separate notice.

  
16/8/23  
Senior Audit Officer/Record



General Terms and Conditions

1. Cars having registration in the year 2020 and onwards will only be considered for acceptance in case of both the Inspection Vehicles. However, preference would be given to the cars having recent registration. Complete documents in respect of the vehicles should have to be provided.
2. The cars should be GPS enabled. Whenever any tracking details are required, the company must be able to supply it promptly.
3. The prospective hired cars will be used by this office on a daily basis for 6 days in a week (from Monday to Saturday). The monthly rental should be quoted on the basis of monthly mileage of 1700 kms and monthly duty hours of 312 hours. There will be no provision for upper limit of daily distance covered or daily duty hours and only the upper limit prescribed against monthly distance covered or monthly duty hours will be taken into consideration while billing.
4. Overtime charges will be paid monthly for rendering duties beyond 1700 km or 312 hour.  
For this purpose, while bidding the bidder must clearly mention both, (i)the charges for extra kilometre duty (IV)the charges for extra hour duty but while billing the overtime charges should be calculated on the basis of any one parameter, i.e. between extra kilometre duty rendered or extra hour duty rendered. The bidders are however free to quote through which methodology they wish to claim the overtime charges between two parameters aforesaid and may adopt the methodology benefitting their interest in this case.
5. There will be upper limit of Extra hour charges and Extra Km Charges for overtime charges which is mentioned below. :-  
*Extra per km charges - Monthly package cost divided by 1700 kms multiplied by factor 0.3.*  
*Extra hour charges - Monthly package cost divided by 312 hours multiplied by factor 0.4.*  
*[Bidder mentioning extra Kms/Hour rates in this BID above mentioned limitations will be restricted to the above calculation]*
6. Charge for holiday duty (i.e. rendering duty on Holidays i.e. Sunday & Gazetted holidays), if any, is to be quoted separately from overtime charges. Again the methodology for calculation of holiday charges should be same as that of calculation of overtime charges and the same instructions as pointed in point(4) applies for this case also. The Kilometre/hours travelled in Holiday Duty will not come under the purview of monthly mileage of 1700 kms and monthly duty hours of 312 hours.
7. The monthly charges quoted should be inclusive of all rates encompassing all consumables (incl. fuel and lubricants), repairing charges, any other charges and taxes thereon or separate taxes/charges for maintaining car and rendering services required to render the service.



8. The bidder should not quote the rate exclusive of taxes and if any bidder quotes the rate without showing the tax component, quoted rate furnished by the bidder will be treated as 'inclusive of all taxes'.
9. Night allowance charges should be quoted only as a fixed charges/night and this charges will only entertained if the cars have to stay at Kolkata ex-station and does not have the opportunity to avail own garage between **12-4 AM**.
10. While selection of L1 bidder, apart from the monthly rate quoted, other rate parameters such as the overtime charges, holiday charges, night charges will also be taken into account and hence bidders are requested to quote this charges equivalent to present market rates.
11. The mileage as well as the time shall be calculated from the initial pick up point of the official journey for the day and the closing time and mileage shall be the last destination where the official journey ends for the day.

However, there will be a provision for dead mileage and the dead mileage charges between the garage from where the vehicle commences for first pick up point and the end of the journey/point of release (last drop off point) shall in no case exceed 10 KMs (covering both ways).

The owner has to engage drivers for the car/ may himself drive the car. Apart from driving, it will be the onus of the drivers/owner to clean the car regularly. Besides, the drivers/owner have to be good mannered and well trained and neatly dressed having **at least 3 years of driving experience. Further the driver must be above 18 years old and should possess valid driving license. (Supporting documents, if required, are to be produced on time.)**

12. If the vendor engages a driver for plying the vehicle, the responsibility of providing salary and other monetary components will be the responsibility of the vendor. **This office will not indulge into any such matters.**
13. Changes of driver/drivers, if any, shall be made only with the prior approval of this office.
14. The vehicle should be kept in clean and tidy conditions, free of pests and odour and should be equipped with first aid box, fire extinguishers and other basic amenities.
15. The vehicles should be fitted/provided with the following additional accessories/utilities:-
  - a) Neat and Clean WHITE seat covers
  - b) Quality sound system
  - c) Mobile Charger
  - d) Seat Belts (front & rear)
  - e) Umbrella during monsoon**Cost for supplying all these accessories/utilities are to be borne by the company.**
16. Cars should always be in good condition and periodical servicing of the cars will be carried out by the bidder/supplier for avoiding any break down owing to any technical snag during the duty hours.
17. **Supplied vehicles must be pollution free and a recent certificate of fitness along with pollution free certificate must be attached.**



18. Log Book of vehicles should be maintained by the vendor and furnished at the time of submission of bill. **Log book must be countersigned by the users.** For any enquiry the Log Book may be presented to competent authority at any instance as desired.

*(A Sample Sheet of the Logbook will be provided at the time of execution of the contract with L1 bidder.)*

19. If the cars happen to be out of order by any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officers travelling by the cars are not stranded or distressed on the road.
20. Any problem/defects in the car notified by this office must be attended to within 24 hours, **failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.**
21. **The inspection vehicles must report at the allotted time and place of duty. Failure to comply will result in penalty of 2% of monthly bills.**
22. Any type of additional charges by the way of road tax, Goods & Service Tax, fines, payment to the driver will be borne by the owner/ supplier of the cars. However, if such taxes increase during the contract period, this office will not be responsible for paying the extra charges against such increase of taxes, and hence the quotation must be well calibrated taking into account this phenomenon.
23. Payment will be made on monthly basis on production of bill in triplicate along with duty slip & log book/log book sheet.
24. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of **Income Tax Act and Goods & Services Tax Act.**
25. Photocopies of Income Tax clearance certificates against the supplied car are required to be submitted along with the quotation.
26. **Outsourcing/Subletting of the Tender is strictly prohibited.**

**The bidders who are participating in the tender should have their own vehicle with commercial registration or vehicle in the name of their agency/company. In no circumstances, the bidder will be allowed to hire vehicles from third party and use the same for this tender, until and unless there is a proper judicial agreement between the bidder/agency of the bidder and the third party, denoting the legal ownership of the vehicle in favour of the bidder/bidding agency duly signed by first class magistrate. If such tender is received, where the vendor do not possess the vehicles in their own name/agency name, the tender will be out rightly rejected.**

27. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
28. Incomplete quotations will be rejected outright.

13  
16/8/23  
Senior Audit Officer/Record



Annexure-II

Bidding Sheet for Inspection Vehicle-I

Sl No.	Particulars	Quoted Details	
01.	Model of the Inspection Vehicle		
02.	Registration Number of the Vehicle and Year of Registration		
03.	Monthly quoted value of Contract	(In ₹)	
		<i>(The Rate may be inclusive of GST or exclusive of GST, but it should be mentioned explicitly).</i>	
04.	Overtime Charges of the Car (if any), (i) Extra Kilometre Charges (ii) Extra Hour Charges (iii) Methodology through which the bidder wishes to claim the Overtime Charges	Rates	GST (in %)
		(i) (In ₹)	
		(ii) (In ₹)	
		(iii)	
05.	Holiday Charges of the Car (if any), (i) Kilometre Charges (ii) Hour Charges (iii) Methodology through which the bidder wishes to claim the Holiday Charges	Rates	GST (in %)
		(i) (In ₹)	
		(ii) (In ₹)	
		(iii)	
06.	Night Charges (if any),	(In ₹)	

Signature of the Bidder



Annexure-III

Bidding Sheet for Inspection Vehicle-IV

Sl No.	Particulars	Quoted Details	
01.	Model of the Inspection Vehicle		
02.	Registration Number of the Vehicle and Year of Registration		
03.	Monthly quoted value of Contract	(In ₹)  <i>(The Rate may be inclusive of GST or exclusive of GST, but it should be mentioned explicitly).</i>	
04.	Overtime Charges of the Car (if any), (iv) Extra Kilometre Charges (v) Extra Hour Charges (vi) Methodology through which the bidder wishes to claim the Overtime Charges	Rates	GST (in %)
		(iv) (In ₹)	
		(v) (In ₹)	
05.	Holiday Charges of the Car (if any), (iv) Kilometre Charges (v) Hour Charges (vi) Methodology through which the bidder wishes to claim the Holiday Charges	(vi)	
		Rates	GST (in %)
		(iv) (In ₹)	
		(v) (In ₹)	
		(vi)	
06.	Night Charges (if any),	(In ₹)	

Signature of the Bidder



Annexure-IV

Tender Format

To  
The Dy. Director (Admin.)  
O/o the Director General of Audit, Central, Kolkata  
Govt. of India Press Building (East Wing),  
8, Kiran Sankar Roy Road,  
Kolkata-700 001.

Sir,

With reference to your tender Notice No. \_\_\_\_\_

dated \_\_\_\_\_ I am to submit my tender for Supply of Inspection vehicle-  
I/Inspection Vehicle-IV/Both the inspection vehicles on rental basis in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Enclosure:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Documents related to Car(s). (e.g copy of registration certificate, pollution certificate, insurance etc.)
4. Goods and Service Tax Registration No.
5. PAN Card.
6. Working experience in reputed office, if any.

Signature-----

Name of Tenderer-----

M/s-----

Date: