



लोकहितार्थं सत्यमिच्छते
Dedicated to Truth in Public Interest

महालेखाकार का कार्यालय (लेखा एवं हक), त्रिपुरा :: अगरतला
OFFICE OF THE ACCOUNTANT GENERAL (A&E), TRIPURA
AGARTALA - 799006



सत्यमेव जयते

दूरभाष/Phone-0381-2353905, फ़ैक्स /Fax- 0381-2350103, ई-मेल/E-mail: agaetripura@cag.gov.in

No .Rec/A&E/Hiring of Vehicle/2022-23/ 25134

Date: - 18 /10/2022

Subject :- Notice Inviting Tender for Hiring of Vehicle

The Senior Accounts Officer (Admn.) on behalf of the office of the Accountant General(A&E), Tripura, Agartala, P.O. Kunjavan, Agartala-799006 under Indian Audit and Accounts Department headed by the Comptroller and Auditor General of India, New Delhi, invites sealed bid quotations from reputed and experienced Indian firms/companies/organizations furnishing their quotations/ for the the hiring of Inspection Vehicle.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise, the Tender will be straight way rejected. The bidders may submit the bids for the Following vehicles:

1. **Maruti Suzuki Ciaz (Preferably Smart Hybrid Sigma 1.5L)**
2. **Maruti Suzuki Ertiga (Preferably Smart Hybrid LXI 1.5 L)**
3. Innova Crysta (*will be hired occasionally on daily basis Fixed as well as per km rates on need basis*)

One car out of the first two will be hired under this tender.

Quotation for one model can also be sent & will be accepted.

Vehicles will be used for up to 30/31 days subject to maximum of 2500 kms in a month. In any month, if KMs are less than 2500, the same may be carried forward to the next month & subsequent months. In case, KMs exceeds 2500 & there are no excess KMs remaining from the previous months, then same will be adjusted in the next month. The vehicle may be required to go anywhere in India & may include night halts as well. No extra charge will be paid for the same however, lodging & boarding arrangement will be made for the driver.

The interested bidders (firms/companies/organizations) shall apply only in the prescribed application format duly complete in all respect and signed by the authorized signatory subject to the adherence of the Terms & Conditions as specified in **Annexure-D**. They shall furnish the bid documents in two separate sealed envelopes one for technical bid with all the documents and another for financial bid along with supporting Documents. "Quotation for hiring of vehicles should be sent by registered post/courier/speed post/in person at the above address to ensure receipt in this office **before 05:00 PM of 4/11/2022**. The Bid document/quotations sent by fax/email will not be accepted. The quotation received after due date will not be accepted in any circumstances.

The Bid document will be opened in presence or Senior Accounts Officer (Admin), at 5:30 P.M on **7/11/2022**, For any query, one may contact Senior Accounts Officer (Admn) at 0381-2999366.

Sr. Accounts Officer (Admn.)
O/o Accountant General(A&E), Agartala
Tripura-799006

Annexure - A
TECHNICAL BID
Qualifying criteria for Quotation
(Documents to be attached to substantiate every information)

S.No	Particular	Details
1	Name of the Firm	
2	Address of the Firm	
3	Contact information of the Firm	
	Documents to be enclosed (Self Attested)	Page Number
4	Valid GST Registration	
5	PAN	
6	Work Experience Proof	
7	Registered office	
8	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.	
9	Technical Bid Undertaking (Enclosed with tender)	
Details of Vehicle		
10	Model of the Vehicle	1. Ciaz 2. Ertiga
11	Date of Purchase	1. Ciaz 2. Ertiga
12	Mileage	1. Ciaz 2. Ertiga

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.



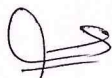
Signature
Name of Authorized Signatory

Technical BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,
Dear Sir/Madam,

1. If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:
2. The vehicles provided by me to your office would be of latest model and would not be older than 2 years.
3. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
4. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
5. The drivers deployed by me would have experience of minimum 2 years.
6. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my 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.



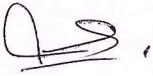
Signature
Name of Authorized Signatory

**ANNEXURE-B
FINANCIAL BID
Price bid (BOQ)**

S.No	Vehicle	Rates per month in Rs
1	Maruti Suzuki Ciaz	
2	Maruti Suzuki Ertiga	
Vehicle for daily basis		Rates per day Rs per Km
3	Innova Crysta (will be hired occasionally on daily basis)	1. Daily Charges 2. Rates per km

8Quotation for One Model may also be sent as only one car of the first two will be hired

Signature
Name of Authorized Signatory



PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I/We _____ (name) _____ submit the Price Bid for _____ (Tender name/no.) _____ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature
Name of Authorized Signatory

Q.S.

Annexure- C
APPLICATION LETTER
(Specimen)

To
Senior Accounts Officer (Admn),
Office of the Accountant General(A&E),
Tripura, Agartala, P.O. Kunjavan, Agartala,
PIN-799006

Subject:- Tender Acceptance Letter

Sir,

In response to your Notice Inviting Quotation vide No. Rec/A&E/Hiring of Vehicle/2022-23/ dated __/09/2022 on the subject cited above., I/We, the undersigned Bidder(s): has/have submitted the bid documents as per **Annexures** in accordance with the terms and conditions as indicated by you in the said document.

I/we do hereby declare that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

I/We also agree to submit the bill on **monthly basis** as per agreed terms and conditions.

I/We hereby declare that our firm/company/agency is not blacklisted or banned by any Govt. Department, PSU, University, Autonomous Institute/ Body or any other Govt. organization.

I/We understand that the competent authority reserved the right to reject any or all the quotations or accept them in part or to reject the lowest quotation without assigning any reasons.

I/We also understand that the competent authority reserved the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking You,

Yours faithfully

Signature:

Name in Block letters:

Seal of the company/Agency/Firm

Date:

Place:



Annexure D

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE

1. The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Tripura.
2. The service provider should have minimum 1 years of experience of providing vehicles to any govt. department and relevant documents to substantiate the same should also be submitted with the technical bid in the specified format.
3. The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document
4. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.
5. This office reserves the right to revise the requirements of vehicles being hired. If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions. In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.
- 6. CNG Kit should not be installed in trunk of the vehicle.**
7. The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model (not older than two years) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.
8. The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose. The vehicle will be parked in the Office premise after the duty or in the residence of the user.
9. The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
10. The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage-to-garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost-of-Service Provider.



11. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
12. The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.
13. The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.
14. The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.
15. This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.
16. The drivers should be well conversant with the roads and routes of Tripura. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
17. The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
18. The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
19. During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office.
20. If any vehicle does not report for duty on any day(s) or the driver reports late or there is violation of any other provision of the tender, then an amount calculated on pro-rata basis per day shall be deducted from the monthly bill of that vehicle. The Service Provider shall also be liable for a penalty of Rs. 1000/- per day for each such incident (Bid Amount divided by 28/29/30/31 will also be deducted if the vehicle fails to



- report on duty in addition to the penalty). Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.
21. A daily record indicating time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
 22. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
 23. 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.
 24. The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.
 25. The service provider will comply with labour laws in force and all liabilities in this connection will be his responsibility.
 26. The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.
 27. In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days' notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.
 28. During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final. No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
 29. In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
 30. This Office reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.



Sr. Accounts Officer (Admn.)
O/o Accountant General(A&E), Agartala
Tripura-799006