

**Government of India**

**Office of the Principal Accountant General (Audit-I), West Bengal  
2, Govt. Place(West), Treasury Buildings(1<sup>st</sup> floor), Kolkata – 700001  
(Indian Audit and Account Department)**

**Dated: 17.09.2020**

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from reputed, experienced and financially sound transport operators for hiring of different kind of vehicles on daily basis for performing additional duties (as and when required) in and around Kolkata as per enclosed (Annexure A& B) details and terms & conditions.
2. The bid filled in the specified format (Annexure C) along with required documents packed in a envelope super scribed "**Quotation for supply of Casual Cars (hired on daily basis)**" should be submitted (on any working day between 11.00 am to 4.00 pm) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.30 PM on 28<sup>th</sup> September'2020**. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at 01:00 PM on 28<sup>th</sup> September'2020 by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the office.

  
**Sr. Audit Officer (Record & Estate)**

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3<sup>rd</sup> MSO Building, CGO Complex (5<sup>th</sup> floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

## Annexure A

### Details requirements, duty etc. for hiring of Casual Cars on daily basis:

**1. List of Cars:**

- (i) Corolla Altis
- (ii) Honda City
- (iii) Innova
- (iv) Ertiga
- (v) Swift Dzire
- (vi) Indigo
- (vii) Scorpio
- (viii) Tata Sumo
- (ix) Tata Ace

**2. Following requirements should be fulfilled by all Cars:**

Sl. No.	Features	Requirements
i)	Air Conditioner	Yes (except Tata Ace)
ii)	Vehicle Colour	White
iii)	Registration date	On or after October'2017
iv)	Registration Type	Commercial
v)	Insurance, Road Tax payment etc.	Yes
vi)	CF & Pollution Control Certificate	Yes
vii)	Motor Vehicle Act /Rules/ & other statutory requirements	Should be complied
viii)	Exterior and interiors of vehicle	Shall be devoid of any advertisements, sign, slogan or any depiction.

**3. Accessories/utilities will have to be fitted /provided in all Cars (except Tata Ace) :**

- i) Sanitization just before reporting
- ii) First aid box
- iii) High-quality and clean seat covers, towels (preferably white), floor mats, etc.
- iv) Tissue paper box
- v) Car Perfume
- vi) Good Quality music system with AM/FM radio
- vii) Mobile charging facility in car
- viii) Big Umbrella& torch
- ix) Fire extinguisher for car
- x) Tool box & Stepney.

#### **4. Duty & responsibility of driver:**

**(i)** The cars may be asked to report at various places in and around Kolkata city as per requirement. Hour(s) and Kilometer(s) will be reckoned on actual time of reporting to duty & release from duty. However, maximum 10 km between the garage of the vehicle and the place of reporting, both way inclusive, may be allowed each day as dead mileage.

**(ii)** Rates of hiring charges for casual hiring should be fixed either on the basis of Kilometers covered or on the basis of hours of use of vehicle whichever is higher subject to the minimum rate that is charged is for local travel is 100 km or 10 hours.

**(iii)** During the occasion of hiring of vehicle(s) by this office the car type, car no., driver's mobile no. should be intimated well in advance.

**(iv)** The driver should always carry valid driving license & other documents of vehicle issued by appropriate authority. The driver should be well adequately educated so as to maintain duty slip of duty performed in scheduled format given by the office. It will be the onus of driver to get the duty slip signed properly. Duty Slip will be provided by the vendor.

**(v)** Driver should be in proper uniform, well versed with knowledge of Kolkata routes & places/Govt. Offices. The driver should be sober, polite, disciplined and having experience of serving high ranked Government Officials. He should have a mandatory mobile connection with him with good working conditions and shall be contactable by this office 24 x7. This office shall not bear any expense on their mobile facility.

**(vi)** The mobile no. of the driver attached to the car should be intimated at the time of allotment of the car. It should also be ensured that driver having at least 5 years driving experience is required to be provided by the Agency. Driver also assumes full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. Change of driver, if any, shall be made only with the prior approval of the office.

**(vii)** Driver should wear proper mask and also ensure daily sanitization & regular washing of car to maintain hygiene in vehicle.

**(viii)** Driver should not have any criminal cases against him and should not have any past history of accidents. Drivers should not be addicted.

**(ix)** Driver should be trained to use all accessories/utilities which are fitted /provided in vehicle.

**(x)** Driver should not leave the office premises without permission of the competent authority.

## **Annexure B**

### **General Instructions and Terms & Conditions:**

1. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the Authorized signatory may be attached. No overwriting or cutting is permitted in the quotation. In such cases, the bid shall be summarily rejected. Incomplete quotations will be discarded.
2. The conditional bids shall not be considered and likely to be rejected in very first instance.
3. The Office is not bound to accept the lowest rate and reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The Competent Authority reserves the right to cancel the NIQ or Contract at any time without assigning any reason thereof. The decision of the office in this regard shall be final and binding on the firm. Any enquiry after submission of the quotations will not be entertained.
4. The Firm must furnish valid registration for GST. In absence of this, the quotation will not be considered valid.
5. The quoted rate will be inclusive of all taxes. Income Tax and other statutory levies as applicable from time to time will be deducted from the bills.
6. In case any firm is already done same kind of work with any other Ministry/Department of State/Central Government or other reputed Organization (details thereof may also be furnished along with the quotations) will be preferred.
7. The rates should be inclusive of all consumables, (i.e fuel, lubricants and driver's charges etc.) and all applicable taxes. Any type of additional charges will be borne by the owner/supplier of the car. No garage facility will be provided by this office. The service provider must ensure that the vehicle has adequate fuel to cover the entire trip.
8. The contract will be for a period of one year from the date of acceptance of award of contract and the quoted rates must be remain valid for a year. Change in rates will not be considered due to any hike in fuel prices or taxes by the Government during the contract period. The period of contract may be extended on the same finalized terms and conditions for a further period of one more year at the discretion of the Competent Authority.
9. The supplied vehicle should be covered under Comprehensive insurance. In any circumstances, if the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act1968 and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The contractor shall be solely responsible for any such or other legal or financial implications. However in case the hiring authority is made a party to any litigation due to any reason, the cost of litigation and all the liability and damages, if any, granted by the courts against the hiring authority shall be borne by the contractor. The office shall not be responsible for any fine charged by Police or other agencies.
10. 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. The firms should be in a position to arrange vehicles on a very short notice as and when required. The agency/firm should have an adequate number of telephones for contact round the clock. The vehicle may be required in odd hours & holiday also. Under no circumstances the agency can refuse deployment of vehicle on these grounds.
12. Supplied Vehicles should be well maintained in perfectly sound working condition and suitable for use by senior officers. Periodical maintenance work & other repair works will have to be carried out by the service provider at his own cost. Immediate replacement of another car of similar type & facilities will have to be made in case of breakdown of the vehicle. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement.
13. In case of non-reporting of vehicle /driver due to breakdown or any other reasons or if the vehicle does not report within the reasonable time or does not report at all, this office would have a right to hire a vehicle or taxi from the market and the additional cost incurred by this office, will be borne by the service provider. In case, neither a substitute vehicle is provided nor a vehicle is hired by this office, proportionate contract charges are liable to be deducted from bill payable. In addition to above a penalty of ₹1000.00 per day shall be deducted from the amount payable to the agency for above mentioned both cases. In case the driver reports for duty after 30 minutes beyond the scheduled time, a penalty of ₹250.00 per 30 minutes upto maximum ₹1000.00 would be levied this will be deducted from the bill.
14. In case of misbehavior of the drivers or its failure to meet any of the agreed/ accepted term and conditions a penalty of ₹1000.00 per instance shall be charged on the service provider. However, in case of frequent violations of the terms & conditions of the NIQ should be treated as breach of contract and the contract will be cancelled forthwith without any notices. The agency is also liable to be blacklisted as per discretion of the competent authority.
15. The successful bidder shall also submit a 'Mandate Form' for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.
16. No advance payment is permissible under the provisions of GFR of Government of India. Payment will be made after the bills along with "signed duty slip" from Concern Section/Officer are duly verified and cleared by the Record Section, which is expected to take two to three weeks time on an average. If the payment is delayed due to any reason whatsoever, the contractor shall not charge any interest on the amount due for payment and this will not become the ground for refusal to provide the car as well as the services.
17. In case of failure to supply the stipulated number of vehicles for hiring by the contractor within stipulated time the contract may be cancelled and may be black listed.
18. Any firm who has been black listed by any Government Organization is not permitted to participate in the tendering process. Any agency engaging blacklisted agency is also liable to be blacklisted.
19. Any additions / modifications of the NIQ will be uploaded in the office website <https://agwb.cag.gov.in/> Interested bidders may look the website for further updates, if any.

## Annexure C

To  
Deputy Accountant General (Admn.),  
O/o the Principal Accountant General (Audit-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

**Subject: Quotation for supply of Casual Cars (hired on daily basis)**

Sir/Madam,

With reference to your NIQ No: Pr. A.G (Audit-I)/Rec./H.C.C/2014/6-1/90 dated 17.09.2020, I am to submit my quotation for supply of monthly vehicle.

Sl No.	Name of vehicles	Rate (₹) including GST		Night Charges (₹) Per/Hour applicable after 12.00 am to 5.00 am
		Per/KM	Per/Hour	
1.	Corolla Altis (AC)			
2.	Honda City (AC)			
3.	Innova (AC)			
4.	Ertiga (AC)			
5.	Swift Dzire (AC)			
6.	Indigo (AC)			
7.	Scorpio (AC)			
8.	Tata Sumo (AC)			
9.	Tata Ace			

I further affirm that I have read and fully understood the NIQ and agree to abide by all the terms and conditions laid therein. 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.

Yours faithfully,

Date:

Signature with seal (of the authorized person)

Name:

Address :

Contact No.:

FAX/ E-mail :

## Annexure-D

### LETTER OF AUTHORISATION FOR ATTENDING THE OFFICE

To

Sr. Deputy Accountant General (Admn.),  
O/o The Principal Accountant General (Audit-I), W.B,  
2, Government Place (W), Treasury Buildings, 1<sup>st</sup> Floor,  
Kolkata – 700 001

<b>Sub:</b>	Authorization for attending the office on <b>28<sup>th</sup> September'2020</b> in NIQ for <b>supply of Casual Cars (hired on daily basis)</b>
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Sir,

Following person is authorized to attend the office for the NIQ mentioned above on behalf of \_\_\_\_\_ (Bidder).

Name of the Representative	Specimen Signature

Yours faithfully,

Date:

Signature with seal (of the authorized person)

*Note: Maximum one representative will be permitted to attend the office. Permission for entry to the office may be refused in case authorization as prescribed above is not received.*