



महा निदेशक लेखापरीक्षा का कार्यालय ,
चंद्रशेखरपुर भुवनेश्वर-17
OFFICE OF THE DIRECTOR GENERAL OF AUDIT
EAST COAST RAILWAY, 3rd FLOOR, NORTH BLOCK,
CHANDRASEKHARPUR
BHUBANESWAR-17



No.PDA/ECOR/Inspection Vehicle/2017-18/1164

Date:18.01.2022

TENDER CALL NOTICE

Office of the Director General of Audit, East Coast Railway invites tender from prospective service provider of Taxi/Car not being older than two year model Sedan (Type of vehicle-Sedan) and having a valid contract for providing cars on hire/rental basis to any Central/State Government, Public Sector Undertaking, Reputed Private Limited Companies/Firms. Intending eligible bidders may download the tender document from our website <https://cag.gov.in/rly/bhubaneswar/en> or can purchase from this office by depositing of Rs.100/-. Bidders shall have to deposit Rs.10000/- (Rupees Ten Thousand only) as EMD/Bid Security in the form of Demand Draft issued in favour of FA&CAO, East Coast Railway, Bhubaneswar along with the Tender Form. Bids must be submitted latest by 3.00 pm on 31.01.2022 to Director/Admn., O/o. the Director General of Audit, East Coast Railway, Bhubaneswar-751017. The bids will be opened at 4.00 pm on 31.01.2022.

Sd/-

DIRECTOR OF AUDIT



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Section-II

Instructions to the Tenderers:

SEALED TENDERS are invited from reputed Tours and Travels Agencies/Companies, for hiring of one (01) Taxi/Car (Sedan) for the official use in the O/o Director General of Audit, East Coast Railway, Bhubaneswar initially for a period of one year. The firm/agency which fulfill the following criteria and accepts the Terms and Conditions as given at **Annexure-1** may only apply.

1. The firm should be registered with relevant authorities [Certificate of incorporation, Registration with Service Tax, PAN No., GSTIN (attested copies of Registrations) to be enclosed].
2. The firms should have experience in providing taxis/cars to Central/State Government, Public Sector Undertaking, Reputed Private Ltd. Companies/Firms.

The tender document should be submitted along with required document as per **Annexure-II**.

A check list has also been given to ensure that this proforma containing technical parameter is properly filled up. The check list should be filled and attached along with tender.

Copies of the following document are required to be enclosed along with tender/quotation:

- (i) Copies of Certificates of incorporation of Firm, PAN No. and Service Tax Registration/GSTIN etc.
- (ii) Copies of Registration Certificates of Taxi/Car.
- (iii) The Earnest Money Deposit of Rs.10000/- (Ten Thousand only) by Demand Draft.

The rate should be strictly as per the format given in the **Annexure III**. The rates quoted should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The tender document should be properly sealed and signed.

The tender document should be submitted in sealed envelope super scribing “**Tender for Hiring of Vehicle**” and addressed to the Director of Audit O/o. the Director General of Audit, East Coast Railway, BBSR-751017 and should reach to this office on or before 31.01.2022 **at 3.00 pm.**

Sd/-
DIRECTOR OF AUDIT

TERMS AND CONDITIONS

1. The rates quoted for travelling a distance up to 2500 kms per month and on an average of 10 to 12 hours per day.
2. The reporting time of vehicle would be 9 A.M which may vary as per office requirements.
3. The vehicle should be free from encumbrance and the driver should have a valid driving license and must be provided with a mobile phone. He should not be addicted to any intoxicant. Other deductions and statutory liabilities such as provident fund etc. shall be borne by the Agency. Police verification of driver should be done by the Agency.
4. The vehicles must be in very good condition including the interiors and upholstery. The vehicle would be subjected to inspection before award of contract. The condition of the vehicle should remain very good during the currency of the contract.
5. The vehicle would be deployed in or around Bhubaneswar and outside Bhubaneswar as per office requirements.
6. The agency has to provide vehicle on all working days, even on Saturday and Sunday as per requirement of the office.
7. Incidental expenses like parking fee, toll tax, and entry fee are to be paid by the Agency and a reimbursement may be claimed with the bill.
8. The cost of all repair and maintenance etc. shall be borne by the Contractor. All statutory charges such as road tax, permits, insurance etc will also be paid by the Contractor.
9. Any claim regarding any Wrong Parking, Accident under the Motor Vehicle Act will be the responsibility of the Agency.
10. In case the vehicle is detained en-route due to mechanical or any other problem, then the agency has to replace the vehicle immediately.
11. The rates will remain valid up to completion of 12 months or finalization of next quotation.
12. Bills in triplicate should be submitted by the 1st week of the succeeding month for clearance of the claims.
13. The agency shall be fully responsible to bear the cost for any loss or damage caused during the transit.
14. In case the agency failed to provide required vehicle, the office may engage vehicle from other source and the Agency will pay the hiring charges which is higher than the approved rate.
15. The Services shall be available round the clock. In the day of use of the vehicle, the KM for the day shall start when the Driver shall report with vehicle at the place nominated by the user near to his residence or office within Bhubaneswar municipal area and for this maximum 5 kms on each side, totally 10 Kms i.e. (5 Kms for reporting duty and 5 Kms for release of the vehicle) per day or the actual Kms whichever is less can be allowed by the user. If the distance is more than 10 Kms on both sides, in that case the travel agency is to bear the extra Kms. However, the overall limit will be 2500 Kms per month, which includes the transit Kms.
16. The agency will not allow the part claim or fuel advance against the vehicle to be provided to the office on hire.

17. The vehicle will not be engaged for other purposes during the period of contract time.
18. TDS @ 2% will be deducted from the bill as per Section 194(c) of Income Tax Act.
19. The competent authority reserves the right to cancel any part or whole of the agreement without assigning any reasons thereof. In case of any dispute the decision of the Director General of Audit will be final and binding.

Sd/-

Sr. Audit Officer/Record

TECHNICAL BID

Sl.No.	Particulars	Remarks
1.	Address of Firm/Company/Agency	
2.	Telephone No. Landline/Mobile of the firm and Proprietor	
3.	Year of Registration/Incorporation certificate to be enclosed.	
4.	Service Tax Code No., PAN No. and GST No. (proof to be attached)	
5.	No. of Years of experience in providing Taxi/Car to Government Sector/Public Sector Undertaking.	
6.	Whether EMD of Rs.10000/- enclosed in the form of Demand Draft (No. and Date of issuance of DD)	

Certified that all terms and conditions of O/o the Director General of Audit, East Coast Railway, Bhubaneswar are acceptable to us. We are not in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender. We are not blacklisted by any Central/State Government/Public Sector.

(Signature of Authorised Person)
Name and Designation
Business Address with seal.

Date:

Place:

Proforma for Rates

Rate of vehicle on monthly basis:

Sl.No.	Particulars	Make (AC Vehicle)	Remarks
		Sedan type (Rs.)	
1.	2500 Kms per month and on an average of 10 to 12 hours per day. The extra Kms will be paid as per rate quoted.		

I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Yours faithfully,

(Signature of the Tenderer with date and seal)