

Office of the Principal Accountant General (A&E) Telangana
Hyderabad-500 004

Dated:01/11/2024.

Notice Inviting Tender (NIT)

SECTION I

1. Sealed Bids are invited by this Office on one bid system for Hiring of **ONE** Sedan(Toyota Etios/Honda Amaze or equivalent) Vehicle with AC on monthly basis from entering into contract up to 24/01/2025, from the vendors having a registered office in **HYDERABAD (Only Hyderabad & Secunderabad based firms)**. The registration of the vehicle should not be prior to 1st January 2018

2. Tender documents may be downloaded with the following schedule of dates:

- a. Tender publishing date & time 05/11/2024 (03:00 PM)
- b. Bid document download start date & time 05/11/2024 (04:00 PM)
- c. Bid submission start date & time 05/11/2024 (05:00 PM)
- d. Bid submission end date & time 18/11/2024 (5:00 PM)
- e. Bid opening date & time 18/11/2024 (5:30 PM)

3. Bidder shall not modify the downloaded tender form including the downloaded financial bid template in any manner. In case any tender form/financial bid template is found to be tampered with/ modified in any manner, such bids will be summarily rejected, bid security would be forfeited, and the bidder would be banned from doing business with this office.

4. Bid Security: Bid Security (EMD) amount of **Rs 5.000/-**, in the form of Crossed Demand Draft Pay Order drawn on any scheduled commercial bank in favor of "**Senior Accounts Officer, Bills section, Office of the Principal Accountant General (A&E) Telangana, Hyderabad**" and payable at Hyderabad, is to be delivered in original along with the Bid documents to the Senior Accounts Officer, (OE), Office of the Principal Accountant General (A&E) Telangana, Hyderabad Ground Floor, 'F' Block, AG Office Complex, Saifabad, Hyderabad- 500004 before the time stipulated against bid submission end date & time above. Name & full address of the bidder may be written at the back of the demand draft, pay order. Bids in respect of which Bid Security is not received as above shall be summarily rejected.

5. Submission of Tender: Sealed tender shall be submitted in two parts, viz., technical bid and financial bid. The Technical & Financial bids should be sealed by the bidder in separate covers duly super scribed "**Technical Bid - Hiring of Vehicle**" and "**Financial Bid - Hiring of Vehicle**" respectively and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed "**Tender for Hiring of Vehicle**". Tenders are to be submitted in person/through Registered Post with Acknowledgement Due/Speed Post. Tenders received without being sealed and through Fax/ Email will not be considered.

6. Bid Opening: Bids will be opened as per date/time mentioned above. Technical bids will be opened in the presence of bidders or their authorized representatives who choose to attend at the designated date and

time. Bidder's representative(s) present at the time of opening of bid shall sign in the attendance register. Authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening.

7. Technical Bid: To be submitted by the bidder in FORM I enclosed, along with self attested copies of the following documents-

- i. Registration Certificate of a vehicle being offered with model/make.
- ii. Valid PAN Card
- iii. EMD Demand Draft Pay Order.
- iv. Bidder's bank account details as in FORM I, along with a cancelled cheque.
- v. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance.
- vi. Address proof of registered office in Hyderabad.

8. Financial Bid: Signed copy of Financial Bid in FORM II is to be submitted. Bidder shall not modify the Financial Bid template in any manner. In case it is found to be tampered/ modified in any manner, such a bid will be rejected outright. All rates shall be quoted as per FORM II and each page shall be signed in full by the Bidder or his authorized signatory. The schedule of rates should be filled in carefully after considering all the aspects of work as described in the Section-II of this NIT, "Terms & Conditions Governing the Contract". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the Bidder had not understood the work envisaged by this tender document.

Any overwriting in the Financial Bid template should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the Bidder or his authorized signatory.

9. Validity of Financial Bid: The Bidder is required to keep the price offer as per Financial Bid open for a period of 60 days from the last date of submission of tender.

10. This Office reserves the right to:

- a. Accept or reject any or all of the Technical Bids received without assigning any reason.
- b. Accept or reject any or all of the Financial Bids received irrespective of their being lowest, without assigning any reason.
- c. Modify any tender conditions before opening of bids, if necessary, in the financial interest of the Office.
- d. Disqualify bidders who have been blacklisted by Central/ State Government Departments/ Statutory Bodies.

11. Postal Address and Contact Details: Every Bidder shall state in the tender his correspondence postal address fully and clearly, landline and mobile phone number, Fax Number, and Email address for communication. Any communication sent to the tenderer by post and/ or other modes to the contact details furnished shall be deemed to have reached the Bidder on time.

12. Execution of Agreement: The Bidder whose tender is accepted shall appear at this office in person. If the bidder is a firm, company or a corporation, a duly authorized representative shall appear and execute the agreement within fifteen (15) days of the date of issue of communication of acceptance of tender from this office and start provision of the hired vehicle from the date as mentioned in the

communication. Failure to do so shall constitute a breach of the contract concluded by the acceptance of the tender. The Bidder shall treat the contents of his filled in tender documents as private and confidential.

13. The bidder should have a registered office in Hyderabad with sufficient number of vehicles to enable the firm to provide good service

14. For any clarifications, prospective bidders may contact: Senior Accounts Officer, (OE), Office of the Principal Accountant General (A&E) TS, Hyderabad Ground Floor, 'F' Block, AG Office Complex, Saifabad, Hyderabad- 500004. Phone Number: 040-23233362.

SECTION II

TERMS & CONDITIONS GOVERNING THEM GREEMENT

1. Sedan Vehicles with AC and registration date not prior to 1st January 2018 in Telangana region on monthly basis and without any history of accident.
2. The vehicle should be enabled with GPS/Vehicle tracking device.
3. The vehicle should be kept neat and clean, in perfect running condition and should be provided with neat & clean seat covers/towels. The decision of this office about the condition of the vehicle will be final.
4. The vehicle should have valid commercial permit to run in Telangana territory.
5. The driver and the vehicle should not be changed without prior permission. If either the vehicle or the driver is not found to be suitable, then they shall be changed immediately by the bidder on receiving a request from this office to that effect.
6. In case three written complaints are received against the driver or vehicle from the user officers, then this office would have the right to hire alternate vehicle from the market and the additional cost incurred will be borne by the service provider.
7. The driver employed should hold a valid driving license, be well behaved, reasonably educated, conversant with traffic rules and regulations and Hyderabad city roads/ routes as well as security instructions.
8. The driver must observe all the etiquette and protocol while performing the duty. The driver must be neatly dressed and must carry a mobile phone in working condition, for which, no separate payment shall be made by this office. The driver shall carry the user officer's bags from the officer's residence/ office to the car. The driver must always open the doors of the car for passengers travelling in it.
9. Under no case drivers are allowed to take on any other passengers on a commercial basis, other than the users designated by this office.
10. The service provider and driver shall be bound to carry out the instructions of the office and the user officer to whom the vehicle is assigned.
11. In case of any accident or traffic challan, all the claims arising out of it shall be met by the service provider.
12. A daily record indicating time and mileage for the vehicle shall be maintained.
13. The time and distance for calculating usage of the hired vehicle shall commence and terminate from the time & place of reporting for duty to the time & place of release from duty of the vehicle. There shall be no dead mileage, i.e., there will be no inclusion of time and distance from time and place of parking of the service provider to the time and place of reporting for duty and from time and place of release from duty to time and place of parking of service provider.
14. The Vehicle garage as well as the driver has to be located within 5 km radius of the Office

15. In any case, during any month, the total usage of the hired vehicle in terms of number of hours is more than the contracted number of hours of 320, then payment by the office for that month shall be made for the excess hours beyond 320 hours.
16. In case, during any month, the total usage of the hired vehicle in terms of mileage is less than the minimum contracted mileage of 2000 Km for the month, the payment the office for that month shall be made on the basis of minimum contracted mileage.
17. However, the deficit in usage from the minimum contracted mileage shall be accumulated, noted and carried forward to subsequent months, for the purpose of adjustment against usage in excess of the minimum contracted mileage during those months. Hence, additional price per Km beyond the minimum contracted mileage as per Agreement shall be payable by the Office only in case the usage is in excess of the current month's minimum contracted mileage AND the cumulative deficits from previous months, if any. The cumulative deficits from previous months shall be thus accumulated, noted, and carried forward till the end of the period of the Agreement, upon which such cumulative deficit shall lapse. Renewal of Agreement, if any, shall commence with zero deficits.
18. In case, on any day, the commencement of duty of the driver at duty point is prior to 8 AM or if release from duty of the driver from duty point is after 8 PM, the driver shall be entitled to receive "Batta".
19. During the period of validity of the Agreement, if there is any increase in the cost of fuel, spare parts, servicing, tyre, lubricant, etc., no increase in the rates will be demanded/ entertained.
20. Deficiency Charges: Shall be applicable as below-

SI. No	Violation	Penalty	Remarks
1.	Delay of more than 15 minutes in reporting for duty at start of day	Rs.500/-	Also, pro rata per day price reduction for contracted mileage and hours for a number of hours of delay.
2.	Failure to provide alternate vehicle during repair/maintenance.	Actual cost of hiring alternate vehicle at short notice.	Also, pro rata per day price reduction for contracted mileage and hours.
3.	Failure to provide alternate vehicle during one hour of breakdown while on duty.	The actual cost of hiring an alternate vehicle at short notice.	Also, pro rata per day price reduction for contracted mileage and hours.
4.	Tampering of vehicle meters	10,000/-	Also will be barred
5.	logbook/attempt to inflate usage	10,000/-	Also will be barred

21. **Payment:** The service provider will produce monthly bills for verification and for payment by this office.

- 22. Duration of Agreement:** This Agreement shall commence on the date it is entered into and will remain in effect until January 24, 2025. Any extension, if applicable, will continue under the same terms and conditions.
- 23.** This Office reserves the right to terminate the Agreement with notice period of one week, at any point of time during the period of the Agreement, without assigning any reason. In case the supplier is unable to provide the services during the contract period, he shall submit in writing with reasons and justification to the Group Officer in charge of Administration one month prior to such date of discontinuation of services. The office of Principal Accountant General (A&E) TS, Hyderabad reserves the right for deciding the payments for the partial periods, if any, as a result of such discontinuance.
- 24.** Evaluation of Technical Bid- Bidder shall be evaluated as technically qualified in case FORM I is filled in completely as required and all self-attested copies of the following documents are submitted in complete form
- i. Registration Certificate of the vehicle being offered
 - ii. Valid PAN Card and GST Registration Certificate
 - iii. EMD Demand Draft Pay Order
 - iv. Bidder's bank account details as in FORM 1, along with a cancelled cheque
 - v. Self-certificate to the effect that the Bidder has not been blacklisted by Central/ State Govt/ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance.
- 25.** Evaluation of Financial Bid: The financial bids will be opened only in respect of those firms, which are deemed to be technically qualified, as described above. The determination of L1 shall be based on the quoted price.
- 26. Force Majeure:** If at any time, during the continuance of the Agreement the performance in whole or in part, by the service provider is prevented, restricted, delayed or interfered, by reason of war or hostility, act of the public enemy, civic commotion, sabotage, act of State or direction from statutory authority, explosion, epidemic, quarantine restriction, fire, floods, natural calamities or any act of GOD, provided notice of happenings of any such event is given by the service provider to this Office within seven calendar days from the date of occurrence thereof, the service provider may be excused from performance of its obligation. Provided further that the obligations under the Agreement shall be resumed by the service provider, as soon as possible, after such event comes to an end or ceases to exist. The decision of this Office as to whether the obligations may be resumed (and the time frame within which the obligations may be resumed) or not, shall be final and conclusive.
- 27.** Dispute Settlement: In case of any dispute arising between the Office and the service provider regarding the office and the service provider regarding the execution of terms and conditions of the Agreement, the decision of the Head of the Department of the Office shall be final and binding.
- 28. General interpretation powers:** Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required at any point shall be sought from the Group Officer in charge of Administration of the Office, whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the Agreement shall also be decided by making reference to him and his decision shall be final and binding.

29. **Court Jurisdiction:** Hyderabad Jurisdiction only.

FORM - I

TECHNICAL BID

1. Bidder Information

Sl.No	Item of information required	Response from Bidder
1	Name of Bidder	
2	Postal Address	
3	Landline Number	
4	Mobile Number(s)	
5	Email Address	
6	Status of Bidder-Proprietor/	
7	Firm/Partnership/Company	
8	Year of Establishment	

2. Qualifying Criteria

Sl.No	Qualifying Criteria	Response from Bidder
1	Registration Number of Vehicle Offered	
2	Copy of RC enclosed (Y/N)	
3	PAN Number	
4	Copy of PAN Card enclosed (Y/N)	
5	Telephone/Mobile No.(0)	
6	GST Registration Number	
7	GST Registration Certificate enclosed (Y/N)	
8	EMD/DD/Pay Order for Rs.5,000/- enclosed (Y/N)	DD Number: DD Date: Enclosed-Yes/No:
9	Bidder's Bank Account Number	Bank Account Holder Name: Bank Account Number: Bank Account Type (Savings/Current): IFSC: MICR Code:
10	Cancelled cheque leaf of above Bank account enclosed (Y/N)	
11	Certified that the Bidder has not been blacklisted by Central/ State Govt./ Statutory Body and that its previous agreements with such parties have not been terminated on account of poor performance (Y/N)	

12	Each page of technical bid signed and sealed by Bidder (Y/N)
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Certified that the above information is true and correct to the best of my knowledge and belief and in case any of these is found to be false we shall be liable for any action as decided by the Office of the Principal Accountant General (A&E), Telangana, Hyderabad. Certified that I/ we have read and fully understood the terms and conditions of this Tender in Section II for hiring of the vehicle and if the contract is awarded to me/ us, I/ we will abide by them till the end of the contract period.

Signature and Seal of Bidder

FORM – II
FINANCIAL BID

1. Bidder Information

Sl.No	Itemofinformation	ResponsefromBidder
1	NameofBidder	
2	PostalAddress	
3	LandlineNumber	
4	MobileNumber(s)	
5	EmailAddress	
6	StatusofBidder- Proprietor/Firm/Partnership/ Company	
7	YearofEstablishment	

2. FinancialBiddetails

SINo	Item of information required	Response from Bidder	Remarks
1	Monthly price bid in Rs, for minimum contracted mileage of 2000 Km and monthly contracted hours of use 320 hours.		Exclusive of GST
2	Rate per additional Km in Rs (Beyond current month's contracted mileage AND cumulative mileage deficits from minimum contracted mileage during previous months, if any).		Accumulation of monthly deficits described at Serial Number 15 of Section II of the tender document
3	Rate per additional hour of usage beyond 320 hours in a month in Rs.		
4	Rate of Batta for driver for duty prior to 8AM and after 8 PM on each day in Rs.		

Amount as calculated on the basis of above criteria, based on actual usage for the month, shall be payable by the Office, along with GST on the amount, as applicable.

Certified that I we have read and fully understood the terms and conditions of this Tender is Section II for hiring of the vehicle and if the contract is awarded to me/ us, I/ we will abide by them till the end of the contract period.

Signature and Seal of Bidder

NIT Information Sheet

Document Description	Hiring of Inspection vehicle as depicted in Tender
Last date & time of submission of response to tender document	11-11-2024(05:00PM)
Bid opening	11-11-2024(05:30PM)
Validity of tender	Two Months
Cost of Tender Document (non-refundable)	NIL
Bid security/EMD	5,000/-
Name, Designation, Address and other Details (For submission of response of Tender document)	The Senior Accounts Officer (OE), Office of the Principal Accountant General (A&E), Telangana, Hyderabad, AG Office Complex, Saifabad, Hyderabad-500004.

Senior Accounts Officer/OE