

TENDER NOTICE

(TO BE PUBLISHED ON OFFICIAL WEBSITE)

Office of the Principal Accountant General (Audit)-II, Maharashtra, Nagpur requires service of one inspection vehicle (Maruti Ciaz) on hire basis for the year 2024-25 on the terms and conditions as detailed below. Please submit your bid/quotation/offer giving all required details in the following statement to this office on or before 21/10/2024. The bid/quotation/offer should be addressed to Sr. Audit Officer/OE-II, Office of the Principal Accountant General (Audit)-II, Maharashtra, Nagpur.

Sr. No.	Type of vehicle	Vehicle Registration No.	Amount in Rs. (Incl. Taxes)		Extra charges per Km
			Rate on monthly basis for 2500 Kms	Rate for Overnight charges	
1	Maruti Ciaz				

TERMS AND CONDITION FOR HIRING OF VEHICLE

1. Important dates:

Sr. No.	Particulars	Date
1.	Issue of Tender Notice	14/10/2024
2.	Last date for submitting of tender	21/10/2024
3.	Date of opening of tender	21/10/2024
4.	Bid validity date	30/11/2024
5.	Issue of work order	After selection of agency

2. The selected agency shall have to deposit Bank guarantee TDR etc of Rs. 45,000/- as Security deposit in the name of Sr. Audit Officer/OE, O/o the Accountant General (Audit) – II, Maharashtra, Nagpur for the contract period from 01/11/2024 onwards. The security deposit shall be submitted to this office within a week from the date of receipt of the work order. In case of unsatisfactory service, the amount of security shall be forfeited.
3. The agency should be Nagpur based and should produce valid proof of its registration and location of office in Nagpur.
4. The vehicle hired on a monthly basis should invariably be made available along with the driver from 9 AM to 7 PM in this office on all working days of the month and if required, beyond the stipulated hours and on holidays also. No extra time charges shall be made to agency.
5. The vehicle should be registered with RTO office & not older than three years (i.e., registered after Jan. 2021) and the vehicle to be deployed should be white in colour. The vehicle will have to be fitted/provided with the following accessories/utilities:
 - i) Tool box & Stepney, ii) First Aid Box & Torch, iii) Tissue Paper Box, iv) Mobile Charging facility, v) Fire Extinguisher, vi) Car Perfume and vii) Good & Clean seat covers (white colour), floor mats etc.

6. Once the hiring of Vehicle commences from a particular Agency, the vehicle & Driver should not be changed unless so requested by the office of the Pr. Accountant General (Audit)-II, Maharashtra, Nagpur
7. The Vehicle hired on a monthly basis shall not be used for any other purpose by the Agency. It shall be kept parked in office premises during and after office hours, and keys of vehicles shall be kept with the Security Guard.
8. If the run of the vehicle in a particular month is less than 2500 km, the shortfall shall be carried forward and adjusted in subsequent month only. Hence, the vehicle would be running total 30000 Km in year.
9. In case of absence of vehicle on any particular day due to breakdown or non-availability of driver or any default, the agency will make an alternative arrangement of vehicle of same category for the day. In case of any default, an amount of Rs 3,000/- per day would be deducted from bills payable.
10. In case of unsatisfactory service or any other reason, this office reserves the right to cancel the work order at any time without assigning any reasons.
11. Payment would be on monthly basis on production of bills giving details of running and would be made by the 15th day of the following month.
12. Payment of Service tax, GST and other taxes would be the responsibility of the agency.
13. In case of any dispute, the decision of the Pr. Accountant General (Audit) II, Maharashtra, Nagpur, would be final.
14. Log Book of hired vehicle should be maintained and duly signed by the Group Officer or any authorized person.
15. The driver must be in a neat and clean uniform (white shirt and black/blue trouser), which will be provided by the Agency.
16. The vehicle should be in good working condition and at no time should there be inconvenience caused to the travelling person(s) due to malfunction of any of the parts/accessories of the vehicles.
17. In case of breakdown of vehicle during official duty, it shall be the responsibility of the Agency to provide a substitute vehicle, which is of similar type, as replacement, immediately. The vehicle should be in good working condition and should not be of inferior quality or make.
18. The driver, after parking the vehicle in the office should maintain discipline. He should always be present near the parking porch and should not loiter around in the office premises.
19. The reading invariably will start from the pickup point to dropping place.
20. The noting of km and purpose of utilizing should be got approved from the officer utilizing the vehicle.
21. The owner of the vehicle will be solely responsible for any mis-happening that may occur to the vehicle and drivers. Any fine/penalty levied due to either mis-happening or breaking of traffic rules shall be the responsibility of the vehicle owner.
22. T.D.S. towards I.T. will be made as per applicable I.T. Rules and TDS towards GST will be deducted as per GST Act.
23. Vehicle and driver should be RTO Rules compliant viz, valid license, Insurance of vehicle, valid registration/permit of vehicle, pollution certificate etc.

24. Toll charges, overnight charges and parking charges will be reimbursed by the office on production of receipt made through FAST-tag affixed on vehicles. Agency shall be responsible for driver's lodging and boarding arrangements in case of overnight journey.
25. This office reserves the rights to accept or reject any offer in response to this notice without assigning any reason.
26. PAN No., GST No. shall be quoted by the Agency.
27. The Contract Agreement shall be construed as per Indian Law and the Hon'ble Court, Nagpur shall have jurisdiction to settle any dispute arising out of contract.

Sd.

Sr.Deputy Accountant General/Admn.