



प्रधान महालेखाकार (लेखापरीक्षा) का कार्यालय,
Office of the Principal Accountant General (Audit),
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TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. Office of the Principal Accountant General (Audit), Nagaland, Kohima, intends to hire 1 (One) SUV/MPV/MUV vehicle for office use w.e.f. 01/06/2023.
2. The vehicle is proposed to be hired for an initial period of 10 (Ten) Months (on daily basis) with the option of extending it for a further period of one year at the discretion of the Office of the Principal Accountant General (Audit), Nagaland, Kohima.
3. The Vehicle offered should be one of the following:
 - Mahindra Scorpio
 - Toyota Innova
 - Mahindra Bolero
4. Eligibility Criteria
 - (i) The applicant Contractor should be owner of at least 2 (Two) vehicles at the time of making application for the contract and should produce evidence to that effect.
 - (ii) The contractor should be based in the State of Nagaland and the vehicle registration number should be of the state of Nagaland.
5. The vehicle proposed to be hired out to the O/o the Principal Accountant General (Audit), Nagaland by the applicant contractor should not have been manufactured before 1st of January 2022 and further the vehicle should not have run for more than 10,000 kms.
6. The rate should be specified (inclusive of Service Tax) for 2,000 kms (reckoned from place of reporting to place of release) on monthly basis of vehicle. The charges for additional distance after 2,000 kms. per month should also be specified in the rate.
7. Contractor shall provide dedicated vehicle & driver and any change in

vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should be having Transport Licence, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.

8 The vehicle shall be deemed to be at the disposal of O/o the PAG (Audit), Nagaland during the period of official use and the billing for kms shall be made from the reporting place to the relieving place. In certain cases, where relieving place is not the ordinary place of reporting, the ordinary place of reporting shall be deemed to be relieving place.

9. The liability on account of fuel, driver & all expenses relating to maintenance, insurance, parking, toll etc. of the vehicle would, solely and wholly, be the responsibility of the contractor and O/o the PAG (Audit) Nagaland will not bear any liability apart from the hiring charges.

10. The contract between O/o the PAG (Audit) Nagaland and the Contractor can be cancelled with a notice period of one-month from either side, without assigning any reason.

11. The Contractor should be registered with the authority concerned of State or Central Government, and should fulfill the conditions prescribed in Section 66 of Motor Vehicle act, 1988 for hiring of vehicles.

12. The Earnest Money Deposit (Refundable, if the bid is not successful) of Rs. 25,000/- (Rupees Twenty-Five Thousand only) in the form of Cash/Demand Draft/ Bankers Cheque in favour of DDO, O/o the Principal Accountant General (Audit), Nagaland payable at Kohima has to be given.

13. The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.

14. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under: -

Sl. No.	Nature of default	Penalty Rs.
1	Late Reporting	50% of proportionate contract charges per day.

2	Non-Reporting	50% of proportionate contract charges per day.
3	Poor maintenance of vehicles	Rs. 2000 per month
4	Refusal of duties	100% of proportionate contract charges per day.
5	Change of drivers without permission	Rs. 1000/- per instance.
6	Vehicles kept unclean	50% of proportionate contract charges per day.

15. The driver employed along with the vehicle should satisfy the following conditions: -

- a) Driver should have minimum 5 years of experience of driving. He should have vehicle Transport License for driving passenger vehicles on hire.
- b) Driver should be decently dressed. Preferably wear light colored shirt with dark trousers and black/ brown shoes.
- c) Driver should be well versed with the roads and the places in Kohima City and should have experience in city driving.
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of atleast 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
- e) Driver should be provided with a mobile phone.
- f) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- g) Car should be kept clean and odour free, suitable for official use.

16. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, O/o the PAG (Audit) Nagaland would have a right to hire a vehicle from the market and the additional cost incurred by O/o the PAG (Audit) Nagaland will be borne by the Contractor. In case, a substitute vehicle is not provided nor a vehicle is hired by O/o the PAG (Audit) Nagaland, proportionate contract charges are liable to be deducted from the contract charges payable. This would be in addition to the

penalty levied as indicated in para 14.

17. The bid (Annexure I) once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would render security deposit liable to forfeiture and penalty as the case may be.

18. Tenders will be opened on 31/05/2023 at 02:00 PM in the chamber of Sr. DAG (Audit), O/o the Principal Accountant General (Audit) Nagaland in front of bidders or their authorized representatives.

19. The successful bidder shall provide details of the vehicle on following day of bid opening date and also present himself for signing the agreement, as and when called for, and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

20. The vehicle should report for duty on 01/06/2023.

21. The O/o the Principal Accountant General (Audit) Nagaland, Kohima reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason.

Agreed by:

Contractor

Dated:


Sr. Audit Officer (Admin)

ANNEXURE I

Bid

1. Name of the Tender : _____
2. Address : _____

3. Contact Number : _____
4. Hiring Charges (Exclusive of Service Tax):

Sl. No.	Description	Rate (₹)
(i)	For 2,000 Kms per month	
(ii)	For every extra Kilometre beyond total cumulative kilometre per month.	

5. Details of Demand Draft/Banker's Cheque in respect of Earnest Money:

(If cash has been deposited, mention cash)

Name and Signature of the Authorised Signatory:
