

OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)  
HIMACHAL PRADESH, SHIMLA

INVITATION OF QUATATION FOR HIRING OF VEHICLE THROUGH GeM  
(Government – Marketplace)

No.GE/Inspection Vehicle / E tender/2024-25/333

Dated: 01-01-2025

GeM Bid No: **GEM/2025/B/5772689**

Inviting quotations for hiring of vehicles on monthly basis/daily basis.

Office of the Pr. Accountant General (A&E) (Himachal Pradesh, Shimla invites quotations through Government e-Marketing (GeM) from reputed, experienced, and financially sound Taxi service providers to provide rental taxis. The contract will be initially for a period of one year (w.e.f.01-04-2025 to 31-03-2026). The quantum of requirement of vehicles may increase or decrease during the period of contract. In case of increase in requirements of vehicles the additional vehicles shall be provided on same rates and terms and conditions. Bid must be submitted through GeM portal subject to the following Technical Eligibility Criteria and terms & conditions. The Department may initially hire 02 Nos. of vehicles.

The details of the Vehicles to be hired areas under:

Sr. No	Category	No. of Vehicles required	Usage/ Kilometer
1	Inspection Vehicle (Innova crysta)	02	2500

Data Sheet

Item	Description
Name of Hirer	Office of the Pr. Accountant General (A&E); Himachal Pradesh, Shimla -171003
Tender Inviting Authority	Deputy Accountant General (Admn); Himachal Pradesh, Shimla-171003
Tender Name	Hiring of Inspection Vehicle (s)
Tender No.	GE/ Inspection Vehicle
Method of Selection	Bidding Through GeM portal
Date and time of Tender notice issuance	01 -01-2025
Last date and time for Bid/ Proposal submission (On or before)	16-01-2025, 04.00 P.M
Bid Opening Time, Date & Venue	16-01-2025,04.30 P.M(In this office)
Language of Bid Submission	English
Currency	Indian Rupees (INR)



### Technical Eligibility Criteria

The tendering Agency must fulfill the following technical specifications to be eligible for technical evaluation of the bid described in Section A to D.

1. The Registered Office of the Agency should be in Shimla. An attested copy of the registration certificate of office (s) in Shimla must be enclosed with tender document. The company should be reputed, experience & financially sound.
2. The Agency must have a minimum of three years' experience out of last five years i.e., 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 in supplying taxies to reputed private companies / Public Sector Companies / Banks/ Central and State Government Departments (copy of contracts to be attached).
3. The Agency should have a minimum average Annual turnover of Rs. 50Lakh in last three years. A copy of turn over statement along with ITR must be enclosed with the tender document.
4. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be closed.
5. Certified copy of the PAN card shall be attached with the Bid document. (it should be in name of firm itself)
6. The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
7. Self- Certificate that the firm has not been blacklisted by any Central/ State Government Department/ Ministries/PSU's/Banks, etc. should be enclosed.
8. Earnest Money Deposit (EMD).

The bidder should deposit Earnest Money Deposit (EMD)Rs.1,00,000/- refundable in the form of Demand Draft/ Pay order payable to "Senior Accounts Officer, General Establishment, Office of the Pr. Accountant General (A&E) Himachal Pradesh, Shimla." Firms seeking exemption from submission of EMD, shall have to submit appropriate documents like MSME etc.

The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

### 9. Performance Bank Guarantee

The successful bidder will have to deposit Performance Bank Guarantee of 3 percent of the Tender Value issued by a Nationalized Bank. The performance banks. Guarantee should remain valid for a period of Sixty days beyond the date of completion of all

contractual obligations. In case the contract is further extended beyond the initial period, the performance bank guarantee will have to be accordingly renewed by the successful firm.

(A) Terms and Conditions of the Contract

Agency/Firm

1. The contract will be initially for a period of one-year w.e.f. 01-04-2025 to 31-03-2026, with may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement and administrative convenience of this office. Any further extension can be considered on mutually agreed terms and condition. This office, however, reserves the right to terminate / curtail the contract at any time after giving one months' notice without assigning any reason.
2. The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing from the competent authority, which the authority will be at liberty to refuse if he thinks fit.
3. Rates once finalized will be fixed at least for a period of one year.
4. Rates should be quoted per vehicle per month & also per kilometer rates should be quoted in case of beyond per month the limit i.e., 2500KM. (Note: Rates prescribed by the Transport Authority, Shimla or quoted by the firm/ agency/tender whichever is lower, will be applicable in case of extra kilometer.
5. The unutilized Kilometers of vehicle(s) shall be carried forward. Final calculation shall be carried forward at the end of each month.
6. The liability of the Department will be limited to the hiring charges agreed in the contract.
7. Rates quoted should be inclusive all taxes except Good & Service Tax (GST). Goods & Service Tax (GST) will be paid extra as per Govt. rates applicable from time to time. Proof of deposit of Goods & Service Tax (GST) to appropriate authority should be submitted quarterly to the Department.
8. The vehicle must have permit to travel in neighboring States i.e., Punjab, Haryana, New Delhi including NCR and Jammu & Kashmir Permit fee/all kind of entry tax will be borne by the contractor.
9. Payment of any government Tax / Duty in respect of the hired vehicle will be the liability of the contractor.
10. Parking and toll charges, if any, may be claimed by producing the parking/ toll slips.
11. Contractor shall obtain permission from Concerned Authority for Restrictions & Sealed Road in Shimla on his own cost. However, the payment for the same will be paid to contractor by this office after submission of challan/ receipt.
12. Any over time arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to Department.

13. A daily record indicating time and mileage for vehicle shall be maintained by Agency shall be maintained by the officer nominated by this office in a logbook in a format as per Government instructions and the logbook shall be submitted to concerned officer in Department regularly for scrutiny.
14. The vehicle(s) shall be parked in office premises after duty hours and shall not be utilized for other use by the firm/vendor.
15. The contract or must also ensure that all the necessary document (registration certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Department.
16. The contractor has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms and conditions levied their in. He would require to execute a contract before the service id stated.
17. In case of breakdown of any vehicle during duty, it shall be the responsivity of the firm to provide a substitute vehicle, which is of similar make as replacement immediately.
18. No additional terms & conditions over and above the conditions stipulated above shall be entertained by Department.
19. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc.in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labor laws, welfare schemes applicable to the drivers deployed by them in the Department.
20. All expenses relating to salary and allowances of the driver shall be borne by the Service Provide. Likewise, all expenditure related to the vehicle including insurance, maintenance fuel etc. Will also be borne by the Service Provider.
21. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order after giving one months' notice and nothing will be payable by this Department in that event and the Security Deposit in the form of Performance Bank Guarantee shall be forfeited.
22. The Bank Guarantee can be forfeited by order of the Competent Authority of the Department in the event of any breach or negligence of non- observance of any terms/conditions of contract of for unsatisfactory performance or for non-acceptance of the work order. During the contract period or even after expiry of the contract to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the finalization of account of firm has examined.
23. Tenderer submitting a tender would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof. No enquiry, verbal or written, shall be entertained in respect of acceptance/ rejection of the tender.

24. The vehicle will also be used for outstation tours. During outstation tours. The duration of stay may extend one day and, in such event, Rs.500/- per Night shall be paid by the department to the firm/agency.

## Driver

1. In case the driver takes off during working days the firm/vendor shall be bound to arrange substitute driver.
2. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules / regulations and roads/ routes as well as security instructions.
3. Each driver employed by the firm must have a cellphone duly activated.
4. The driver should have the knowledge of GPS, Google map etc.
5. Each driver should be uniform while on duty. Each driver provided to this Department along with the vehicle should have police verification.
6. The driver should be well behaved and have proper etiquette.
7. No mileage will be allowed for lunch/tea of the diver. Driver should carry his lunch.
8. The working hours for the drivers shall be as per officer requirements.

## Vehicle

1. The date of purchase of vehicle provided should not be earlier than January.2023.
2. The vehicles will be inspected before finalization of contract by the office of the Pr. A.G.(A&E), Himachal Pradesh, Shimla.
3. The vehicles to be provided by the Contractor (s) should be in perfectly good and sound condition mechanically and suitable for use by Senior Officers.
4. The vehicles supply should be fitted with all modern features.
5. The vehicles should be comprehensively insured during the entire period of contract.
6. The vehicles will have to be fitted/provided with the following additional accessories/utilities: -
  - a) Clean seat covers.
  - b) Quality radio music system
  - c) Tissue paper box
  - d) Car perfume



- e) Mineral Water Bottle (s)
  - f) Seat Belts (Front Rear) \\
  - g) Umbrella during Monsoon
  - h) Fire Extinguishers
7. The vehicle should be fitted with GPS/vehicle Tracking Devices.

## B. Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended based on the order of award of work.
2. All payments shall be made on monthly against the bill submitted by the agency/firm and verified by authorized officer of this office.
3. Department shall be at liberty to with hold any of the payments in full or in part subject to recovery of penalties mentioned in section 'C'.
4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security deposit governed by the separate clauses of the contract.
5. Payments, subject to Tax Deduction at Source (TDS) shall be processed within 21 days of the submission of the complete documents.
6. Duly signed bills in triplicate shall be submitted along with the daily logbook / duly slips of Taxi / car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on bill. If car registration number found of before January 2023 appropriate penalty will be deducted from the bill.
7. Agency shall have to pay the salary to drivers/ hired vehicles. Agency shall not discontinue the taxies in case of delay of payment by office ( up to 02 months)

## C. Penalty

- (a) In case of vehicle provided by the concerned agency is not as per terms and conditions, this will attract penalty amounting to Rs.1000/-@ per day per vehicle.
- (b) If above continues on regular basis Department reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned agency will be forfeited.



## Submission of Tender

The tender shall be submitted on Gem portal in two parts, viz., Technical Bid and Financial /Price Bid.

The offers submitted by Telegram/ Fax/ email shall not be considered. No such correspondence will be entertained in this matter.

### Annexure 'A' Technical Bid

#### Qualifying Criteria for Quotation

(Documents to be attached to substantiate every information)

Sr. No	Technical Parameter	
1	Name, Address and Telephone no. of Service provider	
2	Name of vehicle & Model	
3	Details of the regular drivers as per Annexure D& Undertaking	
4	Details of the vehicles as per Annexure E & Undertaking	
5	Experience details as per Annexure F	
6	ITR for Assessment Year 2023-24,2022-23&,2021-22. (Copy to be Attached)	
7	Valid GST Registration & PAN. (Copy to be Attached)	
8	Undertaking to indemnify the department against all damages/charges	
9	All pages of the tender document must be signed by the bidders, in token of his/ their understanding/	
10	Average Annual Turnover of last 3years. (Copy to be Attached)	
11	Proof of Registered office of Agency in Shimla. (Copy to be Attached)	

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory



## Submission of Tender

The tender shall be submitted on Gem portal in two parts, viz., Technical Bid and Financial /Price Bid.

The offers submitted by Telegram/ Fax/ email shall not be considered. No such correspondence will be entertained in this matter.

### Annexure 'A' Technical Bid

#### Qualifying Criteria for Quotation

(Documents to be attached to substantiate every information)

Sr. No	Technical Parameter	
1	Name, Address and Telephone no. of Service provider	
2	Name of vehicle & Model	
3	Details of the regular drivers as per Annexure D& Undertaking	
4	Details of the vehicles as per Annexure E & Undertaking	
5	Experience details as per Annexure F	
6	ITR for Assessment Year 2023-24,2022-23&,2021-22. (Copy to be Attached)	
7	Valid GST Registration & PAN. (Copy to be Attached)	
8	Undertaking to indemnify the department against all damages/charges	
9	All pages of the tender document must be signed by the bidders, in token of his/ their understanding/	
10	Average Annual Turnover of last 3years. (Copy to be Attached)	
11	Proof of Registered office of Agency in Shimla. (Copy to be Attached)	

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory





## TECHNICAL BID UNDERTAKING

From:

(Full name and address of the Bidder)

To,

Dear Sir /Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older January,2023.
2. I would ensure that the drivers provided by me to your office do not police records/ Criminal cases (previous or pending) against them or they have been involved in more than punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident /injury to the person or damages to the property of a member of the Public or any person or in executing the work otherwise and against all claims and demand thereof.

Name of Authorized Signatory



## Annexure-B

### TENDER ACCEPTANCE LETTER

(To be given on Company/Firm Letter Head)

To,

-----

**Subject: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: -----

Name of Tender/Work: -

Dear Sir,

1 I/We have applied on GeM Portal for the above mentioned 'Tender/Work' namely: Hiring of Inspection Vehicles.

-----

2. I/We here by certify that I / We have read the entire terms and conditions of the tender documents (including all documents liked annexure(s), schedule(s), etc.), which form part of the contract agreement and I/We shall abide hereby by the terms. /conditions/clauses contained therein.

3. The corrigendum (s) issued from time to time by your department /organization too have also been into consideration, while submitting this acceptance letter.

4 I/ we hereby unconditionally accept the tender conditions of above-mentioned tender document (s)/ corrigendum (s) in its totality /entirety.

5 In case any provisions of this tender are found violated, then your department /organization shall without prejudice to any other right or remedy be at liberty to reject this tender / bid including the forfeiture of the full earnest money deposit absolutely.

Signature

Name of Authorized Signatory



## **Annexure-c instructions for Bid Submission:**

### **PREPARATION OF BIDS**

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/XLS/RAR/WF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

### **SUBMISSION OF BIDS**

1. Bidder should log into GeM portal well in advance for bid submission so that they can upload the bid in time i.e on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/ courier/ given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details available in the scanned copy should be entered during bid submission time. Otherwise, the uploaded bid will be rejected.
3. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.

### **ASSISTANCE TO BIDDERS**

Any queries relating to the tender documents and the terms and conditions contained there in should be addressed to the Tender Inviting Authority for a tender or the relevant contact Person indicated in the tender.

### Annexure-D

#### Details of Regular Drivers (Drivers details required)

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ Commercial
1						
2						
3						
4						
5						

Signature

Name of Authorized Signatory

### Annexure-E

#### Details of Current fleet of vehicles

(Vehicle details required. Also, legible copy of RC, Insurance & PUC to be attached)

S. No.	Registration Number	Owned/Leased/ Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC number and validity date
1						
2						
3						
4						
5						

Signature

Name of Authorized Signatory



**Annexure-F Experience Details**  
(Copy of completion certificates to be attached)

S.No.	Name of hirer	Hiring Period	Number of vehicles supplied	Completion certificate date
1				
2				
3				
* Experience certificate would be considered for that financial year in which minimum 07 months has been provided				

Signature

Name of Authorized Signatory