



सत्यमेव जयते

प्रधान महालेखाकार लेखापरीक्षा का कार्यालय  
त्रिपुरा, अगर्तला  
OFFICE OF THE PRINCIPAL ACCOUNTANT  
GENERAL (AUDIT),  
TRIPURA, AGARTALA  
पिन/ PIN – 799006

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SUPREME AUDIT INSTITUTION OF INDIA  
लोकहितार्थं सत्यमिदम्  
Dedicated to Truth in Public Interest

पत्र सं- Rec (Au)/Hiring of Vehicle/Vol-III/2023-24/09

दिनांक 05-04-2023

## TENDER FOR HIRING OF VEHICLE FOR OFFICE PURPOSE

The O/o the Principal Accountant General(Audit), Tripura, Agartala invites Sealed Tenders from reputed Firms / Companies engaged in rendering services for hiring of vehicle (1) **Maruti Dzire** and (2) **Mahindra Scorpio**, (not older than 2021 model) with R.T.O. registration as a "Commercial Vehicle" in excellent condition for use of its Officer(s) for a period of 1 years (Minimum) and the vendor having a minimum of three year experience in this field.

2. Further, separate sealed tender are also invited from local bonafied firm/suppliers for **INNOVA/SCORPIO/CIAS/DZIRE/ERTIGA** etc. on per day and mileage basis along with driver for the **Office of the Principal Accountant General (Audit) Tripura, Agartala. The detils are as under :**

### I TENDER PROCESS

1. The present Tender is for submission of Bid along with copies of necessary documents for supply of vehicle in office of the Principal Accountant General(Audit), Tripura, Agartala. The last date for submission of bids is **27/04/2023 with in 03.00 PM.** The Bid/tender form in the proforma prescribed in Annexures-1&2 complete in all respects shall be submitted addressed to the Sr. Audit Officer/Admn, O/o the Principal Accountant General(Audit), Tripura, Agartala **by that date i.e. 27/04/2023 at 3.00 p.m.** The sealed covers should be super scribed with Supply of vehicle in office of the Principal Accountant General(Audit), Tripura, Agartala.

2. **Submission Documents:** The bidder shall submit bids as per formats and copies of documents prescribed in Annexure-1 & 2 alongwith application form duly filled and signed as per Annexure-3. The bidder should submit bids alongwith copy of all the required documents. The Bids will be opened on **28/04/2023** at 3 PM by the Committee of this office in the presence of bidders in the Sr. AO/Admn's chamber, O/o the Principal Accountant General(Audit), Tripura, Agartala.

3. Incomplete bid documents shall be rejected. Late submission of bids shall not be accepted.

## II PRE-QUALIFICATION CONDITIONS

The bidders fulfilling the following criteria are eligible to bid for tender.

1. The Vendor should have (i) valid Permanent Account Number (PAN), (ii) Goods & Service Tax registration, and should be able to produce the copy/ documentary evidence of the same.
2. The bidder shall have experience of minimum 3 years in the similar field (Govt., PSU etc.). The documentary evidence for each of the above should be enclosed along with self-attested performance letter.
3. The Bidder should have their registered office in Agartala.

Note: - The bid should include copy of all the necessary documentary evidence in support of all the conditions mentioned.

## III STANDARD TERMS AND CONDITIONS

- i) Initially the contract will be valid for a period of 1(one) year with effect from date of engagement and this may be extended for further period with mutually agreed by both party at same rate.
- ii) **The rates(monthly) are all inclusive and are including the cost of rental, fuel, maintenance, Driver's salary and all taxes, etc. The rate(monthly) should be quoted (for upto monthly 2000 Kms basis) from the date of commencement of the contract.**
- iii) The Contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned Government agencies. The user office will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
- iv) The driver of the car should have a valid driving license, having an experience of at least three years and should be familiar with the city roads. The driver should be neatly dressed up, well-mannered and be disciplined.
- v) The vehicles should have Registration papers, road tax paid receipts, interstate permits, insurance paper etc.
- vi) The driver provided with the vehicle must be physically/medically fit, professionally and legally competent in all respects, holding valid licence prescribed under prevailing motor Vehicles Act and Rules. Driver shall wear clean uniform, also having Photo I Card.

### IV) The rate quoted shall be inclusive of the following:

- a) All maintenance expenditure of vehicle i.e major and minor repairs required for good running of vehicles, all consumable like lubricants, break oil, mobile oil etc and fuel i.e Diesel/petrol will be provided at the cost of the contractor;
- b) The driver's salary, all types of taxes and fees payable to RTO;
- c) **Rate shall include hiring of vehicle on monthly basis;**
- d) Any other charges required for execution of this contract;

- e) The vehicle will be required usually for 6 days in a week (including Saturday). However, vehicle may be called for work 7 days in a week in exceptional circumstances.
- f) Normal working hour and rest day shall be advised by the official concerned to the driver (normally 8.30 am to 7.30 pm)
- g) The driver of the vehicle should have a mobile phone and shall be contactable by the officer 24 x7.
- h) Driver's salary, overtime, TA, DA, Allowances during the city Travel and outstation/period will be entirely paid by the contractor, which will be reimbursed as per condition No. 25.

V- Others:-

- 1) The car and the driver deployed will not be changed except with the prior consent of the user office or if the office so desires.
- 2) The contractor shall supply the vehicle in good and clean condition and vehicle shall be properly maintained throughout the period of validity of the contract, so as to ensure satisfactory service under the contract. The user office shall have the right to reject the vehicle if not found satisfactory.
- 3) Similarly, if a driver is not suitable, the user office shall have right to ask for another driver. Similarly, if the driver is absent an alternative good driver will have to given or not found suitable will have to be substituted for use.
- 4) The vehicle shall not be older than 2021 model and having travelled less than 30,000 kms.
- 5) The vendor has to provide immediate replacement if the vehicle allocated is not available on any particular day.
- 6) Additional penalty may also be imposed if the contractor violates any of the terms and conditions of the contract:

Driver deployed for the vehicle should be fixed. Frequent change of the driver, posting untrained /unexperienced or indiscipline driver, not providing mobile phone with the driver improper maintenance of the vehicle / inadequate fuel in the vehicle / unclean vehicle etc. will be considered as unsatisfactory service on the part of contractor for which penalty of Rs.500 may be levied per occasion. Frequent violation of this nature may render the contract liable for termination.

In case the driver with the vehicle fails to report at the required time/place and the officer has to make alternative arrangement of his/her own, deduction of the charges paid for the arranged vehicle will be deducted from the bills of the firm and a additional penalty of Rs.500/- will be imposed for the failure on the part of the contractor.

If the vehicle fails during the trip due to technical failure, insufficient fuel or any other reason and the contractor does not provide an alternative arrangement promptly, a penalty of Rs.500/- will be imposed for the day in addition to deduction of day's charge on pro-rata basis and also the actual charges incurred by the user for transportation of the officer for that day.

7) The mileage for use of the vehicle will start from the place where the driver is Scheduled to report for duty and shall also end at the place where he drops the officer if the driver takes the vehicle with him for repairs etc. No night charges will be paid.

8) The agency should be in a position to provide alternative vehicle to the user office at a short notice.

9) The vehicle should be registered as Commercial vehicle with RTO and a copy of RC book, valid insurance and PUC should be submitted to this office. The Driver will always keep original registration certificate, pollution free certificate and other such documents ready as required by the Government Authorities for inspection.

10) In case of a breakdown of the vehicle en-route during the course of operation, contractor has to provide a substitute within reasonable time. In the event of the breakdown of the vehicle en-route, responsibility of transporting the incumbent of the vehicle to the destination shall be borne by the contractor.

11) The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours/ holidays.

12) The user office reserves the right to cancel the contract at any time notice without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract the same would be paid to him as per the contract terms.

13) I. The bidders are requested to pay Earnest Money of Rs. 5000/- (Rupees five thousand only) for the individual staff car for hiring of vehicle for office purpose. This will be returned for those whose bids do not finally succeeded.

II. Earnest Money is payable by means of Demand Draft drawn in favour of Pay and Accounts Officer O/o the Accountant General (A & E), Agartala (payment by cheque or cash shall not be accepted).

III. Quotations received without demand draft towards Earnest Money will not be considered and shall be rejected.

IV. The earnest money for the winning bidder will be converted into security and performance guarantee. The security deposit will be refunded only after the satisfactory expiry of the contract. The payment of hiring charges will be made on monthly basis. The bills would be submitted in the following month. TDS if applicable will be deducted as per appropriate rate from the Bill.

14) If at any point of time, it is anticipated that there is no requirement of vehicle for use for a period of one month or more, the same will be conveyed to you 15 days in advance. During this entire period, vehicle as well as driver will be at your disposal. However, when the vehicle is returned, it should be ensured that the vehicle is properly

serviced and the mileage will be taken on record as per the meter reading when only the car reports to the officer. No payment will be released for the period of non-use of vehicle by this office. Maximum monthly ceiling duty hours will be 300 per month.

15) The vehicle deployed on the job should be fit in all respects for operation in accordance with the prevailing Motor Vehicles Act and Rules, amended from time to time and their relevant valid RTO documents like RC book, insurance certificate, fitness certificate etc. must be available with taxes, levies fees paid upto date. The contractor shall be exclusively and solely responsible for any lapse in this regard and the user office stands completely indemnified by the contractor against such defaults. Vehicle should display on red 'ON GOVT. OF INDIA DUTY' both on front and rear number plate.

16) The contractor shall be liable to honour Central and State Govt. laws, statutory rules, regulations, notifications like legislation, local self govt/Municipal requirements, etc and shall be solely responsible for any breach there off. The user office stands indemnified against and penalty/prosecutions consequent to the violations (deliberate or inadvertent) by the contractor or his employees, representatives etc. of such statutory provisions in force.

17) The user office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing duty for the user office. All liabilities legal or monetary shall be borne by the firm.

18) The contractor shall indemnify the user office against any or all claims, which may arise under the motor vehicles Act or Workman's compensation Act or any other act stature having bearing over the services and for engagement of workmen, directly or indirectly for performance of work under the contract.

19) The contractor shall indemnify the user office and its employees against any penalties as PRINCIPAL EMPLOYER, for any failure on his part to honour various Central/State Government laws/enactments.

20) **If in any month, the total distance travelled is less than 2000 k.m., the shortfall will be carried forward to the next month. In case total distance travelled exceeds 2000 KM in a month, same can be adjusted in the next month.**

21) The contractor shall be fully responsible for any accident and shall be liable to pay compensation etc. as per rules enforced by the Government from time to time.

22) The vehicle shall be parked in the custody of the office for as long as the office is using it.

23) **Inspection Registers and Records**

The contractor shall maintain accurate records, showing the dates and mileage covered on daily basis in register/log book and will obtain signature on every day basis. Following registers will be maintained by the contractor.

i) Log Book Resister:

The progress of daily work i.e. distance travelled by vehicle of the contractor shall be maintained by the office. In case of non-availability of the vehicle/driver on any day, the same will be recorded in the register. Register will be deposited with the user office at the end of every month and these entries in logbook will be the basis of calculation of number of days for which vehicle service is rendered by the contractor and payment will be made on the basis of same.

ii) Labour Resister:

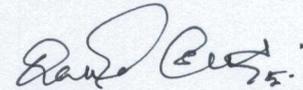
This register will be maintained by the user office to show daily presence of the vehicle driver employed by the contractor.

24) (I) Night halt charges for Driver Rs. 500/- per night in case the vehicle required to stay whole night of a day.

(II) Overtime charges after 12 Hrs duty is Rs. 50/- per hour.

(III) Additional charge, if the total distance covered annually exceeding 24,000 k.m. (i.e. 2000 k.m. per month X 12= 24,000 k.m. ), will be ₹ 9.50 per kilometre.

25) Any further amendment to the tender notice or corrigendum/extension will not be published in the newspaper and the bidders are requested to refer to the website [www.agautripura.nic.in/](http://www.agautripura.nic.in/) and <https://cag.gov.in/au/tripura/en>

P. V.  5.4.23

Sr. Deputy Accountant General (AMG-I & Admn)

O/o the Principal Accountant General(Audit)

Tripura, Agartala

Contact No. 0381-2999836/2999838

Cheque List for Bidders:-

1. Annexure - 1 - all documentary evidence
3. Annexure - 2 [Rates]
4. Annexure – 3 [Application Form]

**Office of the Principal Accountant General(Audit), Tripura, Agartala.**

Tender Notice No. Rec (Au)/Hiring of Vehicle/Vol-III/2023-24/09

Dated 05/04/2023

For Hiring of vehicle in Office of the Principal Accountant General(Audit),  
Tripura, Agartala

Name of the Contractor/Firm:

Sl. No.	Particulars	Details
2	Self-attested Copy of PAN	
3	Self-attested Copy of Goods & Service Tax Registration	
4	Work experience for such work (self-attested copy to be enclosed)	
5	The bidder has their registered office at Agartala.	

Note: 1. Self-attested Photo copies of above for proof should be attached.

2. Originals should be available for verification at the time of opening tender.

**Office of the Principal Accountant General(Audit), Tripura, Agartala.**

Tender Notice No. Rec (Au)/Hiring of Vehicle/Vol-III/2023-24/09

Dated 05 /04/2023

Sl.No.	Name & Model of the vehicle	Mileage	Rate per month(INR)	Tax (INR) If any	Total Amount per month (INR)

Tender Notice No. Rec (Au)/Hiring of Vehicle/Vol-III/2023-24/ 09  
Dated 05/04/2023

Application form

To  
The Sr. Audit Officer/Record,  
O/o the Principal Accountant General(Audit)  
Tripura, Agartala

Sir,

I / We hereby accept the terms and conditions mentioned in the Tender Rec (Au)/Hiring of Vehicle/Vol-III/2023-24/09 dated 05/04/2023 for hiring of vehicle in office of the Principal Accountant General(Audit), Tripura, Agartala.

I / We agree that the offer shall remain open for acceptance for a minimum period of one year from the date fixed for opening the tender and thereafter till it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tender and sent by registered post or delivered at the office of such authority.

Yours faithfully,

(Name in block letters.)

Date:

Full Address:

Telephone No/s