

TENDER NOTICE DATED 13TH NOVEMBER 2019

Tender are invited from reputed service providers for hiring of vehicle as per the requirement mentioned below in the schedule for the use of the Office of Principal Director of Audit (Central), Bengaluru.

Schedule

Sl. No.	Category
01.	Maruti Suzuki Ciaz / Maruti Suzuki Dzire (New) / Toyota Etios

The Vehicle to be hired is for use by the Office of the Principal Director of Audit (Central), Bengaluru for a period of Two years from the date of signing agreement (or shorter period as may be decided by hirer). Interested parties are to submit their bids in the format given in Annexure "A". These envelopes shall be super scribed "TENDER FOR HIRING VEHICLES" and addressed to the Director (Admn), Office of the Principal Director of Audit (Central), Audit Bhavan,, A Block, 3rd Floor, Bengaluru-560001.

The said envelope can be deposited up to 3.00 PM on or before 04/12/2019 in the office of Director (Admn.), Office of the Principal Director Of Audit (Central), Bengaluru 560001. The sealed envelopes therein shall be opened on 05/12/2019 at 11 AM. The applicants who wish to be present at the time of opening of the Tenders may represent themselves or authorize their representatives with an authority letter for the said purpose.

Terms and Condition of the Tender:

While quoting, every person tendering should specifically note that:

- 1) Rate quoted is for a commercially registered vehicle that is new or up to 2 years old (i.e. not earlier to Jan 2018) and without any accident history, in excellent and neat exterior, interior and running condition which they shall also maintain during period of hire. New vehicles will be preferred.
- 2) Vehicle should have valid taxi registration/permit and the travel agency should be registered with various tax departments of the government (VAT/TIN/TAN/PAN/GST numbers should be indicated).

- 3) Driver should possess valid commercial driving license and fit to drive the vehicle in the state (bio-data of the driver along with a photograph and photocopy of the license should be enclosed). There shall be a single driver deputed for regular duties. However, suitable substitute shall be arranged in his absence during unavoidable/exceptional circumstances under prior intimation of at least 3 days to the office. Similarly, an alternate vehicle of same class shall be arranged during the servicing/repairs to the regular vehicle to provide uninterrupted service.
- 4) Payment will be made on monthly basis at the agreed rates after due processing of the bills within reasonable time.
- 5) This Office reserves the right to constitute a committee to scrutinize and furnish their recommendation to hire the suitable vehicle from any of the responded agencies by evaluating the condition of the vehicle, qualification of the driver, credentials of the agency etc.
- 6) Any dispute arising in this contract is subject to the Courts within the jurisdiction of Bengaluru only.
- 7) All rates quoted should be inclusive of taxes and charges applicable.
- 8) The Contract period is for Two years. However, this office reserves the right to terminate the contract with a prior notice of one week in which case, the payment will be made proportionately to the extent of number of days hired. In case, the agency is not willing to continue, the same may have to be intimated to this office one month in advance to make alternate arrangements. Dues, if any will be settled at the end of the notice period.
- 9) There shall be at least two sets of white seat covers, towels and napkins provided by the office. It should be washed/changed every week and responsibility of getting it washed/changed lies with the driver.
- 10) There should be a fire extinguisher in every car.
- 11) There should be an Air Freshener spray in every car.
- 12) Gas kits are not allowed in any car.
- 13) The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the Hirer.
- 14) Zero based mileage i.e. mileage starting and ending at/from duty or drop off location shall be adopted for the purposes of calculating the Kilometres.
- 15) The drivers shall be equipped with functional mobile phone at their cost, for contact purposes.

- 16)** The office of the Principal Director of Audit (Central), Bengaluru, shall be liable to pay the hiring charges only. Contract charges including monthly charges of driver, maintenance of vehicle, petrol/diesel/oil/service expenses shall be liable to be paid by the agency only. However, toll charges, parking charges etc., will be paid by the hirer along with the payment of monthly charges subject to production of toll receipt/parking receipt etc.
- 17)** The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of succeeding month.
- 18)** The successful bidders has to provide one (1) or more vehicle under any of above categories mentioned in the Schedule above. The no. of vehicle to be hired will be communicated in the "Offer Letter" to the successful bidder.
- 19)** The rates quoted shall be for distance per month as mentioned in Annexure 'A'. The number of duty days would be 26 (twenty six) days per month and 12 (twelve) hours of duty per day.
- 20)** The drivers shall have valid driving license to drive commercial vehicle and act to comply with laws in force. They should be adequately experienced, maintain decency, politeness, neat dress and good habits. The residence of the drivers must be in the respective cities only. Driver shall be in proper uniform. The drivers must be well versed in both Kannada and English.
- 21)** The drivers shall be well versed with routes and location in Bengaluru. The driver/service provider shall maintain a log book with vehicle indicating the day to day running mileage.
- 22)** Once hired, the vehicle shall not be put to use for other purposes by the service provider and the vehicles and drivers will work under the overall supervision of the hirer for which they will do as is necessary. Insurance of the vehicle should be renewed by the service provider every year and copy of the same has to be submitted to the office. Pollution under control check for the vehicle should be carried out as per the government order and the copy of the certificate has to be submitted to the office.
- 23)** The vehicles will be utilised for preventive work without bringing to the knowledge of the service provider.
- 24)** The vehicles will be required to run anywhere within the state of Karnataka.
- 25)** Vehicle should be kept with sufficient stock of fuel.
- 26)** In order to ensure day to day functionality of hirer, once hired, service provider shall not keep changing or rotating vehicles or drivers, except if the hirer so indicates in the case of eventuality or unsuitability.

- 27)** They will comply with labour laws in force and all liabilities in this connection will be of the service provider.
- 28)** If the contract is awarded, they are to provide the department the complete details of vehicles, certified copies of the RC books, insurance policies as well as full details of deployed drivers, their addresses and copies of their driving licenses. A police verification of the drivers assigned will be conducted by the hirer.
- 29)** The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hire period. The department recognizes no employer-employee relationship between and the department shall not be responsible financially or otherwise for any injury/loss to the vehicle or driver or person deployed by the service provider during the course of hire.
- 30)** In case of any accident, any and all the claims and damages arising therefrom shall be met by the service provider.
- 31)** The service provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member in respect of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 32)** In the event of the hired vehicle developing snags or in case the condition of the taxies is not found to be satisfactory, the service provider will ensure that a replacement vehicle of same class is provided on priority and in case of failure to make alternative arrangement, the Department will be at liberty to hire other vehicle and the cost incurred on account of such hiring shall be at the expense of the service provider.
- 33)** The department reserves the right to charge penalty of Rs.500/- per hour of delay for non-provision of vehicle in time, and Rs.500/- per instance of misbehaviour of driver.
- 34)** The driver shall maintain record of journey undertaken in line with log book system for departmental vehicles and can be verified by the officer in-charge at any time.
- 35)** Department shall not make any advance payments and payments shall be made only on the basis of monthly bills submitted on and off every month.
- 36)** In case of two equal bids, preference will be given to the vendor who is providing service to the Government department and providing new vehicles.
- 37)** The Office of the Principal Director of Audit (Central), Bengaluru, reserves the right to require fulfilment of other conditions, not expressly mentioned, which are consistent

with use of vehicles on hire with this office, and to reject any or all tenders without assigning any reason thereof.

38) All the bidders have to quote prices for all the contractual distance mentioned in Annexure 'A' (i.e. 1500 km, 2000 km, 2500km) for a particular vehicle. Non-compliance to this may result in non-consideration of the financial bid.

39) In case of dispute, the decision of Director (Admn.), Office of the Principal Director of Audit (Central), Bengaluru, shall be final and binding.

Sd/-

Director (Admn)

Dated: 13/11/2019

Place: Bangalore

To,

M/s.....

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