

**OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB, PLOT NO. 20,
SECTOR 17-E, CHANDIGARH-160017.**

**No. CRT-I/Insp. Vehicle/2018-19/815-826
Dated: 17/09/2018**

LIMITED TENDER ENQUIRY

Last date: 03/10/2018

Hiring of Inspection Vehicle on monthly rental basis.

This office intends to hire an Inspection vehicle such as **Etios/Swift Dzire/Honda City** preferably new one (not older than 2017 model) for office use on monthly rental basis for one year from the date of Contract. The colour of vehicle should be white/Cream White/Diamond White.

You are, therefore, requested to send your sealed quotation on your letter head by quoting:-

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|--|--|
| 1. Description /Type of Vehicle | 2. Year/Model |
| 3. Kilometre covered by vehicle | 4. Fuel used- Diesel/Petrol |
| 5. Seating Capacity | 6. Monthly Rental inclusive all Taxes (GST). |
| 7. Kilometre Limit/month | 8. Per K.M. charges after limit. |
| 9. PAN No. & GST No. (Copy should be enclosed with quotation.) | |

The quotation should be addressed to Deputy Accountant General (Admn.), 2nd Floor O/o the Accountant General (A&E), Punjab & U.T. , Plot No. 20, Sector 17, Chandigarh and sent latest by **03/10/2018 upto 04.30 P.M.** A copy of the terms and conditions is also enclosed as per annexure, which should be submitted along with quotation duly accepted by the firm. The sealed quotations may be dropped in a sealed Tender/Quotation box placed at 2nd Floor in the chamber of Deputy Accountant General (Admn.) in the office premises.

The quotations will be opened on next day at **12 P.M** at 2nd Floor in the chamber of Deputy Accountant General (Admn.). in the presence of those who wish to be present. The contract containing terms and conditions will be got signed from the selected agency after approval of the rates from the competent authority. The letter should be super scribed with '**Quotation for the Hiring of Inspection Vehicle**'.

For any clarification please contact:

**Sh. Kamal Dev Barpagga, Sr. Accounts officer (CRT)
Mobile No. 9855081362**

**Sd/-
Sr. Accounts Officer (CRT)**

Annexure

TERMS & CONDITIONS FOR PROVIDING OF INSPECTION VEHICLE

Following shall be the terms and conditions:

1. This agreement will be effective initially for a period of one year, which can be extended for another one year subject to satisfactory service and the approval of competent authority.
2. The vehicle that the firm (2nd Party) will provide to the office (1st Party) shall be preferably new one (not older than 2017 Model).
3. (a) In consideration, the 1st party (Office) shall pay to the 2nd party consolidated monthly charges including GST subject to deduction of tax at source.
(b) If the total kilometres for which the vehicle has run exceed 24000 kilometres at the end of the 12th month, the excess over 24000 kms. shall be reimbursed on kilometre basis as per agreement.
(c) In case the vehicle travels to outside the tricity Chandigarh and Punjab, only toll taxes would be reimbursed.
4. All expenses relating to the Salary and allowances of the driver, over time payment (after duty hours charges and outstation charges of Driver etc.), maintenance of vehicles or and any other expenditure related to the vehicle and the driver will have to be borne by the 2nd Party.
5. The bills will be submitted on a monthly basis.
6. A log book shall be maintained by the 2nd party which will be checked by the 1st party monthly.
7. 2nd party will provide preferably new registered vehicle and it will be his responsibility to make alternate arrangements if for some reason vehicle/driver is not available (including breakdown of vehicle, Maintenance of the vehicle etc.) at no extra cost to first party.
8. If for any reasons such as maintenance or repairs the vehicle to not available to the 1st party on any particular day and no alternative vehicle is provided by the 2nd party, the 1st party will be at liberty to hire a vehicle from the market and the charges would be debited to the 2nd party. However, the non availability of vehicle/alternative vehicle, the penalty @ Rs. 750/- per day will also be levied on the 2nd party from the 1st day till the vehicle is made available to the 1st party.
9. All legal obligations in respect of the vehicle i.e. Road Tax, RTO permissions etc. and the driver i.e. driver's minimum wages, social security etc. will be the responsibility of the 2nd party.

Signature of authorized person of firm with stamp

10. 2nd party will ensure that safety belts are available in good working condition for all passengers and the driver. It will also comply with all safety rules and regulations as prescribed by govt. /competent authority from time to time.
11. 2nd party shall ensure that the vehicle is insured properly and all other statutory dues are paid in time and it will comply with motor vehicle act/rules/other statutory requirements. The 1st party shall not be responsible for this lapse on this account.
12. The driver employed by 2nd party should be a person of integrity and should be dressed properly (in proper uniform in white) and free from infectious diseases.
13. 2nd party shall ensure that the driver employed by them holds a valid driving license issued by the appropriate authorities with a preferably minimum experience of 5 years and their antecedents should be duly verified by Police authorities, at the instance of the 2nd party.
14. If the driver's behaviour is found objectionable, 2nd party shall replace him with a new driver within 24 hours. In case, the party is unable to do so, they will be penalised Rs. 400/- per day.
15. The driver should be available whenever required.
16. The driver should have mobile phone for two way communication and should be able to understand English and Hindi.
17. The 2nd party will be responsible for payment of Challans, if any, made by the police/motor vehicle department for any offence committed by the driver or the 2nd party.
18. The vehicle along with the driver should be available to the department round the clock. Vehicle will be parked in the custody of the department after duty hours.
19. The 2nd party will make standby arrangement of 2nd driver and inform the 1st party well in advance, in case the regular driver proceeds on leave or remains absent
20. The 2nd party will intimate contact nos. of 2 responsible persons who may be available as and when contacted.
21. The agreement may be terminated by the 1st party if the services are not found satisfactory.
22. The arrangement is revocable by either party at notice of 30 days in advance.
23. During the period of the contract, the vehicle shall be at exclusive disposal of the 1st party and may not be used by the 2nd party for any other purpose.

Signature of authorized person of firm with stamp

24. The vehicle provided by 2nd party will be an authorized vehicle to be given to the office and any lapse on this issue will be the responsibility of the 2nd party.
25. The Accountant General (A&E) Punjab & U.T. Chandigarh reserves the right to accept or reject any part of the tender or whole tender without assigning any reason.
26. The first party has discretion to extend the service for another one year/specified period if required.
27. Normal duty/ working would be from 08:30 AM to 06:30 PM. However, it can be extended without any extra cost.

CODE OF CONDUCT OF DRIVERS

28. The driver will be in uniform
29. The driver will be neat and clean with proper turnout
30. He will report for duty at the specified time given by the officer
31. He will keep the car neat and clean before the commencement of the duty and carry out daily inspection of the same
32. The driver shall have a mobile phone with 2 way communication facility available, but he will not use the phone while driving and in the presence of the officer unless he is instructed to do so.
33. He will open/close the door of the car when officer is getting in/out of the car.
34. He will maintain daily log book of the car
35. He will maintain repair/defect register of the car.
36. He will take permission from the officer to take the car to workshop, if required
37. The driver will not leave the vehicle unattended in public place.
38. He will not remain absent from duty without prior permission of the officer
39. He will be responsible for maintaining all the necessary documents required by the registering/traffic police in the vehicle.
40. He shall strictly follow all the traffic rules and regulations and never over speed, besides the car will be parked in the area embarked for the same.

NOTE: The firm has to give names of two persons so that the officer will get in touch in case of any complaint regarding the driver/vehicle.

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Sr. A.O. (CRT)

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Deputy Accountant General (Admn.)

I hereby accept all the terms & conditions mentioned above from Sr. No. 1 to 40.

Signature of authorized person of firm with stamp