



कार्यालय, महालेखाकार (लेखापरीक्षा), बिहार,
वीरचन्द पटेलमार्ग, पटना-800001

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT), BIHAR
BEER CHAND PATEL MARG, PATNA - 800001



TENDER NOTICE

No.GD(Au)/Hiring of Inspection Vehicle/2021-22/ 03

Date:- 06.04.2021

This office intends to hire one new car on monthly rental basis for one year for the official use from reputed registered transport operators having valid **permit issued by the Regional Transport Authority**. Interested bidders are requested to quote their rates in respect of **Swift Deziere(AC)/CIAZ/Equivalent models (AC) car** with terms and conditions placed below:-

1. Only those cars which have registration on or after 1st January 2019 specific month or day and have not traversed more than 20,000KM., will be considered for acceptance. **Supporting document should be provided.**
2. The prospective supplier/firm/agency/individual should have at least 2 years of experience in the field of supplying/providing cars to the Government offices and should have five minimum number of vehicles. **Supporting documents should be provided.**
3. The car should be in good shape and condition (i.e. free from any kind of dents and scratches) and periodical servicing of the car will have to be carried out by the bidder for avoiding any breakdown owing to any technical snag during the duty hours.
4. If the car happens to be out of order by any event or occurrence, the firm concerned should instantly make arrangement of another car of similar type & facilities and ensure that the officers travelling by the car are not stranded or distressed.
5. In the event of any technical problem/defect noticed in the car, the defect should be set right as soon as possible and not later than 02 days, failing which penalty @10% will be deducted from the produced bill for each of the subsequent day till the defect is set right.
6. **Photocopies of Registration Certificate, Permit and Pollution Clearance Certificates, Insurance Papers against the supplied cars are required to be submitted along with the quotation.**
7. The owner has to engage driver(s) having valid driving license. Apart from driving, it will be the onus of the driver to clean the car regularly. Besides, the driver has to be good mannered and well trained/acquainted with the traffic rules or other regulations in force. Moreover, the driver should be familiar with all important Government offices/places in and around Patna. Change of driver(s), if, any, shall be made only with the prior approval of the office.
8. The normal duty hour of the driver will be from 9.00 A.M to 09.00 P.M. for 06 days (i.e. from Monday to Saturday) in a week. Gazetted Holidays fallen in a week may be availed of. However, on requisition, the car should be provided for use on holidays and Sundays and the charges for those requisitions would be on the basis of charge per day as per order.

9. The fixed monthly rental charge quoted by the bidder will be inclusive of all taxes. This rate will be inclusive of all consumables, fuels and lubricants etc.
10. The fixed monthly rental charge should include a minimum distance of 1200 km per month. Extra km. over and above 1200 KMs in a month run by the vehicle may be quoted at a rate of per km basis.
11. Initiating and terminating point of the journey of the car will be O/o the Accountant General (Audit) Bihar, Patna.
12. The vehicle should report to the place of (start) commencement of journey as per directions of the office. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be effected from the place of Reporting and Relieving.
13. All quoted rates will remain valid for one year from the date of awarding the contract.
14. All types of repairing charges will be borne by the owner/supplier of the car.
15. Any type of additional charges by the way of road tax, service tax, payment to driver will be borne by the owner/supplier of the car.
16. The vehicle shall be parked in the office premises after the daily schedule is over.
17. Payment against bill will be made on monthly basis on the production of bill in duplicate. GST TDS and other taxes as applicable will be paid on the preferred bill. Supporting document against deposit of the same in Govt. Accounts will be submitted latest by next month.
18. An Earnest Money deposit of Rs. 15000/- (Rupees fifteen thousand only) in the form of Demand Draft of any nationalised bank drawn in favour of the "Pay and Accounts Officer (Audit), O/o the Principal Accountant General (A&E) Bihar, Patna and payable at Patna has to be furnished. The same would be forfeited if the bidder withdraws before finalization of the bids. The Earnest Money shall be refunded to the unsuccessful bidders within a week of conclusion of bidding process. The successful bidder will have to furnish Performance Guarantee Deposit/PGD of 5% of total contract value in the form of FDR with a validity of 14 months before their EMD is returned.
19. The bids without Earnest Money Deposit shall be summarily rejected.
20. No interest shall be payable on EMD.
21. The contract is liable to be terminated at any time without assigning any reason to the bidder.
22. Compliance of procedure, statutory provision, rules in regard to the vehicle and the driver will be the whole responsibility of the successful bidder.
23. A copy of the Logsheets of the vehicle indicating clearly the total running (in kilometers) of the vehicle must be produced with the monthly bill along with signature of officer at end of day in Logsheets.
24. Agreement for hiring of the vehicle is to be made on Stamp Paper of Rs. 1000/- by the successful bidder which will be borne by the firm/supplier.
25. Car should be neatly maintained and without any noise. Any such complaint should be rectified at the earliest.

The firms/agency/suppliers willing to supply the car obeying all the aforesaid terms and conditions may quote rate in their respective company pad/letter head in sealed envelope superscripting "Quotation for hiring of car" addressed to the Sr. Audit Officer(GD), O/o the Accountant General (Audit) Bihar, Beerechand Patel Marg, R-Block, Patna-800001, so that it may reach to the GD section of this office latest by 27-04-2021 at 3.00 PM. The sealed quotations will be opened on 27-04-2021 at 04.00 PM in the chamber of Sr. Audit Officer (GD) in the presence of all the bidders or their authorized representatives, if any.

Further, the Price Bid/Quotation must be given in the following format.

PRICE BID/QUOTATION

Sl. No.	Model of the car	Monthly Rental Charge up to 1200 K.M. (inclusive all taxes)	Rate for extra km (excess of 1200 KM/Per month((inclusive all taxes)	Rate for extra hour (excess of 12 hours) (inclusive all taxes)	Extra charge for Sunday/Holiday. (inclusive all taxes)
1.	Swift Dezire (AC)				
2.	CIAZ				
3.	Other Equivalent Models(AC)				

**Signature of Authorized signatory
(with office seal)
(Name of the firm/supplier)**

Contact No.

Signed
6/4/2021
Sr. Audit Officer (GD)