

कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)—प्रथम
मध्य प्रदेश, ग्वालियर

पत्र क्र./का.शा.—प्रथम/

दिनांक 23.11.2017

विषय:— निजी वाहन किराये पर लेने के संबंध में।

इस कार्यालय को मासिक किराये की दर पर एक टैक्सी परमिट ए.सी. वाहन (कार, जिसकी नेट डीलर दर रू.4,75,000 तक हो) की आवश्यकता है।

अतः इस संबंध में निविदा, नियम व शर्तों सहित, लेख है कि यदि आप इच्छुक हों, तो निविदा पूर्ण कर राशि रूपये 5000/— की एफ.डी.आर. "भुगतान एवं लेखा अधिकारी" कार्यालय प्रधान महालेखाकार (लेखा एवं हकदारी)—प्रथम मध्य प्रदेश ग्वालियर, के नाम से बनवाते हुए दिनांक 04.12.2017 समय 3:00 बजे तक मोहर बंद लिफाफे में अधोहस्ताक्षरकर्ता को प्रस्तुत करें।

संलग्न :- निविदा के नियम एवं शर्तें

हस्ता/—
लेखा अधिकारी/का.शा.—प्रथम

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)-I
MADHYA PRADESH GWALIOR**

ANNEXURE "A"

1- TERMS & CONDITIONS (General)

- a. The vehicle must be registered as taxi with relevant transport department.
- b. The rates inclusive of all taxes shall have to be quoted for travelling a distance up to 2000 Kms in a month.
- c. The cost of Petrol/Diesel, Lubricate etc will be borne by the bidder. No escalation payment would be allowed during the contract period on account of POL.
- d. The vehicle will normally be in use from 8.00 A.M. to 8.00 P.M. on daily basis. However it may require for longer hours for which no extra payment will be made.
- e. Vehicle is required on all days of the month depending upon the requirements. No extra charges will be allowed in such case.
- f. The vehicle will normally be in use in Gwalior but can be deployed anywhere outside Gwalior depending upon the requirement as per the directions of the authorities concerned.
- g. The driver should have a valid Commercial driving license and must be provided with a mobile phone. He should not be addicted to any intoxicant. The salary and other allowances to the driver will be paid by the bidder. Other deductions and statutory liabilities such as provident fund etc. will also be borne by the bidder.
- h. The photograph, copy of driving license and educational and other certificates of vehicle insurance etc in respect of the driver & vehicle must be submitted by the bidder well in advance. In case of change/transfer of driver, the bidder must give prior intimation and obtain the approval from the department after submitting the relevant dossier.
- i. All necessary facilities including accommodation, uniform and food etc. for the driver will be made available by the bidder. The department will be at a liberty to revert back the driver on account of indiscipline or any action/omission of the driver.

- j The vehicle should be in impeccable condition with appropriate interiors and seat covers which should be replenished regularly. The bidder must therefore, get the vehicle serviced on regular intervals for which the department will allow the absence on prior approval. During the absence of the vehicle, the bidder will have to arrange for another suitable vehicle, if and when required.
- k The cost of all repairs, maintenance etc. shall be borne by the contractor/bidder first party. All statutory charges such as road tax, permits, insurance etc. will also be paid by the contractor/bidder.
- l. Any claim regarding the accident under Motor vehicle act will be the responsibility of the bidder.
- m. The Vehicle and Driver will have to be covered under insurance against any personal accident and this office will not be liable for payment of any Compensation on that account.
- n. Any matter not covered by this agreement will be mutually settled by the parties to this agreement. In case of any dispute, the decision of DAG (Admn.) shall be final.
- o Parameters and technical specifications are enclosed at Annexure-I
- p. The running K.M. of vehicle, would be counted from office premises.
- q. Model of cars with net Dealer price of upto Rs. 4,75,000 available in DGS&D rate contracts only shall be considered.

Sd/-
Accounts Officer/Ex.Br.-I

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(A&E)-I
MADHYA PRADESH GWALIOR**

ANNEXURE-I

Subject:- Notice Inviting Limited Tender (Quotation) for Hiring of Private Taxi.

Parameters and Technical Specification

1. The Firm should be registered and should furnish a copy of registration certificate with tender form.
2. Copy of PAN Card should be submitted with tender form.
3. The contractor will have to submit the photocopies of registration, road tax, insurance papers of the taxi permit vehicle provided with the tender form.
4. Taxi to be provided by the Contractor should be in perfectly sound, working condition and Suitable for use by Senior Officers.
5. The rates are quoted for travelling a distance up to 2000 Kms in a month. The contractor may also quote the additional charges for per kilometer in case Taxi travels more than 2000 Kms. in a month (See Annexure III).
6. Daily Log-book should be maintained by the service provider duly signed by the officer using vehicle. On failure of this the service receiver will have every right to deduct the amount so arisen from the bill of service provider.
7. Taxi Supplied should not be more than 2 years old as on date of contract. The successful firm should ensure that only such taxi is deputed in this office.
8. The firm should ensure that driver employed has valid driving license, well behaved, conversant with traffic rules as well as security instructions.
9. The driver employed by the firm must have a cell phone duly activated.
10. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch. The salary and other allowances to the driver will be borne by the contractor.

11. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG or taxes.
12. The cost of petrol, diesel, lubricants etc. will be borne by the contractor.
13. The taxi will be required daily from 8.00 AM to 8.00 PM. However, it may be required for longer hours for which no extra payment will be made.
14. The taxi will normally be in use in Gwalior but can be deployed anywhere outside Gwalior depending upon the requirements.
15. The cost of all repairs, maintenance etc. shall be borne by the contractor. All statutory charges such as road taxes, permits, insurance etc. will be borne by the contractor.
16. The contract shall be terminated by giving one month notice on either side.
17. In case of failure of providing the vehicle on demand, the difference of the rates for hiring the vehicle from other agencies will be recovered from the Security deposit.
18. The present requirement of taxi is one.
19. Earnest Money Deposit (EMD) of Rs.5,000/- through F.D.R. in favour of Pay & Accounts Officer, Office of the Principal Accountant General (A&E)-I M.P. Gwalior.
20. Any other charge/Fine by transport/police department will be borne by the contractor.
21. Income tax, payable, will be deducted at source from the bills.

Sd/-
Accounts Officer/ Ex.Br.-I

ANNEXURE-II
TENDER FORM AND UNDERTAKING

1. Name of the Tenderer/Concern-
2. Address with Telephone No.-
3. Address and Telephone no. of Garage-
4. Nature of the concern-
(i.e. sole proprietor, or partnership firm or a Company)
5. Registration Number of Tendered or Concern
6. PAN of Tenderer/Concern (Attested copy should be attached)
7. Bank guarantee/F.D.R. No.....dt..... Name
of the Bank.....Rs.....
8. Registration No. of the Taxi-
(Photo copy of Registration book should be attached)
9. Whether each page of Annexure has been signed and Stamped
Yes/No
10. Any other of information important in this opinion of this tenderer.

Date:-

Place:-

(Signature of Tenderer with Stamp of the Firm)

Under-taking

1. I/We under take that I/We have Carefully studied all terms and conditions and understood the parameter of the proposed work of the office of the Principal Accountant General (A&E)-I and shall abide by them.
2. I/We also undertake that I/We have understood parameters and technical Specification in conducting the work mentioned in the Annexure I and shall conduct the work strictly as per these Parameters and technical specification for conducting the work.
3. I/We hereby certify that none of my relative (s) as defined in disclaimer clause of Annexure I is/are employed in Principal Accountant General (A&E)-I Office.
4. I/We further undertake that the information given in this tender are correct in all respect and I/We hold the responsibility for the same.

Date:-

Place:-

(Signature of Tenderer with Stamp of the Firm)

ANNEXURE-III

See Clause 5 of Annexure-1 of the Tender document

Sub:- Notice Inviting Limited Tender (Quotation) for Hiring Private Taxi.

1. Rate includes all taxes any levies except parking charge for Taxi as indicated below:-

Particulars	Monthly rates upto 2000 K.M. in a month (8:00 AM to 8:00 PM)	Additional charges for per K.M. beyond 2000 K.M.
CAR (AC) (Net Dealer price of upto Rs. 4,75,000)		

Date:-

Place:-

(Signature of Tenderer with Stamp of the Firm)