



सत्यमेव जयते
Government of India

DIRECTORATE GENERAL OF AUDIT

Mumbai Zonal Unit

Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House
Fort , S.B. Marg, Mumbai – 400 023

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F. No. ADG/MZU/VEHICLE//10/2018-19

Mumbai, the 11th May 2018

TENDER NOTICE
INVITING RATE/EQUATION
FOR PROVIDING MID SIZE VEHICLE

This office of the Directorate General of Audit, Mumbai Zonal Unit, Mumbai intends to avail services of ONE Mid size vehicle service providing agencies for providing vehicle to be used up to 22-25 days subject to a maximum of 2000 Kms in a month and the terms and conditions as mentioned in Annexure A of the tender for the period from **1st June, 2018 to 31st May, 2019**.

2. ***“One Mid size vehicles to be used for 22-25 days subject to a maximum of 2000 Km in a month and the terms & conditions as mentioned in Annexure –A”.***

1	General terms and conditions	Annexure-I
2	Tender document for Hiring of Vehicle	Annexure-II
3	Form I for Tender for Hiring of Vehicle:	Annexure III
4	Form II for Prior Experience	Annexure III
5	Form III for Declaration	Annexure III
6	Form IV for Financial Offer/ Bid	Annexure III

*** In separate close envelope**

3. Interested Service providers are requested to submit their Tender documents in the prescribed Quotation form duly signed & stamped, in a sealed cover to the office of the Directorate General of Audit, Mumbai Zonal Unit, Mumbai. The last date for receipt of Tender is **25.05.2018 up to 12.00 hrs**. On **28.05.2018 at 12.00 hrs** first the **Technical Tenders shall be opened and whose technical bid/tender will be qualified only their Financial bid/Tenders shall be opened at 15.00 Hrs**. The tenders/quotations received incomplete and/or filed after due date and time shall be summarily rejected. The bidder or tenderer who wished to be present at the time of opening of the tenders/quotations may present themselves or authorize their representatives with an authority letter. Tenderer or owners' of Vehicles offering for services are required to be shown the registration papers and documents of the vehicles, to find out the condition thereof after opening of the Technical bid. The Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 reserves the right to accept or reject any or all tenders without assigning any reasons.

4. Agencies which do not fulfill the pre-qualification requirement as per their technical bid will not be considered for financial bid and this office reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

Sd/-
11/05/2018
(Dilip Tripathy)
Additional Director

Copy to:

- 1) The Web Master, CBEC, New Delhi, requesting publishing in cbec website.
- 2) Notice Board
- 3) All Commissionerates/Executive Commissionerates in Mumbai with a copy of the Tender Notice along with a request for displaying the same on the notice board for wide publicity purpose.

Annexure 'A'

General Terms & Conditions:-

- 01) Separate sealed Technical and Financial bids should be kept in a single envelope and superscribed with "Tender for Hiring of Vehicles". The separate technical and financial bids should be clearly marked "Technical Bid" or "Financial Bid" on the respective envelopes. The tender will be opened on 28.05.2018 at 12.00 hrs in the office of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 before the Tender Committee and Tenderers, if present.
- 02) The agreement for the hired vehicle shall be valid for a period of 1(one) year from June 2018 to May 2019 starting from the date of signing the contract, subject to clause (11) of these terms.
- 03) The vehicles should be as per Registration Certificates already submitted by the vendor to the Department. The vehicles will also be kept neat and clean and in perfect running condition with shining body and clear interior with good upholstery.
- 04) In any case, the vehicle is found to be not in satisfactory condition or in breakdown condition, it should be immediately replaced. In case of non-replacement provided in time, the department will have the right to hire vehicle from the market and the additional cost, if any, incurred by the department will be borne by the vendor.
- 05) The terms of rental charge, as offered by the vendor will be accepted by way of payment of rental charges for the said hired vehicles on a monthly basis subject to a maximum of 2000 Km per month.
- 06) The vendor will maintain adequate number of telephones/mobiles for establishing contact round the clock. Each driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by the department.
- 07) The driver should be holding valid driving license from Competent driving license authority
- 08) The drivers should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. and State Govt. Any violation would be attended by pro-rata deduction of rental charges.
- 09) The drivers should be in neat uniform, well mannered and conversant with the roads and places of Mumbai. Driver will be at least with (6) six years of driving experience in Mumbai. He should not use mobile phone while driving the vehicle.
- 10) The drivers should strictly follow traffic Rules and other regulations. Any fine/penalty due to negligence/fault of the drivers/vehicles will be borne by the vendor.
- 11) The Department is not responsible for any repair and maintenance of the vehicles.
- 12) In case of any dispute of any kind and in any respect whatsoever, the decision of the Directorate General of Audit, Mumbai Zonal Unit, Mumbai The Commissioner reserves the right to reject all or any of the offers or accept more than one offer.
- 13) A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer in the office of the Directorate General of Audit, Mumbai Zonal Unit, Mumbai for scrutiny.
- 14) The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon.
- 15) Car will be parked in office every day after office hours. Car and driver should not be changed without prior knowledge to office.

- 16) On awarding the contract, the contractor has to furnish to the office of The Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 the certified copies of RC books and the comprehensive insurance policies.
- 17) The office of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 shall be liable to pay the hiring charges only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and any other incidental expenses.
- 18) In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case, vehicle does not report on time/does not report at all, the The Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort, S.B. Marg, Mumbai – 400 023 would have a right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the Transport operator.
- 19) In case of any accident, all the claims arising out of it, shall be met by the Transport Operator.
- 20) The contract between the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort, S.B. Marg, Mumbai – 400 023 and the Transport Operator may be canceled with a notice period of 15 days from either side on breach of any of the terms and conditions of the contract.
- 21) The Transport operator and driver shall be bound to carry out the instructions of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 well as of the Officers assigned to the vehicle.
- 22) A penalty of Rs. 2000/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.
- 23) The liability of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 is limited to the contract value only.
- 24) Any matter during the period of this agreement, which has not been specifically covered by the agreement, shall be decided by the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort, S.B. Marg, Mumbai – 400 023 whose decision shall be final and conclusive.
- 25) The Vehicle Provider must submit alongwith his/her tender that he/ she has accepted all the terms and conditions.
- 26) In the event of acceptance of the tender, the vendor should make the vehicle available w.e.f. 1st June 2018 on execution of the agreement.

Sd/-
11/05/2018
(Dilip Tripathy)
Additional Director

Annexure II
TENDER DOCUMENT
HIRING OF VEHICLES

Tender Document No.	
Name of the Department	Office of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1 st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023
Date of Issue	10.05.2018
Last Date & Time for Receipt of Bids	25.05.2018 at 1200 hours
Date & Time of Opening of Bids	29.05.2018 at 12.00 hours (Technical Bid) 29.05.2018 at 15.00 hours (Financial Bid)
Place of Opening of Bids	
Address of Communication	Office of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1 st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023

Note : This tender document is not transferable

Annexure III

PROFORMA

Form-I

To,

**Office of the Additional Director General of Directorate of Audit,
Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor,
D.D. Bldg., Old Custom House, Fort, S.B. Marg, Mumbai – 400 023**

Subject: Tender for Hiring of Vehicle:

Madam/Sir,

The undersigned have read and examined in detail the tender document in respect of hiring of vehicle by office of the Additional Director General of Directorate of Audit, Central Mumbai Zonal Unit, Room No.111 & 112, 1st Floor, D.D. Bldg., Old Custom House, Fort , S.B. Marg, Mumbai – 400 023 and do hereby express our interest to provide such services:

Correspondence details:

Our correspondence details are:

1.	Name of the Tenderer/bidder	
2.	Address of the Tenderer/bidder	
3.	Year of Registration of the vehicle (Proof to be attached)	
4.	Name of the Contact person to whom all references shall be made regarding this tender	
5.	Designation and address of the person to whom all references shall be made regarding this tender	
6.	PAN and Service Tax details i	
7.	Telephone with STD code	
8.	E-mail of the contact person	
9.	Fax No. (with STD code)	
10.	Service Tax Registration No. (Proof to be attached) If any.	
11.	Income Tax Clearance Certificate (proof to be attached)	

Documents forming part of the bid:

We enclose the following:

- (i) Form -II: Prior Experience
- (ii) Form -III: Declaration Letter
- (iii) Form -IV: Financial Bid
- (v) Letter of authorization in the name of the contact person representing the company

Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

FORM-II

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Ministry/Agency to whom vehicles were provided by the firm during 2011-12.

Name of the Govt. Department/Ministry/ Agency along with their address and details of contact person to whom vehicles were provided during 2016-17 & 2017-18 (with details of various vehicles/make, etc.)	
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Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place

Designation:

Business Address

Seal:

DECLARATION

Declaration letter on **official letterhead** stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place

Designation:

Business Address

Seal:

FORM-IV

PROFORMA OF FINANCIAL BID

“Prescribed preformed” for submission of Quotation for vehicle to be used for 20-25 days in a month subject to a maximum of 2000 Kms per month”

Sl. No.	Type of Vehicle	Year of manufacture and Registration No.	Condition of the vehicle	Rate quoted

Signature

Name

Designation.....

Seal