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**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT,
SOUTHEASTERN RAILWAY, KOLKATA**

**TENDER FORM FOR HIRING OF VEHICLE ON PURELY
CONTRACTUAL TERM FOR A PERIOD OF ELEVEN MONTHS
FOR THE PURPOSE OF USE IN O/o THE PRINCIPAL
DIRECTOR OF AUDIT, SOUTH EASTERN RAILWAY, KOLKATA.**

Annexure-4

PRICE SCHEDULE FOR MONTHLY RATE CONTRACT-VEHICLE

Details of rate quoted for requirement of vehicle on monthly basis for 12 hrs. per day & 2000 kms. per month and total 360 hrs. per month. The commencement of the month period and the time shall be decided by the Principal Director of Audit office.

Sl. No.	Particular	Vehicle
1	Rate of monthly hiring (2000 kms per month driven on Petrol/ Diesel/ CNG)	Swift Dzire or similar type

1. Model No. of these vehicles to be quoted.

2. Vehicles shall not be more than three years old. *and should be in excellent condition.*

Annexure-V

General terms and conditions

1. The agency should abide by all statutory requirements for running the vehicle on contract and O/o the Principal Director of Audit, will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
2. The vehicle should have necessary permits from the Transport Department/ Authority. The agency and not Principal Director of Audit office, will be responsible for any Challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
3. The vehicle on hire shall be available at all time including Saturdays, Sundays and Public holidays.
4. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/ replace or arrange another Similar Car at short notices. In case the vehicle is found not to be in working condition, it shall be returned for

immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.

5. The vehicles should have well functional AC and in case the same is not in working condition, the rates shall be reduced by 20% for the month of non-performance.
6. Contractor/ Agency shall comply to all statutory Acts, labour laws/ regulations/ Motor Vehicle Act. etc.
7. All legal obligations which include Insurance, Pollution Control, Road Tax & other compliances shall be complied by the contractor/ agency & office of the Principal Director of Audit will not own any responsibility in this regard.
8. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover all risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor/ agency and no claim whatsoever shall be borne by Office of the Principal Director of Audit.
9. In case of any dispute of any kind and in any respect whatsoever, the decision of Principal Director of Audit shall be final and binding.
10. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
11. The contract vehicle will bear proper monograms "on Govt. of India Duty" in Hindi and English at front and rear of the vehicle or any other monogram as approved by the Office the Principal Director of Audit.

12. Penalties:-

Sl. No.	Causes of Penalties	Amount (Rs)
1.	For late reporting/delay in provision of substitute vehicle in case of non-availability of vehicle	Rs. 100/- per hour or part thereof.
2.	Unclean or non road worthiness of vehicle deployed	Rs. 200/- per incident
3.	Misbehaviour of driver/ non-following instructions of DGA office staff	Rs. 200/- per incident
4.	Any lapse noticed during operation of contract other than listed in clause of penalties	Rs. 200/- per incident
5.	For not providing mobile phone to driver	Rs. 50/- per day


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The decision of Principal Director of Audit, on all types of penalties, shall be final and binding on the Tenderer.

13. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the Govt. of West Bengal time to time.
14. The driver will be provided by the concerned agency, who will keep the vehicle in clean and good working condition.
15. The agreement will be done initially for eleven months only.
16. No parking facilities will be provided by the office and the responsibility of parking of the vehicle during holidays or off-office hours will rest on the owner of the vehicle
17. In no case vehicle would be used for any other purpose without prior approval of this office
18. In no case during the period of contract, vehicle would be withdrawn without giving prior intimation of at least one month during the period of the contract.
19. In case vehicle is not available for any day, average of monthly bill for the day/ days for non-available period will be deducted from the monthly bill.
20. TDS will be deducted at source as per Income Tax Rules.]
21. Service provider should attach a photocopy of Service Tax/GST payments to ascertain that they have discharged their Service tax etc liability properly till previous month/quarter.
22. The bid should contain self-attested photocopies of documents mentioned in previous pages.
23. The tenderer would ensure that the driver employed has valid driving license and wear proper uniform as per Motor Vehicle Act. The drivers should be well conversant with Kolkata routes/roads.
24. The tenderer must have a 24 hours working telephone system/mobile phones so that the agency can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of vehicles. It would be essential for the driver to have mobile phone so that he could be contacted for duty.
25. If 2000 kms. could not be utilized within a month, then the cumulative balance will be carried forward for subsequent months up to the end of contract.

- 26. Payment for hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the Duty Slips/ Log Books will be submitted after each completed month.
- 27. The amount quoted by you shall be inclusive of all general/ other maintenance of the vehicle, driver's salary, fuel charges etc.
- 28. No request for escalation in rates would be entertained for whatsoever reasons, during the period of the contract.
- 29. A log book for the vehicle in the format prescribed by the Deptt/Ministry, for each of the journeys performed, duly signed by the officer, would be maintained and submitted by the contractor along with the bills and duty slips.
- 30. The vehicles should be kept in neat and clean and in perfect running conditions with clean interiors and proper upholstery. In case of breakdown on three occasions during the period of contract, the contract would be liable to cancellation. Any alternate arrangement done by this office shall be indemnified by the tenderer.
- 31. The tender bid will be rejected/cancelled if the physical condition/cleanliness of the vehicle is not found satisfactory.
- 32. If any of the terms and conditions above is not found fulfilled during the currency of contract, the Principal Director of Audit reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
- 33. Employees of this office and their family members are restricted from quoting the tender.
- 34. Dead Mileage i.e. the distance between garage of the hired vehicle and regular place of reporting/release of 07-10 kms. will be allowed and the time between garage and regular place of reporting/release will be allowed for 30 minutes.
- 35. The vendors/tenderer have to give an undertaking that he or his Tenderer has not been black listed by any of the organisation/Govt. Department as on the date of submission of the Bid/Tender.

The Principal Director of Audit reserves the right to accept or reject a whole or any part of the offer without assigning any reason and the decision of the Principal Director of Audit will be final.


Director
10/2/19