



अपर महा निदेशक का कार्यालय Office of the Additional Director General  
Directorate General of Audit  
अप्रत्यक्ष कर एवं सीमा शुल्क / Indirect Taxes and Customs  
हैदराबाद अंचल एकक / Hyderabad Zonal Unit  
5-8-196 to 207 & 5-8-207/A  
पहला तल, अकीरा शिखर प्लाजा, जस बाघ  
First floor, Akira Sikhara Plaza, Jusbagh, Nampally  
हैदराबाद – 500 001, /Hyderabad-500 001 TELANGANA  
दूर भाष/Phone No. 040-23261963, 23261959, 23261564 Fax No. 040-23228848  
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## **SCOPE OF WORK**

### **NOTICE FOR INVITING TENDER FOR HIRING OF VEHICLES IN THE OFFICE OF THE ADDITIONAL DIRECTOR GENERAL, DIRECTORATE GENERAL OF AUDIT, HYDERABAD ZONAL UNIT, HYDERABAD**

1. E-Tenders are invited in two bid system (technical and financial) through GeM portal from reputed Travels/Transport operators operating from the City of Hyderabad, Telangana State, for supply of one vehicle to this office for use as a Staff Car, on contract basis as per the requirement mentioned in the table below. The complete tender document containing general terms & conditions, pre-Qualification requirements etc. is available on GeM portal & [www.cbic.gov.in](http://www.cbic.gov.in) and can be downloaded free of cost.

SI.No	Type of Vehicle	No. of Vehicles required	Vehicle to be used for (days/KMs)	Cost Ceiling (Exclusive of applicable Taxes)
1	<b>Premium Sedan</b> Vehicle (Honda City/ Hyundai Verna/ Maruthi Suzuki Ciaz)	01	31/30 days, 2500 Kms	Rs.50,000/- per month

2. The e-bid shall consist of two parts i.e. Technical Bid and Financial Bid. In the Technical bid, the bidder will provide details as per Annexure-II / Technical Bid Document The service providers will be shortlisted on the basis of their technical competency after opening of technical bids and later the financial bids would be opened.

3. **Period within which the services of vehicles to be provided:** Immediately on award of contract. The contract shall be awarded for period of 12 months from 01<sup>st</sup> July, 2021 to 30<sup>th</sup> June, 2022.

4. **Bid Security/Earnest Money Deposit:** EMD of Rs. 5,916/- in the form of Demand Draft/Banker's Cheque in favour of "Additional Director General(Audit), Directorate General of

Audit, Hyderabad” shall be forwarded to O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, 5-8-196 to 207 & 5-8-207/A, First floor, Akira Sikhara Plaza, Jusbagh, Nampally, Hyderabad – 500 001 after submitting the bids through GeM portal on or before 10.06.2021. Technical bids/Qualifying bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws after selection or the details furnished in Annexures by a bidder are found to be incorrect or false during the tender selection process/post successful selection. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing “Performance Guarantee” as detailed. Bid Security (Earnest Money Deposit) is exempted for Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department.

**5. Performance Guarantee:** The Successful bidder has to submit a Performance Guarantee either by way of Fixed Deposit or Bank Guarantee @ 5% of the total value of contract within three days from the award of contract. It will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be paid on this deposit.

**6.** The hard copy of original instrument in respect of Earnest Money Deposit, certificates and other documents must be delivered to the tender inviting authority viz., the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, 5-8-196 to 207 & 5-8-207/A, First floor, Akira Sikhara Plaza, Jusbagh, Nampally, Hyderabad – 500 001 after submission of bids through CPP Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)). Bids submitted in any other means i.e by Courier/Post/in-person shall not be accepted to participate in the tender process.

**7.** Interested bidders/Service Providers/Reputed vendors providing such services in Hyderabad may submit their bids in the prescribed format with all the necessary documents online with digital signature at <https://gem.gov.in> on or before bid submission/closing date & time. The Bidders should check for any corrigendum published by the department upto submission of the bids through GeM Portal.

**8.** For any clarification in the matter prior appointment may be made with any one of the following officers.

S.No	Officer's Name (Shri)	Designation	Contact Number
1	P Gopal Krishna Kumar	Additional Assistant Director	9441247749
2	M Durga Prasad	Additional Assistant Director	9849926768
3	Shaik Sayyed Baji	Inspector	9908285290

Office of the Addl. Director General (Audit), H.No.5-8-196 to 207/A, Akira Sikhara Plaza, First Floor, Jusbagh, Nampally, Hyderabad-500 001.

**9.** The bidder should upload the signed documents of RC book copy, PAN Card Copy, MSME certificate, GST Registration Certificate all together in a single pdf file under Additional doc1 (Requested in ATC), Annexure-I and Annexure –II under Certificate requested in ATC, Experience certificate and Annual Turnover documents on the portal.

**ANNEXURE-I**  
**TERMS & CONDITIONS**

The interested parties must be capable of providing vehicle on their own on the following terms and conditions.

1. The bidder should be registered under GST (if applicable). He should also have a valid PAN card and RC book of the vehicle.

2. The bidder should preferably have past experience of providing vehicles on hire to at least two government Organizations / PSU / a prominent private sector entity and submit the proof for the same.

3. The contract shall be valid for a period of one year starting from 01.07.2021 to 30.06.2022. No Sub-Contract is allowed.

4. There will not be any limitation of Minimum or maximum running km of vehicles on day-to-day basis. The maximum kms can be utilized in any manner on monthly basis.

**5. The O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, 5-8-196 to 207 & 5-8-207/A, First floor, Akira Sikhara plaza, Jusbagh, Nampally, Hyderabad - 500001 Shall be liable to pay only hiring charges as per the agreement. Other liabilities like monthly charges of driver, repair and maintenance of vehicles, insurance, petrol, diesel oil, road tax, RTO charges, Municipal tax, Work contract tax, license fee, registration charges, etc (except GST) and any other incidental expenses shall be borne by the Service provider.**

6. Agreed rate as per the agreement shall not be revised during the agreement period.

7. The vehicle should be kept neat, clean and in perfect running condition with shining body and clean interior with good upholstery by the Transport operator.

8. In case, the vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad reserves the right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport operator.

9. Generally, vehicles shall be utilized during the period from 0900 hours to 2100 hours. However, in case of urgency, vehicles may be utilized continuously without any time limit. The vehicles must be available at any time on any day, as desired by the O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad. The vehicle and driver should not be changed unless requested by the O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad.

10. The Transport Operator should ensure that the drivers employed have valid driving licenses. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport Operator shall provide a certificate to this effect. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Also the vehicles should be equipped with *Fastag*.

11. The Transport Operator should be available on telephone round the clock. The driver shall be neatly dressed in proper uniform, shall observe all the etiquette and protocol while performing the duty, and must carry a mobile phone in working condition for which, no separate payment shall be made.

12. In case the driver is on leave due to ill health or any other reason, the Transport operator should make arrangement for an alternate driver.

13. The vehicle should be kept with sufficient stock of fuel. However in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport operator on production of the bill.

14. With regard to vehicle timings, the Transport operator will not pass the instructions directly to the driver concerned. All the instructions should be routed through the officers of the O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad.

15. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book and same shall be submitted to the designated Officer of the O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad for scrutiny.

16. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport operator to provide a substitute vehicle immediately, In case, the substitute vehicle does not report on time/does not report at all, O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad, shall have the right to hire a vehicle from the market and the additional cost incurred by the officer shall be borne by the Transport Operator.

17. The contractor shall not, Sublet/Sub-contract/transfer or assign the Contract or any part thereof in any manner whatsoever.

18. In case of failure of the contractor in providing/making available of vehicle on account of any defect or fault or breakdown or not reporting, liquidated damages/compensations/penalty, shall be imposed and recovered from the contractor's bill without any notice.

19. The vehicle available may also be used for outstation journey if officially required.

20. The vehicle should have a comprehensive insurance to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met with by the Contractor.

21. The Vehicles should not have LPG/CNG gas kits as fuel.

22. There should be atleast two sets of vehicle covers, towels and napkins in the car and should be changed every week.

23. The billing will be done on monthly basis. Bills should be typed and submitted in triplicate to this office in the 1st week of the following month and proof of payment of applicable taxes is to be submitted along with the monthly bills.

24. The department will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hiring period. The department recognizes no employer-employee relationship between the department and the personnel deployed by the Service provider. The

department shall not be responsible financially or otherwise for any damage to the vehicle or injury to the driver or person deployed by the Service provider during the course of Contract.

25. Any person who is in Government service or any employee of the department shall not be a partner directly or indirectly, with the Service provider.

26. The O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad reserves the right to require fulfilment of other conditions, not expressly mentioned which are consistent with use of vehicle on hire with this office and to reject any or all tenders without assigning any reason thereof.

27. In Case of any dispute of any kind in any respect whatsoever, the decision of the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad shall be final and binding on Transport Operator.

28. During the period of agreement, O/o the Additional Director General, Directorate General of Audit, Hyderabad Zonal Unit, Hyderabad reserves the right to discontinue the contract without assigning any reasons therefor.

29. In case of any dispute of any kind, the decision of the Additional Director General shall be final and binding.

**30. The bidder should provide the latest vehicles, not older than 2019 and preference will be given to the bidder providing newer models and vehicles with better features and bigger dimensions.**

31. The bidder should have headquarters or branch office in Hyderabad for easy communication and liaison.

We agree to the above terms and conditions

(Signature of the Bidder, with  
Official Seal)

**ANNEXURE-II**  
**TECHNICAL BID DOCUMENT**

<b>S.NO</b>	<b>DESCRIPTION</b>	
1	Name, Address & Telephone of Organization / Firm.	
2	Proprietors / Directors.	
<b><u>QUALIFYING CRITERIA FOR TECHNICAL BID:</u></b>		
3	We Own the vehicles:	Yes/No
4	Car model and Name	
6	We have attached copy of RC Book of Vehicles offered in this tender	Yes/No
7	We have valid GST Registration & attached the copy of GST Registration	Yes/No
		GST No.
8	PAN details	PAN No.
	PAN Copy attached	Yes/No
9	Average Annual Turnovers of previous three financial years (along with copy of Profit & Loss, Balance Sheets, Audit Report and Income Tax Returns for the last three Financial Years)	
10	Any Government employee is on your Board or share holder in contractor's entry.	
11	Has your firm / company black listed at any time in past by any organization	
12	Experience in years	
13	List of present clients relating to Government Departments (at least two)	
14	Details of Bid Security Earnest Money Deposit @ Rs. 5,916/- attached or not. (If applicable)	

**DECLARATION**

I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case, any deviation is found in the above statement at any stage; I/We will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date)