

No. PAG (A&E)/HK/2016-17/

Dated: 27.10.2016

To

Sir,

Sub: Hiring of Taxi on monthly basis.

Sealed Quotation is invited for supply of a taxi on monthly contract basis for monthly mileage of 1500 Kms for 26 working days with a total of 312 hrs in a month (excluding 200 kms dead mileage).

The rates may be quoted only for Etios/Swift Dzire.

The terms and conditions of this office are appended herewith.

Sealed quotations should be submitted before **3.30 PM on 04.11.2016.**

The envelope may be superscribed as "**Quotation for supply of taxi on monthly contract basis**" and sent to:

**The Senior Accounts Officer (Office Management),
Office of the Accountant General (A&E), Park
House Road, Bangalore – 560 001.
080 – 22640253**

Yours faithfully,

SR. ACCOUNTS OFFICER (OM)

Encl: Terms and Conditions

Terms and Conditions

1. The agency will provide one A/C car (5 seater) on hire basis, model being Swift Dzire/Etios/same class of vehicle to the O/o the Accountant General (A&E), Bengaluru for a period that would be specified by the hiring office.
2. The vehicle should be in good condition and manufacturing year of it not prior to 2012. They should be meant only for commercial use (Yellow Board). Only those vehicles which have been inspected by RTO shall be sent, on hiring basis.
3. The deployment of vehicle reporting to office or any place of reporting as instructed by the Office, will be at the sole discretion of the Office. Neither the vendor nor the driver has the right to refuse to perform any duty. The vehicle can be deployed within Bangalore City limits, or beyond, as per the instructions of the office.
4. The vehicle should come with a driver. The driver should be punctual, well-maintained, and liveried. The driver should have a functional mobile (whose number should be made available to the office in advance) and should be available in the vehicle during working hours or the duration for which it is supposed to run.
5. The cleaning of the vehicles, the fuel charges, the servicing and repairing charges, insurance of vehicle, upkeep of vehicles etc. is the sole responsibility of the agency.
6. The vehicle's duration of running will be a minimum of 12 hours per day for 26 days of the month (cumulative 312 hours, i.e., Monday to Saturday). However, actual duty hours will be specified by the actual users of the vehicles of the office, as the case might be.
7. In emergent circumstances, vehicle may be called even on Sundays with short prior notice. Payment of the same will be made extra on the basis of the additional hourly/per km rates quoted.
8. During the above period, the agency will have to ensure that the vehicle which has been physically inspected prior to hiring, is not changed without any pressing need, and if necessary in some emergent condition, not without adequate prior intimation. In such circumstances where the car has had to be changed, with adequate prior notice to the office, a car of similar make and vintage with driver, will have to be provided at agency cost own cost to act as substitute until the actually hired car is brought back to service.
9. In case agency is unable to provide the designated car and also unable to provide any substitute car of suitable quality to stand in its place, this

Office will be free to hire suitable Car/Taxi as per its requirement during this period. For every day's non-availability of suitable car (either the regular hired one or a suitable substitute arranged), an amount equal to the hire charges paid to make an alternative arrangements would be deducted from the monthly bill in addition to a penalty of ₹500/ for each day's non-availability.

10. Not more than 3 changes of the hired car will be accepted by the office during the above period. Frequent changes may make the agency liable for cancellation.
11. In no case vehicle with LPG cylinder should be provided. In case of any accidents/ break-down, the responsibility lies fully with the agency. The official(s) who are in the hired vehicle at the time of accident/break-down are in no way to be held responsible for the same.
12. The actual place of reporting shall be specified by the office or users of the vehicle. The distance and time that has to be calculated will be from the pickup point till the drop point. The meter reading should tally with the actual distance of run at any instant and the authorized officer (Senior Accounts Officer - OM) shall have full power to check the meter for its correctness and to take action accordingly.
13. To regulate the payments to hire charges, the signatures of officer using the vehicle should invariably be obtained on the trip sheets.
14. The signed copies of the trip sheets should be attached with the bill, for payment. Trip sheets should be maintained on day to day basis by the driver of the vehicle in the following format:

Date	Departure			Arrival			Distance	Purpose of journey	Signature and designation of the Officer using vehicle	Remarks
	Form	Time	Kms reading	To	Time	Kms reading				

15. On reaching the office, the vehicle should report to SR AO (OM) during working days. The vehicle should report at the proper time and place as instructed by the actual user(s) or office, as the case might be. If there is

a delay of more than half an hour, penalty of ₹100/- per hour from the time fixed for reporting will be imposed on the agency per vehicle, per occasion. If the same is repeated, this Office will have every right to change agency/cancel agency without assigning any further reasons thereof.

16. Payment of any Government tax or duty to ply the vehicle will be the liability of agency. If the vehicle is seized/detained/impounded by Police/Transport Authority/ any other agency for any reason while the vehicle is at the disposal of this Office, it will be at the sole risk and responsibility of the agency.
17. The driver should obey the general instructions of the officer-in-charge of the vehicles, i.e. Senior Accounts Officer (OM). The agency shall assign the job of driving of hired vehicles only to qualified and experienced licensed drivers and also assume full responsibility for the safety and security of the officers/ officials as well as essential store items while running the vehicle ensuring safe driving. This Office shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence and any loss caused to IA & AD has to be suitably compensated by the agency.
18. The agency shall send the vehicle for servicing periodically. The cost of servicing, repairs, maintenance and related matters will be borne by agency only. The vehicle should display a sign board "ON GOVERNMENT OF INDIA DUTY (I.A. & A.D)" in front and back of the vehicle.
19. The agency will incur expenditure on the Fuel charges, Salary and other allowances of the Driver. Maximum permissible luggage should be allowed to be carried in the vehicle as and when required.
20. The rates quoted are firm. No supplementary claims on account of hike in diesel/petrol price or due to other exigencies will be entertained during the above period.
21. Payment towards hiring of vehicles will be made on monthly basis through crossed Cheque/RTGS after due recoveries, if any to the agency. Monthly bills should be submitted in duplicate to the authority specified i.e. Senior Accounts Officer (OM), along with trip sheet duly signed by the user(s), on or before 5th of succeeding month. In case of delay in submission of the bill (s), this Office will not be held liable for any delay in implementing the deadlines specified in the Clause 20 above.
22. The Agency shall submit copies of documents as R.C. Book, Insurance, Emission Test Certificate, Fitness Certificate of the vehicle which is being provided along with copy of the licence of the Driver, to this Office.

23. The service provided by the agency is not found to be satisfactory, it is the prerogative of this Office to terminate the hiring of taxi without assigning any reasons whatsoever and without prejudice to any other remedy for breach of Terms and Conditions.
24. Service Tax collected from this office has to be remitted to Government and proof of remittance furnished on demand.