

**OFFICE OF THE ACCOUNTANT GENERAL (E&RSA), KARNATAKA, BENGALURU**

No.AG(E&RSA)/Admn II/2015-16/51

Dated: 02.09.2015

To

Travel Agency

**Subject:- Advertisement for Hiring of Cars**

Sir,

I am enclosing herewith a format with terms and conditions for hiring 2 cars for office use in the Office of the Accountant General(E&RSA), vide advertisement given in newspapers.

Yours faithfully,

**Sd/-**

**Sr.Audit Officer (Admn)**

**Proforma for submitting information in response to Advertisement by O/o Accountant General (E&RSA) with reference to hiring of cars.**

Details of Firm	Name of Firm			
	Address			
	Contact Person representing the Firm			
Contact Number				
Rates quoted for usage of each car for at least 25 days in a calendar month at minimum 12 hours per day up to a maximum distance of 1500 kms/month				
Sl. No.	Model type	Year of manufacture	Vehicle No.(s)	Rate/month
1				
2				
3				
Additional charges (whichever is higher as per usage) inclusive of all taxes		Per hour charges (Amount in Rs.)		
		Per km charges (Amount in Rs.)		

The firm agrees to the terms & conditions quoted in the Notice Inviting Quotations vide advertisement dated 30.08.2015

**Signature of Authorized Representative**

## **Terms and Conditions**

### **Subject:- Hiring of 2 Cars for Office Use**

The Office of the Accountant General( E&RSA), Karnataka, Bengaluru wishes to hire mid size cars (5 Seater) such as Swift Dzire, Toyota Etios, Mahindra Verito, Indigo, Ford Fiesta etc. for use in office on monthly rent basis on the following terms and conditions:-

1. The vehicle should be in a 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.
2. The deployment of vehicle after reporting to 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 Bengaluru City limits or beyond as the purpose of hiring the vehicle is for inspection of audit parties by Group Officers.
3. Vehicle should be with driver. The driver should be punctual, well-mannered, and liveried.
4. All expenditure on repairs /taxes /fee/ insurance etc. will be borne by the owner of the vehicle.
5. The expenditure on fuel & Driver's pay shall be at the cost of the owner of the vehicle.
6. The rates should be quoted for a minimum usage of 1500 kms. per month.
7. The Vehicle's duration of running is, minimum of 12 hours per day on 25 days of the month (Monday to Saturday). However, actual duty hours will be specified by the actual users of the vehicles.
8. If the vehicle is used for more than 1500 kms. in a month, or beyond daily timing specified above, additional charges per km. or per hour, as the case might be, may be specified.
9. 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 rated quoted.

10. The contract will be initially for a period of one year, and may be extendable annually upto three years, on same terms and conditions, if performance is found to be satisfactory. However, this office reserves the right to introduce additional clauses to the Contract at the beginning of an annual cycle, if deemed fit, with prior intimation to the vendor.
11. 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.
12. During the period of the Contract, the Vendor will have to ensure that the vehicle which is selected for hiring is not changed without any pressing need and in such circumstances not without adequate prior notice, a car of similar make and vintage with driver, will have to be provided at the Vendor's own cost to act as substitute until the actually hired car is brought back to service.
13. In case the Vendor 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 hire suitable car/taxi as per its requirement during this period of non-availability of vendor's car and the cost incurred will be recovered from the vendor's due at the end of the month.
14. Not more than 3 changes of the hired car will be accepted by the office. Frequent changes may make the vendor liable for cancellation of the contract.
15. In no case vehicle with LPG cylinder should be provided. In case of any accidents or break down, the responsibility lies with the supplier. The officials who are in hired vehicle at the time of accident are in no way responsible for the same.
16. Vehicles proposed to be given on hire to this office along with the driver to be attached to the car, may be seen by this office at an early date of mutual convenience before hiring to see their suitability for the office's requirement. In case found to be unfit, they may be required to be changed suitably or else the bid will not be considered.
17. The selected service provider would be given a period of 10 days from the date of communication of successful bid to provide the vehicle to the Office.
18. Bids not in the prescribed proforma are liable to be rejected.

19. The rates for the vehicle on aforesaid terms and conditions may be sent in the prescribed proforma in a sealed cover to the Sr.Audit Officer (Admn/E&RSA) Office of the Accountant General (E&RSA), Karnataka, Bengaluru-560001 by 8<sup>th</sup> Septemeber,2015 (3.00 pm.)
20. The sealed envelopes should be clearly marked as “Quotation for hiring of vehicles” and should be handed over to or sent to the name of Senior Audit Officer (Administration/ E&RSA) of the aforesaid Office.

**Sd/-**  
**Sr.Audit Officer ( Admn)**