

**OFFICE OF THE ACCOUNTANT GENERAL (A&E), KERALA
BRANCH: THRISSUR.**

GI/A&E/TSR/Car Hiring/18-19

Dated 29-10-2018

SHORT TENDER NOTICE

Sealed quotations are invited from Car Rental Agencies for providing one air conditioned Sedan car (Preferably Toyota Etios, Honda City, Swift Dzire, Nissan Sunny etc) to this office on a monthly rental basis with effect from 06-12-2018 as per the following terms and conditions:

1. The vehicles should be of very good condition. The agency should keep the vehicles in good condition throughout the contract period.
2. The driver should be experienced and possess valid driving License/Badge to drive a vehicle.
3. Agency should ensure that the driver provided must carry all the necessary documents such as Registration Certificate, Insurance papers, Pollution certificate etc. relating to the vehicle with him.
4. Copies of these documents including the copies of the driving license/badge should be enclosed along with the quotations.
5. The same car and the same driver should be provided through out the contract period and any change will be allowed only in exceptional circumstances and that too with the prior approval of this office.
6. The vehicle and the driver will be at the disposal of this office and should be available in the office premises throughout the day on all days as per requirement of this office.
7. All expenses regarding the maintenance of the vehicle, fuel charges, payment to the driver etc should be met by the agency.
8. The vehicle should not be used for any other purpose other than for this office use, even on holidays.
9. On submission of Bills along with the log sheet, payment will be made to the Agency every month by way of E-payment.(ie. credit to Bank Account)
10. Sr.Deputy Accountant General (A&E), Thrissur reserves the right to demand to change the Car, driver or both and also to terminate the contract at any time giving one week notice.

11. Statutory Taxes and levies, if any, should be paid by the Agency.
12. The Agency should produce a Certificate showing the satisfactory rendering of service from Central/State Government establishments or any other reputed organizations.
13. The normal working hours of the driver will be as per requirement of this office.
14. The rate quoted should be for running the vehicle up to 2000Kms per month.
15. The rate quoted shall be inclusive of Service Tax and payment to driver as per relevant rules. Parking fee, toll fee etc will be reimbursed on production of relevant receipts.
16. The contract will be for a period of one year from 06-12-2018 and can be extended for further period on mutual agreement.
17. The Vehicle may also be used for outstation journeys as per requirement of this office. Rs:350/- will be paid for each outstation journey, that is, journey outside Thrissur district.

The Quotations shall be addressed to the Senior Deputy Accountant General (A&E) and should reach this office **on or before 26th November 2018 at 3.00 pm** by Registered Post/Speed post/Courier/by hand. The cover containing quotation shall superscribe "Quotation for hiring of the vehicle". The quotations will be opened at **4.00 pm on the same day** in the chamber of Sr.Deputy Accountant General (A&E), Thrissur. Representatives of agencies who quote for the above can present themselves at the time of opening of the quotations. Sr.Deputy Accountant General (A&E) reserves the right to reject all or any quotations without assigning any reason.


Sr.Accounts Officer/OE

To

1. The Notice Board.
2. IT Support Cell (to be exhibited in the Office Website).
3. The Sr.AO/GL, Main Office – for information.
4. Hindi Cell, Thrissur.