

## **GSSA WING**

### **महालेखाकार (सा सा क्षे ले प) का कार्यालय, केरल, शाखा :तृशूर** **OFFICE OF THE ACCOUNTANT GENERAL (GSSA) KERALA, BRANCH: THRISSUR**

OE/AG (G&SSA)/Br.TCR/VIII/Car Hiring/18-19/

Dated 30.10.2018

#### **QUOTATION NOTICE**

Sealed quotations are invited from Car Rental Agencies **for providing one air conditioned Sedan car** (Preferably Maruti Swift Dezire, Maruti Ciaz, Hyundai Xcent, Honda City, Honda Amaze, Toyota Etios) to this office on a **monthly rental basis** as per the following terms and conditions:

1. The rates quoted should indicate slab rate of monthly minimum of 1000 KMs, 1500 KMs & 2000 KMs.
2. Driver's charges for Outstation duties should be quoted separately.
3. The vehicle shall be exclusively at the disposal of O/o the AG(G&SSA) Kerala, Branch: Thrissur. Normal Duty timings are from 08:00 am to 08:00 pm on all working days and holidays on notice subject to the condition that the vehicle will be made available 24 x 7 hours.
4. The vehicles should be in very good condition. The agency should keep the vehicles in good condition throughout the contract period. The year of model of vehicle should not be older than 2015.
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. All expenses for the upkeep, fuel charges, payment to driver etc., shall be met by the agency.
7. The vehicle should be registered by RTO under Taxi/ Public Transport.
8. The driver should be experienced and possess valid driving License/Badge to drive a vehicle. He should wear uniform while on duty.
9. The driver(s) provided should be willing to take up outstation journeys to any given point as intimated by the office.
10. 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.
11. Copies of these documents including the copies of the driving license/badge should be enclosed along with the quotations.
12. Alternate vehicle/driver should be arranged in case of repair of vehicle/absence of driver.
13. A daily record/ log book indicating time and mileage of the vehicle should be maintained by the driver and the same to be validated by AO (OE) on closure of duty daily.
14. DAG(SS-I & LBs), O/o the AG(G&SSA), Kerala, Branch : Thrissur reserves the right to demand change of car/driver or both and also to terminate the contract at any time by giving one month's notice.
15. Fines, penalties etc., if any owing to rash driving, over speed and other traffic offences, shall be liability of the driver.

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16. The vehicle should not be used for any other purpose other than for this office use even on holidays.
17. On submission of Bills along with the log sheet, payment will be made to the Agency every month by way of E-payment/NEFT.
18. Statutory Taxes and levies, if any, should be paid by the Agency.
19. The transport contractor will indemnify for loss/ damage of property or life because of negligence of driver or poor maintenance of vehicle or due to accident. The O/ o the AG (G&SSA) Kerala, Branch: Thrissur will in no way be liable for the loss/damage of property or life.
20. The Agency should produce a Certificate showing the satisfactory rendering of service from Central/State Government establishments or any other reputed organizations.
21. For above 1000/1500/2000Kms per month, the rate should be quoted per kilometer basis. This rate also should be inclusive of wages of driver, cost of fuel, maintenance/repair/upkeep of vehicle charges, service charges etc.
22. The rate quoted shall be inclusive of Service Tax and payment to driver as per relevant rules. No other payment will be made to the driver on any other account.
23. The contract will be for a period of one year from the date of agreement and can be extended for further period on mutual agreement.
24. The Vehicle may also be used for outstation journeys as per requirement of this office.

The Quotations shall be addressed to the Deputy Accountant General (SS-I & LBs) and should reach this office **on or before 19<sup>th</sup> November 2018 at 4.00 pm** by Registered Post/Speed post/Courier only. The cover containing quotation shall superscribe ***“Quotation for hiring of the vehicle”***. The quotations will be opened at **11.00 am on 21<sup>st</sup> November 2018** in the chamber of Deputy Accountant General (SS-I & LBs). Representatives of agencies who quote for the above can present themselves at the time of opening of the quotations. Deputy Accountant General (SS-I & LBs) reserves the right to reject all or any quotations without assigning any reason.

**Audit Officer/OE**

To

1. Notice Board,
2. IT Support Cell (to be exhibited in the Office website)
3. The AO/Gl., Main Office - for information