



**INDIAN AUDIT & ACCOUNTS DEPARTMENT**  
**Office of The Director General of Audit (Central), Kolkata**  
**8, Kiran Shankar Roy Road, Kolkata-700 001**



**PREVIEW OF TENDER**

**TENDER REFERENCE NO :** Record-I/Hiring of Inspection Vehicle/2019-20 dated 06.03.2020

**DATE OF ISSUE OF TENDER DOCUMENT :** 06.03.2020

**LAST DATE FOR RECEIPT OF TENDER DOCUMENT :** 19.03.2020 at 15.00 hrs

**TIME AND DATE OF OPENING OF THE TENDERS:** 20.03.2020 at 15.30 hrs.

**PLACE OF OPENING OF THE TENDERS:** O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

**Sub: Tender for “Supply of one Inspection vehicle on rental basis**

Sealed quotations are invited from reputed registered transport operators having a valid commercial permit issued by the Regional Transport Authority for hiring of **One AC/Non-AC 4 seated sedan type car** on monthly rental basis for one year (01.04.2020 to 31.03.2021).

Intended bidders are requested to quote their rates in respect of the above mentioned car to be supplied to this office subject to the fulfilment of the terms and conditions mentioned below.

1. The car having registration in the year **2018** and onwards will only be considered for acceptance. However, preference would be given to the car having recent registration. Complete documents in respect of the vehicle should have to be provided.
2. The prospective hired car will be used by this office on a daily basis for 6 days in a week and from **9 am to 9 pm**. Bidders are also requested to quote extra kilometre charges along with driver charges, in the case of car running between **9 pm. and 9 am**.
3. Any problem/defects notified by this office must be attended to within 24 hours, failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.
4. Car should always be in good condition and periodical servicing of the car will be carried out by the bidder/supplier for avoiding any break down owing to any technical snag during the duty hours.
5. If the car happens to be out of order by any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officers travelling by the car are not stranded or distressed on the road.
6. Photocopies of Income Tax clearance certificates against the supplied car are required to be submitted along with the quotation.
7. The owner has to engage the driver for the car. Apart from driving, it will be the onus of the driver to clean the car regularly. Besides, the driver has to be good mannered and well trained and neatly dressed having **at least 5 years of driving experience**. Supporting documents are required to be attached. **Changes of driver, if any, shall be made only with the prior approval of this office.**
8. **Supplied vehicle must be pollution free and a recent certificate of fitness along with pollution free certificate must be attached.**
9. The fixed monthly rental charge along with taxes will be clearly quoted by the bidder. **This rate will be inclusive of all consumables, fuel and lubricants etc.** If a bidder quotes the rate without showing the tax component, quoted rate furnished by the bidder will be treated as ‘inclusive of all taxes’.
10. Overtime charge will be paid to the driver for rendering duties beyond 12 hour. Overtime charge as per the present prevailing market rate should have to be quoted separately.
11. Charge for extra duty (i.e. rendering duty on Holidays) is to be quoted separately. Besides, the night allowance charge is also needed to be quoted herewith.