



**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF SYSTEMS
AND DATA MANAGEMENT, C.R.BUILDING, POST BOX
NO.5400, QUEEN'S ROAD, BENGALURU-560001**

C.No.II/39/03/2017 ADG-SYS-BLR

Date: 30.08.2017

LIMITED TENDER ENQUIRY NO. 01/2017

Directorate of Systems & Data Management, located at Central Revenue Building, Queen's Road, Bangalore-560001 intends to hire one Staff car for the year 2017-18.

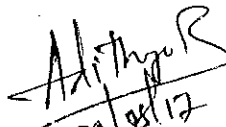
2. In accordance with Rule 181 of General Financial Rules 2005, Limited Tender enquiry is invited by the Additional Director General of Systems and Data Management, towards providing the vehicle as mentioned in the Annexure on hire basis. Terms and Conditions of the tender are enclosed as Annexure to this notice.

3. Sealed Tender in Annexure I & II along with relevant details/supporting documents should be submitted on or before **15.00 Hrs on 11.09.2017** in a sealed cover, superscribed "**Bid for providing vehicle**" to the Additional Director General of Systems and Data Management, Bengaluru, 6th floor, Central Revenue Annex Building, Queen's Road, Bengaluru-560 001.

4. The bids will be opened on **12.09.2017** at **15.00 Hrs** before the bidders/authorized representatives of the bidders.

5. This office reserves the right to postpone the date of opening or to accept or reject any or all the bids without ascribing any reasons.

Encl: Annexure


30/08/17

(ADITHYA .B)

ASSISTANT DIRECTOR


**Directorate of Systems & Data Management,
Bengaluru**

ANNEXURE

TERMS AND CONDITIONS

1. The vehicle proposed to be hired for a period till 31-03-2018 with the option of extending it for a further period at the discretion of Additional Director General of Systems and Data Management, Bengaluru.
2. The bidder shall provide one Vehicle (Swift Dzire or equivalent) for the period from **13.09.2017 to 31.03.2018** on hire with fuel and all maintenance with driver.
3. The bid should be accompanied with the earnest money of **Rs.10,000/-** in the form of **demand draft** in favour of the **Pay and Accounts Officer, Central Taxes, Bangalore** at the time of submission of tender, which will be returned to the unsuccessful bidders and be the deposit amount of the successful bidder. If the tender document is not accompanied by the earnest money deposit, the quotation will be treated as invalid.
4. Minimum qualification for tendering by the service providers should be 3 years experience in supply of minimum of 30 vehicles to any Government Department/Public Sector Undertaking or to any reputed company. Proof for the same should be submitted along with the tender.
5. The vehicle is required for a maximum of **2,500 Kms in a month (25 days)**. In case the vehicle runs less than 2,500 kms, as the case may be, in any month (30/31 days), the balance kilometers remained unutilized in that month shall be carried forward to the next month. In case the vehicle runs more than 2,500 kms in any month (30/31 days), the balance kilometers available, if any, shall get adjusted.
6. The vehicle shall be deemed to be at the disposal of the Directorate of Systems & Data Management and the billing shall be charged from the reporting place to the relieving place.
7. The agreed hire charge includes cost of repairs, cost of fuel, taxes and other maintenance charges and all other incidental expenses.
8. In the case of any accident, the bidder shall meet all the claims arising out of it through vehicle insurance.
9. The vehicle shall be kept neat and clean with seat covers, perfume and tissue paper and thereto, the vehicles shall be kept in perfect running conditions.
10. If the vehicle is out of order, the bidder shall provide a substitute vehicle immediately. In case the vehicle doesn't report on time / does not report at all, the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the bidder.
11. The vehicle must be available at any time or any day as desired by the Department.
12. The drivers of the hired vehicle must follow traffic rules and other regulations prescribed by the Government from time to time. Any liability on violation of traffic rules shall be borne by the bidder.
13. The driver must observe all the etiquettes while performing the duty. The driver must be neatly dressed and should wear white uniform to be provided by the bidder. The driver must be provided with a mobile phone at the expense of the service provider with residential address.
14. The bidder and the driver shall be bound to carry out the instructions of the Department as well as of the competent officers to whom each vehicle is assigned.

15. A daily record indicating time and mileage for each vehicle shall be maintained as per the Trip Sheet and will have to be certified by the competent authority of the Department.
16. A penalty of Rs.1000/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day.
17. The Department shall deduct all taxes as per law and TDS certificate to that effect is issued once in a year. Taxes as applicable will be paid on billing by the Department and the service provider shall remit the same to Government Treasury.
18. The bills for payment shall be submitted on or before 10th of subsequent month. The payment shall normally be made by the end of the month in which the bills are submitted.
19. The bidder shall get into a vehicle hire agreement with the department. The said vehicle hire agreement can be terminated by either party after giving a prior notice of not less than one month.
20. In the event of vehicle breakdown, the bidder has to give immediate replacement identical to the vehicle one attached to the department.
21. In case of any doubt or inquiry the bidder may contact the Superintendent of Directorate of Systems, Bengaluru on Phone number 22863113 on any of the working days.
22. In case of dispute or unsatisfactory service, the matter will be decided by the Principal Commissioner after giving due notice.
23. The bidder should indicate their PAN and Service Tax Registration and submit the necessary registration certificates with Central or Local Government in support of the same.
24. Either party agrees to terminate the contract after giving one month notice.
25. This office reserves the right to accept or reject any or all the bids without assigning any reasons whatever.


20/08/17

(ADITHYA .B)

ASSISTANT DIRECTOR

**Directorate of Systems & Data Management,
Bengaluru**

ANNEXURE I

BRAND OF VEHICLE :

PARTICULARS	MINIMUM CHARGE for 25 DAYS PER MONTH WITH DRIVER (Amount in Rupees)
Upto 2500 kms.	
Rate per extra kilometer	
Rate per extra hour	

Authorized Signature

Name:

Seal:

ANNEXURE-II

Name of the Service Provider:	
Address with Telephone No:	
Name and Address of Branch, if any	
PAN No.	
Service Tax Registration No:	
No. of Years of Experience: (Experience Certificates to be enclosed)	
Earnest Money	Bank: DD No.: Dated: Amount: Drawn on:

Authorized Signature

Name:

Seal: