कार्यालय प्रधान महालेखाकार (लेखापरीक्षा-I) तमिलनाडु
लेखापरीक्षा भवन, 361, अण्णा सालै, तेनाम्पेट,चेन्नै-600 018.
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I) TAMIL NADU
LEKHA PARIKSHA BHAVAN, 361, ANNA SALAI, TEYNAMPET, CHENNAI – 600 018.

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Website https://cag.gov.in/ag1/tamil-nadu/

NOTICE INVITING TENDER

Tender Notice (through Gem Portal) for Hiring of Cabs/Vehicles for Pick Drop of officers/Inspection duty /other official duties (Four Nos) for **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I) TAMIL NADU, CHENNAI.**

E-tender (through GeM Portal) under two-bid system from eligible Service providers (with registered office or branch office in Tamil Nadu only) for providing cabs/vehicle for pick drop/inspection/other official duties on rate contract basis to **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT - I)**, CHENNAI for the period of one year from 01.04.2025 to 31.03.2026 with mutual consent of both parties is invited. Requirement/eligibility criteria, Terms and Conditions of the contract have been clarified in the additional documents. Tender document (including additional documents) is available online at the GeM portal as well as on the website of **OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)** i.e. https://cag.gov.in/ag1/tamil-nadu/. However, for any clarification, bidders may contact **o**m.tmn1.au**@cag.gov.in**. Bidders are advised to read the tender document (uploaded on GeM portal and office website) and check their eligibility before participating in the bid.

TENDER SCHEDULE

Name of the Work	E-Tender (GeM) for providing cabs/vehicle for pick drop/inspection/other official duties on annual rate contract basis to the Office of the Principal Accountant General (Audit-I), Chennai, Tamil Nadu.
Estimated Cost for one year contract	2025-26 Refer GEM Bid Document
Last Date & submission of E-Tender	As per the Bid specification uploaded on the GeM portal.
Date & Time of opening of online Tender	As per the Bid specification uploaded on the GeM portal.
Earnest Money Deposit (EMD) in required form to be sent by Post / Delivered in hand on or before the last date of submission of E Tender (Technical)	5 % of the contract value
Performance Security Deposit / Security Deposit (PSD / SD) to be deposited by the successful bidder	3% of the contract value

INSTRUCTIONS TO BIDDERS FOR SUBMISSION OF BIDS

1. The e-tenders are being invited through GeM portal and all the**instructions of GeM bid process and our additional terms and conditions are applicable**. The bid received in physical mode shall not be considered at all. Detailed information regarding the items, application / tender forms, EMD details, specifications, terms and conditions can be downloaded from the following https://cag.gov.in/ag1/tamil-nadu/ or gem.gov.in.
2. The interested bidders shall submit their tender (s) both technical bid and financial bid through online mode at www.gem.gov.in. The bidders shall upload all the documents as per Eligibility criteria for Bidders. Rates for services should be mentioned clearly in the Financial Bid only.
3. Any corrigendum to this tender will be notified through the aforesaid websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.
4. The Bidder is expected to examine all instructions, eligibility criteria, forms, terms and conditions in the tender document and additional terms and conditions (etc). Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
5. **Details of vehicles required:**

Vehicle type	Qty	Car model	Colour	Age	Condition	Features
Sedan	4	Maruti Suzuki Ciaz Maruti Suzuki dzire Hyundai Aura Honda Amaze Tata Tigor	White/ Silver	Less than 3 years Purchased after 01.01.2023	Well maintained, vehicle with clean interior and exterior in mint condition	All essential safety features with fire extinguisher and GPS/Vehicle Tracking Devices.

6. Bidders have to submit EMD @ 5% on the contract value drawn in favour of PAO/IAD, Chennai (DD, Banker's cheque, Bank Guarantee) along with technical bid. EMD is to be submitted by all the bidders except Micro, Small and Medium Enterprises or bidders registered with Central Purchase Organization (CPO) or start-ups as recognized by the Department of Industrial Policy and Promotion (DIPP) as prescribed in GFR 170(i) of GFR, 2017. Apart from the above, no other bidder is exempted from payment of EMD. However, the bidders seeking exemption from EMD shall have to submit the requisite document in support of the claim for exemption.
7. **Bids received without EMD / EMD exemption declaration will not be considered and summarily rejected.**
8. The bidder shall fill in the required details as per the annexure and enclose all the supporting documents which do not contain any ambiguity. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing required documents will be summarily rejected.
9. Any attempt to negotiate directly or indirectly by or on behalf of the bidder with this office authorities for acceptance of tender or influence the acceptance of the tender by any means will result in his tender excluded from consideration.
10. Mere submission of any tender connected with this document shall not constitute any agreement of contract. The tenderer shall have no clause of action or claim, against this office for rejection of this offer. This office shall always be at its liberty to reject or accept any offer or offers at its sole discretion, and any of such action will not be called into question and the tenderer shall have no claim in this regard against this office.
11. Clarification regarding any ambiguity in eligibility criteria may be sought through e-mail at om.tmn1.au@cag.gov.in.
12. It requires that this office as well as the bidder must observe the highest standard of ethics during the procurement and execution of this contract. In pursuance of this policy, this office will reject a proposal for award, if it determines that the bidder eligible for the award of the contract has engaged

in corrupt or fraudulent practices in competing for the contract in question. It will also declare the vendor/bidder ineligible for the award of a contract at any time either indefinitely or for a stated period of time, if it determines that the vendor/bidder has engaged in corrupt or fraudulent practices in competing for or executing a contract.

General terms and conditions for vehicle, driver, trip, bill settlement etc

1. The Bidder will henceforth provide three Air Conditioned (4 +1 seater) Sedan Cars (Preferably of models Maruti Ciaz, Maruti Dzire, Hyundai Aura, Honda Amaze, Tata Tigor in White/Silver color). Vehicles should be less than three years of age - purchased after 01.01.2023. The bidder should have experience of at least three years of providing vehicle services on a contract basis to Government offices (experience certificate should be attached).
2. **The requirement of the vehicle is based on one vehicle per Officer in this office, the vehicles can be surrendered or hired additionally at any time by this office depending on the number of Group officers posted in this office. This office holds the right to increase or decrease the number of vehicles at any time during the contract period and the bidder must accept and alter accordingly in providing the vehicles.**
3. The vehicles provided should be in good condition both mechanically and interiors/exteriors. The vehicle must be fitted/provided with the following additional accessories/utilities: Clean seat covers, Quality radio/music system, Reading lamp, Tissue paper box, car perfume and Seat Belts (Front & Rear).
4. All vehicles should be enabled with GPS/Vehicle Tracking Devices.
5. Vehicles with LPG cylinder should not be provided in any case.
6. Vehicles should be commercial use vehicle (Yellow Board) and vehicles should be inspected by the RTO regularly.
7. The vehicle should display a sign board "ON GOVERNMENT OF INDIA DUTY (IA & AD)" in front and back of the vehicle.
8. The cleaning of the vehicle, the fuel charges, the servicing and repairing charges, insurance of the vehicle, upkeep of the vehicle etc will be the sole responsibility of the Bidder. The vehicle should be comprehensively insured.
9. The vehicle should be accompanied by a driver. The driver should be in uniform, punctual, well-mannered and polite. The driver must have knowledge of Chennai City routes and roads. 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 be duty. The driver should be instructed to keep his mobile always switched on during Duty Hours.
10. **The deployment of the vehicle after reporting for duty will be at the sole discretion of the office. Neither the Bidder nor the driver has the right to refuse to perform any duty. The vehicle can be deployed for use in Chennai and can also be deployed anywhere outside Chennai depending upon the requirement of office and as per the directions of the authorities concerned.**
11. **On a daily basis, on reaching the office, the drivers should report to the**

OM section or PA to Sr.DAG/Admn. Section. The vehicle should report at 9.00 am in office campus or fifteen minutes prior as instructed by the actual user (s) where the driver is designated for pickup as the case might be. If there is a delay of more than half an hour, a penalty of ₹ 100 per hour from the time fixed for reporting will be imposed on the Bidder per vehicle, per occasion. If the same is repeated, This Office will have every right to change agency/cancel agency without assigning any further reasons thereof.

12. **The driver should not refuse to carry office files/luggage when the necessity arises or ordered by the Officer concerned.**
13. **The duration of running of the vehicle will be a minimum of 12 hours per day. Only four days of Holidays will be allowed per month (mostly on Sundays). Full month usage will be up to 2,500 km. If the vehicle is not used more than 2,500 km in a month, the balance km may be carried forward to adjust upon any additional requirement of this office in the next three months.**
14. **Apart from local journeys, the vehicle may be used for outstation trips for inspection in other districts or for any other official purposes. The vendors must operate the vehicles for such journeys also. The km covered for these journeys must be adjusted within the 2500 km or adjusted with the balance km not utilized in previous months. The driver bata of ₹ 500/- per day for outstation journeys and toll/parking tickets for those journeys can be claimed as per actuals in the next monthly bill.**
15. The contract should be for this office exclusively and the driver/car should not be used for services of other offices/organizations/individuals during or after the duty period of this office.
16. During the period of the Contract, the Bidder will have to ensure that the vehicle which has been selected for hiring is not changed without any instruction from this office. In such circumstances a car of similar make and vintage, along with the drivers, will have to be provided at the Bidder's own cost.
17. **If the Bidder is unable to provide the designated car as per terms and also unable to provide any substitute car of suitable quality to stand in its place, this office will be free to hire suitable car/taxi as per its requirement during this period. For every day's non-availability of suitable car an amount equal to the hire charges paid to make an alternative arrangement or prorate rate of per day contract value will be deducted would be deducted from the monthly bill which ever is higher.**
18. In case of any accident/break-down or any legal issues, the liability vests with the bidder The officials/office are no way to be held responsible for the same.
19. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a Logbook in the format as per Govt. instructions and the Logbook shall be submitted to the Officer concerned in our office for scrutiny. The time and mileage shall be taken into account from the reporting time at the appointed place, i.e. pick-up of the designated Officer and drop place of the designated Officer (both at the time of reporting and closing). **There will be no dead mileage. In other words, to and for journey from the travels/vendor office/driver residence to the reporting place and**

dropping place to travels/vendor office/driver residence will not be counted for computing the mileage or time.

20. The actual place of reporting shall be specified by the office or users of the vehicle. The distance and time that has to be calculated will be from the pickup point till the drop point. The meter reading should tally with the actual distance run at any instant and the authorized Officer (Senior Audit Officer/OM or Assistant Audit Officer/OM) shall have full power to check the meter for its correctness and to take action accordingly.
21. To regulate the monthly payments, the signatures of Officers using the vehicle should invariably be obtained on the Trip Sheets/ Logbooks.
22. Payment of any Government tax or duty to use the vehicle will be the liability of the Bidder. If the vehicle is seized/detained/impounded by the Police/Transport Authority/any other agency for any reason while on duty to this office or on off duty period also, it will be at the sole risk and responsibility of the bidder/vendor.
23. The Bidder shall assign the job of driving of the hired vehicle only to qualified and experienced licensed driver and also assume full responsibility for the safety and security of the Officers/Officials while running the vehicle ensuring safe driving. This Office shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence and any loss caused to IA&AD has to be suitably compensated by the Bidder.
24. The Bidder shall send the vehicle for servicing periodically. The cost of servicing, repairs, maintenance and related matters will be borne by the Bidder only.
25. The Bidder will incur expenditure on the salary and other allowances of the Driver. Maximum permissible luggage should be allowed to be carried in the vehicle as and when required. Toll and Parking charges will be reimbursed on actual basis on submission of bills/proof of payment.
26. The rates quoted are firm and final. No supplementary claims on account of hike in diesel/petrol price or due to other exigencies will be entertained during the period of this agreement.
27. Payment towards hiring of vehicle will be made on monthly basis through e-payment after due recoveries, if any in the following month. No advance payment will be made for the vehicles provided. Monthly bills should be submitted in duplicate to the authority specified in the contract, i.e. Senior Audit Officer/OM, along with Trip Sheets/Log Books duly signed by the user(s) on or before 5^{ff} of succeeding month. In case of delay in submission of the bill(s), this office will not be held liable for any delay in payments.
28. The Bidder shall submit copies of documents such as R.C. Book, Insurance, Emission Test Certificate and Fitness Certificate of the vehicle, which is being provided, along with copies of the license of the Driver, to this office on the date of signing of this agreement.
29. The Bidder must have registration of firm with local civil authority, GST Registration. The proof of having paid the GST to the Government for the previous month should be furnished by this office while preparing the monthly claim to the office.
30. The successful Bidder will furnish 3% as Performance Security money in the form of Fixed Deposit Receipt from a Commercial Bank/Bank Guarantee from a Commercial Bank in favor of PAO/IAD, Chennai (Office of the Pr.

Accountant General (Audit -I), Tamil Nadu within 15 days from the signing of agreement.

30. **Any complaint from this office regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for driver not being met and the vehicle provided by the agency concerned is not as per terms and conditions, this will attract penalty amounting to ₹ 1000/- per day per vehicle.**

31. Further this office also reserves the right to introduce additional clauses to the contract any time during the contract, if deemed fit or modify existing clauses, with prior intimation to and acceptance by the Bidder.

Conditions in case of dispute-

1. Any dispute with regard to any point in connection with hiring of vehicle will be referred to the Authorized Officer to Sr. Deputy Accountant General (Admin) who will discuss the problem mutually and the decision taken will be final and binding.
2. For all disputes/differences/interpretations etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of the office shall be final and binding on both parties.
3. Alternative vehicle will have to be provided immediately in case of break-down/accident etc. failing which taxi/car will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

Termination of Contract:-

1. In case of breach of any of terms and conditions mentioned above in the Agreement, the Competent Authority will have the right to cancel the contract immediately without assigning any reason thereof, and nothing will be payable by this office in that event and the Office will also not be liable to issue one month's notice.
2. Other than breach of contract, the contract can be terminated by giving one month notice by this office. The Head of Office, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.
3. For all disputes/differences/interpretations, etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of this Office shall be final and binding on the bidder.

Senior Deputy Accountant General/Admn.

7/1/25

ANNEXURE – I
(To be submitted with technical bid)

Bidder profile for providing services of Inspection Vehicle.

S. No.	Detail of Travel Agency	
1.	Name of Travel Agency	
2.	Registration Number	
3.	PAN Number	
4.	GST Registration Number:	
5.	Address of the Bidder must be in Chennai (along with mobile number/email)	
6.	List of Clients (present and previous) i.e., experience of the services in years Govt. /Semi Govt./PSU's	
8.	Annual turnover of the Agency ₹ in Lakh)	
9.	Bank account number, bank name with IFSC Code	

This is to certify that I/We before signing this letter have read and fully understood the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date: Full Name:

Place: Seal:

Please furnish the below Records/Documents in support to above information

1. Self-attested copies of GST registration certificate.
2. Self-attested copies of PAN card.
3. Income Tax Certificate.
4. Experience Certificate.
5. Documents for claiming of EMD exemption.

ANNEXURE – II
(To be submitted with technical bid)

DECLARATION FOR ACCEPTING ALL TERMS AND CONDITIONS

1. I/We hereby accept that we are submitting the EMD for 5% of contract value of contract as per terms and conditions to participate in the tender or
2. I/We hereby are eligible from exemption of EMD as we are a MSME registered organization and submitting necessary documents for the exemption.
3. I/We have registered with all Government authorities for statutory requirements - ESI, EPF, GST, PAN, TAN
4. I/We have a registered corporate office or branch office in Tamil Nadu.
5. I/We will not withdraw or modify the bid during the period of validity of contract.
6. I/We have not been blacklisted by any Government or private office in past ten years.
7. I/We will submit performance security for 3% of contract value before the deadline defined in the terms of contract if we are selected for the contract.
8. I/We will abide with the all the terms and conditions as per GeM and as per additional documents called for by the principal employer Office of the Principal Accountant General (Audit I), Tamil Nadu, Chennai.

I/We accept to all the conditions mentioned above failing which our contract will be terminated by the Office of the Principal Accountant General (Audit-I), Tamil Nadu Chennai18 and will be suspended for a period of six months from being eligible to submit Bids/Proposals for contracts with this Office.

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal:

ANNEXURE – III
(To be submitted with technical bid)
Details of vehicle

Vehicle	Make	Model	Year	Kms/mileage	Regn No.	Insurance valid upto
Vehicle 1						
Vehicle 2						
Vehicle 3						
Vehicle 4						

Signature of the Tenderer or Authorized signatory
of the Tenderer with seal of the Firm/Agency.

Date:

Full Name:

Place:

Seal: