



SPORTS AUTHORITY OF ANDHRA PRADESH
VIJAYAWADA.

SINGLE STAGE TENDER FOR HIRING OF A CARS FOR SAAP, HEAD
OFFICE, VIJAYAWADA.

PRICE BIDS OF THE TENDER WILL BE CONSIDERED ONLY IF THE VENDORS SATISFY TO THE TERMS AND CONDITIONS MENTIONED IN THE TENDER SUCH AS CREDENTIALS, PRE QUALIFICATIONS, DRIVER CREDENTIALS, AND VEHICLE CONDITION ETC.

Last date for submission of Sealed Tender: Before 25-04-2018 up to 3.00 PM

Opening of Sealed Tenders: 25-04-2018 at 3.00 PM at SAAP Head Office, Vijayawada

Tender to be submitted to:

VICE CHAIRMAN & MANAGING DIRECTOR
SPORTS AUTHORITY OF ANDHRA PRADESH
I.G.M.C STADIUM, BUNDAR ROAD,
VIJAYAWADA-520010.

Name of the Contractor:

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited in the SINGLE STAGE bid system for approved model of the vehicles (diesel/petrol) of not older than 3 years as mentioned in the tender, from the prospective contractors /hirers / car owners/ firms recognized by the Govt. of AP/ Sate Govt./ Any other reputed public institution/ Body and experience in supplying commercial vehicles /cars /taxis to any state/central Govt. organizations or a large Public Sector Undertaking.

1	Name of the work	TENDER FOR HIRING OF A CARS (MONTHLY BASIS).
2	Cost of tender document. Tenders may be downloaded from the SAAP website www.apsports.in free of cost.	WAIVED.
3	Date and Time where tender forms are available.	From 12-04-2018, For any other details/ information. Website details. www.apsports.in PH: 0866-2499699
4	Time and last date of submission of Tender	Up to 3.00PM on 25-04-2018
5	Place & Address for submission of tender.	VICE CHAIRMAN & MANAGING DIRECTOR SPORTS AUTHORITY OF ANDHRA PRADESH I.G.M.C STADIUM,BUNDAR ROAD, VIJAYAWADA-520010.
6	Date, Time and Place of opening of tenders.	At 3.00PM 25-04-2018 Chambers of VC & MD, SAAP, I.G.M.C STADIUM,VIJAYAWADA
7	Quantum of Earnest Money Deposit (EMD)	Demand Draft for Rs 6,000.00 drawn in favour of Vice Chairman and Managing Director, Sports Authority of Andhra Pradesh, Vijayawada.
8	Quantum of Security Deposit.	Rs.1,00,000/-
9	Terms of payment of Bills.	MONTHLY.
10	(Penalty clause) Liquidated	AS DESCRIBED IN THE PENALTY CLAUSE OF

	Damaged	THE CONTRACT.
11	Duration of the contract.	12 MONTHS
12	Estimated Value of tender/project	Rs.14.40 LACS PER YEAR
13	Validity period of the tender.	Three (3) Months.
14	Taxes	Rates quoted should include all Taxes. However, I.T and services taxes if applicable shall be deducted at source while making monthly bills.
15	Electronic Payment	Electronic payment shall only be made.PI furnish Bank details: Name of the bank: Name of the branch: Account no: Name of the A/C holder: IFSC CODE: PAN:
16	Any additional Information	-----

Note: Any additional details if required on case to case basis may be added/include.

The organisation reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

**VICE CHAIRMAN AND
MANAGING DIRECTOR**

PRICE BID

HIRING OF CARS FOR SAAP HEAD OFFICE, VIJAYAWADA.

FOR 2 No's TOYOTA INNOVA CRYSTA

S.NO	QUOTE FOR	AMOUNT
1	CAR RENT FOR CALENDER MONTH WHICH INCLUDE FUEL FOR 2500 KMS AND 300 HOURS ALONG WITH DRIVER SERVICE	Rs IN WORDS
2	CHARGES FOR EVERY EXTRA KM BEYOND 2500KM IN A CALENDER MONTH	Rs IN WORDS

Note:

As per G.O.MS.No: 87 of the Finance Department, Govt of A.P, dt: 01.06.2017 (Annexure I) only the hire charges shall be paid. FIRMS can quote the rates less than or equivalent to the rates approved in the G.O.

1. No extra Driver beta will be paid for the eligible working hours.
2. No driver beta shall be payable for working beyond 10 hours in a day.
3. No extra driver beta or hiring charges shall be payable for working on Sundays/holidays.

The service tax as applicable shall be paid over and above the quoted rates.

Taxes deduction at sources shall be made as applicable from time to time.

DETERMINATION OF L1: LOWEST BID (L1) SHALL BE BASED ON THE QUOTED RATE FOR ITEM NO: 1 ABOVE. INCASE, THE QUOTED RATES FOR ITEM (2) TO (3) ARE HIGH, SAAP RESERVE THE RIGHT TO NEGOTIATE OR CANCEL THE TENDER. THE VENDORS ARE REQUESTED TO BE PRESENT AT THE TIME OF OPENING THE TENDERS.

Seal and signature of the tenderer.

LIST OF APPROVED VEHICLES.

Vehicles as on 01-04-2018 AC model.

Models of vehicles

TOYOTA INNOVA CRYSTA- 2 NO – Less than 1 lakh kms run.

Eligibility criteria:

1. The firm or individual should have at least experience of more than 1 year.
2. The car should be in excellent working condition and well maintained. It should be in excellent working condition mechanically as well as get up wise i.e outer body / upholstery should be of decent look.
3. The vehicle must have been registered with RTO and should have permission for hiring to the organisation.

Seal and signature of the tenderer

Penalties

S. No	Details	Penalty in rupees per instance.
1	Beyond three delays in a week	200.00
2	Attire / turnout of the driver a) In appropriate	100.00
3	On repetition of the same beyond once in a week	100.00
4	Un-cleanliness of vehicle	150.00
5	On repetition of the same beyond once in a week	100.00
6	Car not functioning – to arrange an good alternate car also immediately	500.00
7	Break down—to arrange an alternate good car also	500.00
8	Recurrent mal function of vehicle and leading to disruption of the SAAP function. – Authority can terminate the contract if failing to arrange an alternate vehicle.	500.00
9	Driver poor knowledge/ bad behavior	200.00
10	On repetition of the same and the owner to replace the driver also, failing to do so, contract can be cancelled.	500.00
11	Drivers poor knowledge of route	100.00
12	On repeated failure of the same – driver it be can be changed otherwise contract can be cancelled.	200.00

Seal and signature of the tenderer

DETAILS OF THE BIDDER AND DRIVER

1. NAME, ADDRESS OF THE BIDDER:
2. TELEPHONE NOS/ MOBILE NOS:
3. PERMANENT ADDRESS:
4. PAN DETAILS:
5. PERSONAL ID (ADHAR CARD)
6. BANK DETAILS:
7. DETAILS OF THE VEHICLE OFFERED:
8. MAKE, MODEL, COLOUR, OF THE VEHICLE:
9. YEAR OF THE VEHICLE:
10. INSURANCE DETAILS (EACH VEHICLE):

11. DRIVER DETAILS:

12. NAME OF THE DRIVER:

13. LICENCE DETAILS:

14. ADDRESS OF THE DRIVER:

15. TELEPHONE NOS OR MOBILE NO OF THE DRIVER:

16. ADDRESS OF THE OWNER WHERE DRIVER EARLIER WORKED:

ANY OTHER INFORMATION:

VENDORS SATISFYING THE TERMS AND CONDITIONS AS MENTIONED ABOVE MAY ONLY NEED TO APPLY.

Seal and signature of the tenderer

TERMS AND CONDITIONS OF THE CONTRACT

1. Tenderer offering the bid to hire the car to the SAAP shall be referred as car owner or contractor or vehicle owner hereafter in the tender.
2. Lowest bidder shall be considered for award of the contract.
3. The acceptance of a tender will rest with the competent Authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
4. Technical bid and price bid should not be altered or changed or corrected. Any tender documents found altered / changed / modified / corrected in any form, tender stands cancelled.
5. All compensation or other sums of money payable by the contractor to clients under the terms of this contract may be deducted from the security deposit, or from any sum that may be or may become due to the contractor on any account whatsoever and in the event of the Security Deposit being reduced by reasons of any such deductions, the contractor shall within 10 days of being asked to do make good by cheque any sum which have been deducted from his security deposit.
6. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected. If at all any rebate(s) is/are to be offered the tenderer shall first quote his rates strictly on the terms and conditions stipulated in tender document and then show separately rebate(s) offered specifying the conditions for such rebate(s). Failure to follow this procedure will render the tender liable to summarily rejection.
7. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
8. The tenderer should quote their (own) rates for hiring the car on monthly basis in the price bid only. Mentioning of the rates or amounts in any other part of the tender i.e. technical bid stands disqualified.

Seal and signature of the tenderer

9. Tenders for works shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If the tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to the SAAP, then the SAAP without prejudice to any other right or remedy is at liberty to forfeit the earnest money.
10. It will be obligatory on the part of the contractor to sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement for each component with the competent authority in the SAAP.
11. All taxes including Sales Tax, or any other statutory obligation / tax on Services , work contract tax, turn over tax etc. in respect of this contract, as applicable , shall be payable by contractor. Any variation in tax rates by Government shall be recovered/provided as per norms.
12. No advance will be granted in any case.
13. Deduction of sources such as Income Tax / service tax etc shall be recovered as applicable as per Government Rules.
14. The contractors should visit the site to ascertain the working conditions and local authority regulations/restrictions if any and other information required for the proper execution of the contract.
15. No employee of the SAAP is allowed to work as a contractor for a period of 2 years of his/her retirement from SAAP Services without previous permission of the SAAP. This contract is liable to be cancelled, if either the contractor or any of his employees is any time to be such a person who had not obtained the permission of SAAP as aforesaid before submission of the tender or engagement in the contractor's service.
16. Estimated hiring charges for 12 months Rs. 14.40 LAKHS. Contractor may quote their own workable rate and need not take the estimated rate as base for any purpose.
17. All Expenses should be borne by the owner in case of breakdown of the vehicle including immediate replacement of the vehicle.

Seal and signature of the tenderer

18. All the charges towards repair / servicing, salary of the driver, all maintenance charges, maintenance of up keep of the vehicles, all incidental charges for maintenance of the vehicles etc shall be borne by the car owner. The vehicle should be available for SAAP use in all hours in the month including all emergencies.
19. The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents, etc shall be borne/paid by the firm or car owner.
20. Legal disputes, if any during the period of the contract, shall be in the jurisdiction of Vijayawada only.
21. The character antecedents of driver to be deployed should be properly verified and recorded and get verified with investigation or legal agencies.
22. The driver should be proficient in speaking in local language, well mannered, courtesies, proven integrity, healthy personal habits and should carry a mobile with him.
23. No compromise shall be made by the SAAP towards punctuality, obedience, promptness, alertness, behavior of the driver. In case of failure the SAAP reserve the right to cancel the contract forfeiting the deposit without giving any notice.
24. The SAAP will not be responsible for any wrong entry/ wrong parking/penalties /challans of the vehicle/driver.
25. Log book to be maintained.
26. Diesel/Petrol may be used as fuel.
27. Sub-letting of work is prohibited.
28. Disclaimer: Employees or his Relatives are not eligible to offer the bid as per the SAAP service regulations in force.
29. The tender is not transferable.

Seal and signature of the tenderer

31. The car owner shall submit the bills within three days after completion of Calendar month.
32. All payments shall be made by e-payment process only.
33. The colour photograph covering the front number plate of the car should be enclosed. Owner has to produce and show the performance and condition of the car as part of technical bid scrutiny. Failing to produce the car for verification, their tender stands rejected. All documents of the vehicle including comprehensive insurance in original to be available for examination.
34. All penalties/ taxes/insurances/ outstanding dues of any type (except loan for purchase of vehicle) payable to govt agencies and make fit the vehicle for free and fair use without any obligations. Any pending outstanding liable the tender rejection.
35. AC functioning should be good and gas levels should be maintained to satisfactory levels.
36. No mileage will be allowed for lunch/ night halt/ morning arrival/ tea/snacks/courtesy calls of the friends or relatives or entertainments of the driver at any station during contract period.
37. Monthly rent means calendar month rent i.e 30 or 31 days. This should include all running expenses, driver wages, maintenance charges of vehicle for fit and good working condition, fuel charges etc. up to 2500 kms running for which log book is the base.
38. Tender bids shall be opened in the presence of tender committee and the tenderers who wish to be present at the time of opening.
39. If the diesel/petrol prices are increased or decreased, proportionate increase or decrease will not be done in the monthly hiring charges.
40. Oil change and water servicing should be done by the owner at least once in the month at their own cost.
41. The contract shall be for a period of one year initially and likely to renew further at the discretion of the SAAP.
42. Contract can be terminated giving one month notice from SAAP side or contractor side in case either of the party wish to conclude the contract on any reasons what so ever it may be.

Seal and signature of the tenderer

43. The Private vehicles, which are registered as a Taxi can only be hired for Government duty.
44. The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.
45. The owner of the vehicle hired for Government duty should provide the valid documents like permit, fitness certificate, issuance, tax etc., for plying for hire.
46. The owner of the vehicle hired for Government duty should also produce Professional Driving License with Badge of the Driver proposed to be engaged.
47. The owner of the vehicle shall only sign on the prescribed documents.

Seal and signature of the tenderer





Annexure I

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

VEHICLES – Guidelines for purchase of vehicles in the Government/Public Sector Undertakings/Autonomous bodies / Cooperative Societies / Universities and other eligible officers / hiring charges for the hired vehicles - Orders – Issued.

FINANCE (HR.VI-TFR-VA) DEPARTMENT

G.O.MS.No. 87

Dated: 01-06-2017

Read the following:-

4. G.O.Ms.No.5, Finance & Planning (FW-W&M.I) Department, dt. 04-01-1994.
5. Cir.Memo.No.30692/1116/A2/W&M/2002, dt. 22-04-2003 of Finance (W&M) Department.
6. G.O.Ms.No.170, Finance (W&M) Department, dated 06-07-2005.
7. Cir.Memo.No.1320/659/A2/W&M/2007, dt. 11-12-2007 of Finance (W&M) Department.
8. Cir. Memo.No.10783-C/321/DCM.II/2010, dt.13-06-2012 of Finance (DCM.II) Department.
9. Cir.Memo.No.995-A/59/A1/DCM.I/2014, dt. 23-07-2014.
10. G.O.Ms.No.50, Finance (EBS.I and GAD.I & II) Department, dt. 05-05-2015.
11. Minutes of the meeting held in the Chambers of the Special Chief Secretary to Government, TR&B Department on 27-12-2016 at 4.00 p.m.

ORDER:

In the references 1st to 6th read above instructions were issued on hiring of vehicles from time to time.

2. In the references 7th read above, Government have constituted a committee on purchase of vehicles, eligibility, hiring of vehicles etc., The committee recommended the following:

- a. All Secretaries to Government/Head of Departments/ Collectors/District Judges/Joint Collectors/Superintendent of Police / Revenue Divisional Officers / Deputy Superintendent of Police, who are performing law enforcing duties be provided with Government vehicles.
 - b. Other eligible officers, if they are not provided with Government Vehicles, may hire vehicles.
 - c. The Public Sector Undertakings (PSUs)/Autonomous Bodies / Cooperative Societies / Universities may use their own vehicles if already available. In case they intend to buy new vehicles, they must take the approval of Government.
 - d. Laying down eligibility criteria and revising cost of vehicles to be provided to officers / rates for hiring vehicles.
3. Government have examined and accepted the recommendations and it is hereby ordered that:

All Secretaries to Government / Head of Departments / Collectors / District Judges / Joint Collectors / Superintendent of Police / Revenue Divisional Officers / Deputy Superintendent of Police, who are performing law enforcing duties be provided with Government vehicles. In case they intend to buy new vehicles, they must take the approval of Government.

Other eligible officers, if they are not provided with Government Vehicles, they may use hire vehicles with the approval of the Government and concurrence of Finance Department.

c. The Public Sector Undertakings (PSUs)/Autonomous Bodies / Cooperative Societies / Universities may use their own vehicles if already available. In case they intend to buy new vehicles, they must take the approval of Government.

4. Government further order that the following rates of hiring charges for hiring vehicles, which includes the cost of vehicles to be provided to officers, fuel, driver batta and maintenance charges.

Sl. No	Cost of Vehicle	Hire Charge recommended	Eligible category of employees
1	More than Rs.15.00 lakhs	Rs.60,000 p.m. (Rs.15/- per KM over and above 2,500 KMs.	All Secretaries All persons holding post equivalent or higher than Secretary to Government. Heads of Departments District Judges District Magistrate & Collector Joint Collector Superintendent of Police
2	Rs.10.00 lakhs to Rs.15.00 lakhs	Rs.45,000 p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	Middle level officers i.e., Joint Directors and above; Secretariat Officers – Deputy Secretaries and above RDOs/DSPs.
3	Less than Rs.10.00 lakhs	Rs.35,000 p.m. (Rs.10/- per KM over and above 2500 KMs. In case of officers who extensively tour).	Officers of the rank of MROs and up to and inclusive the level of Deputy Directors.

5. The following instructions have to be necessarily followed at the time of hiring of private vehicles.

The private vehicles, which are registered as a taxi can only be hired for Government duty.

The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.

The owner of the vehicle hired for Government duty should produce valid documents like permit, fitness certificate, insurance, tax etc., while applying to Government for providing the vehicle for hire purposes.

The owner of the vehicle hired for government duty should also produce the Professional Driving License with badge of the Driver proposed to be engaged.

6. The instructions issued earlier which are not contrary to the above orders shall continue to apply.
7. The hiring of vehicles should be done through competitive tender process.
8. All the Departments of Secretariat and Heads of Departments / Public Sector under takings / Autonomous bodies / Universities etc., shall follow the above instructions scrupulously.
9. These orders are come into force w.e.f. **01-06-2017**.

This orders is available in the internet and can be accessed at the address <http://aponline.gov.in>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

MUDDADA RAVI CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT (FAC)

To

The Principal Accountant General (Audit – I), A.P., Hyderabad.

The Principal Accountant General (Audit – II) AP, Hyderabad. The Accountant General (A & E) A.P., Hyderabad

The Director of Treasuries & Accounts, AP, Ibrahimpatnam.

The Director of State Audit, A.P., Ibrahimpatnam.

The Pay & Accounts Officer, A.P., Ibrahimpatnam..

The Director of Works Accounts, A.P., Ibrahimpatnam.

The Principal Secretary to Governor of Andhra Pradesh, Hyderabad. The Principal Secretary / Secretary to the Chief Minister and Private Secretaries to all Ministers.

All Special Chief Secretaries / Principal Secretaries / Secretaries to Government with a request to communicate to all concerned All Departments of Secretariat.

All Heads of Departments including Collectors, Superintendents of Police and District Judges.

The Registrar, A.P. High Court, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Secretary, A.P. TRANSCO, A.P. GENCO, Vidyuth Soudha, Hyd.

The Secretary, A.P. Public Service Commission, Hyderabad.

The Vice Chairman and Managing Director, A.P. State Road Transport Corporation, Vijayawada.

All the Joint Directors of Works Projects.

All the Deputy Directors O/o. District Treasury Officers in the state.

All the District Treasury Officers in the state.

All the Chief Executive Officers of all Zilla Parishads.

All the District Educational Officers.

All the Secretaries to Agricultural Market Committees through the Commissioner and Director of Agricultural Marketing, A.P.

All the Secretaries of Zilla Grandhalaya Samsthas through the Director of Public Libraries, A.P.

All the Commissioners / Spl. Officers of the Municipalities / Corporations.

The Registrar of all the Universities in the state.

All Public Sector Undertakings / Autonomous Bodies / Cooperative Societies in the state.

Copy to:

Finance (BG) Department for obtaining Supplementary Grant if necessary.

The General Administration Department.

This G.O is available on the Internet at <http://www.aponline.gov.in> and <http://www.apfinance.gov.in>.

Copy to S.F./S.Cs.