



तम्बाकू बोर्ड / TOBACCO BOARD

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)
(Govt. of India, Ministry of Commerce & Industry, Department of Commerce)
अं.प्र.सं 9001:2015 से प्रमाणित संस्थान / An ISO 9001:2015 Certified organization
श्रीनिवासराव तोटा, जी.टी.रोड, गुण्ट, Sreenivasaraothota, G.T.Road- GUNTUR-522 004
दूर भाष Tel: 0863-2358399, 2353499, Fax: 0863-2354232, e-mail: info@indiantobacco.com




NOTICE INVITING SEALED TENDERS

DATE: 07.06.2024

Sealed tenders are called from interested persons for supply of one small size vehicle of 2019 or beyond model, namely **Maruthi Swift Dzire, Etios-GD, TATA Zest, Honda Amaze and KIA Sonet etc.,** for its regular operational purpose on hire basis at the offices of Tobacco Board Auction Platforms located in the districts of Prakasam, SPSR Nellore, Eluru, East Godavari, West Godavari and one Regional Office located at Ongole, Andhra Pradesh. The interested parties are required to submit their sealed tenders in two bid systems, i.e. Technical bid and Financial bid as per terms and conditions of the tender documents to the undersigned along with tender fee and EMD, both by demand draft drawn in favour of Secretary, Tobacco Board, Guntur.

The terms and conditions, Technical Bid and Financial Bid are available as Annexure-I, Annexure-II and Annexure -III respectively to this notice and can also be downloaded from our website www.tobaccoboard.com. The interested parties may file the duly filled in bids separately by mentioning "Tobacco Board Hire Vehicles – Technical Bid" & "Tobacco Board Hire Vehicles- Financial Bid" and put both quotations in one sealed cover and submit by post / drop the tender in tender box provided at Tobacco Board headquarters. The last date for submission of tender application is 14th June, 2024 by 1.00 P.M. The sealed tenders will be opened by the tender committee on the same day i.e., 14th June, 2024 at 3.00 P.M. in the presence of tenderers.

The Executive Director, Tobacco Board, Guntur reserves the right to accept / reject to any or all the tender with out assigning any reason.


(D.VENUGOPAL)
SECRETARY I/C
TOBACCO BOARD
GUNTUR - 522004

07.06.2024

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Terms and Conditions for hiring of vehicles on contract basis for the year 2024-25.

- The vehicle shall preferably a new one and must have a valid **taxi permit** to run in the state of Andhra Pradesh. The vehicle shall be at the disposal of the Tobacco Board for all the days of the month. The vehicle shall be parked at the parking of the respective office.
- The vehicles should be the model beyond 2019 only. The vehicles are the maker of Maruthi Swift Desire / Etios-GD/ TATA Zest / Honda Amaze / KIA Sonet etc.,
- The vehicle shall be provided along with a driver and fuel. Though the vehicle in normal circumstances runs for 5 days a week, in case of necessity, it shall be provided on any day. The vehicle should run 25 days and cover 2000 Kms at Auction Platform Jurisdiction and cover 3,000 kilometers at Regional Office Jurisdiction in a month.
- The owner of the vehicle shall bear all the repairs and maintenance of the vehicle. Except hiring charges, no other charges will be paid by the department. The owner of the vehicle will be responsible for any loss/damage to property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.
- The vehicle shall have unlimited passenger liability insurance. All the claims arising out of any accident shall be met by the vehicle provider.
- The driver should have a valid driving license, should wear clean white and white uniform as prescribed by the RTA and should follow traffic rules and other regulations prescribed by the Government from time to time.
- The successful bidder shall submit the (1) Registration Certificate of the vehicle, (2).Comprehensive Insurance Certificate, (3) Proof of Address (Aadhar Card), (4) Driving License of the driver (5) Valid Pollution Test Certificate obtained from time to time.
- The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition. The Driver shall report with the vehicle normally at duty place at 08.00 hours and will be relieved at the same place at 20.00 hours.
- The vehicle provider shall arrange for an alternative suitable vehicle at his own cost immediately in case of breakdown of the vehicle supplied. In case of failure to provide alternative suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges.
- Change of vehicle and the driver will be allowed only in exceptional circumstances. i.e., during break down of the existing vehicle.
- The term of the contract shall be for one year from 01/07/2024 to 30/06/2025 and may be continued for one more year at the discretion of the department.
- The vehicle shall run for a minimum distance of 2000 km/per month and the unused portion in a month shall be carry forward to the subsequent month.
- If the vehicle runs more than 2000 Kms in a month an amount of Rs._____ (as quoted in the tender schedule) per Km may be paid.
- The monthly hire charges will be paid after making statutory deductions like income tax etc.
- The department reserves the right to terminate the contract with a one month notice. In case the supplier wants to withdraw from the contract, he has to give three months notice to the authorities.
- The tenders will be opened before the Tender Committee **on 14/06/2024 at 3.00 P.M** in the office of the Tobacco Board, Opposite Medical Club, Srinivasarao Thota, G.T.Road, Guntur -522004.

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ANNEXURE - II

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग)
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TECHNICAL BID

1. Name and address of the vehicle vender/Firm/owner: _____
2. Earnest Money Deposit of Rs.20,000/- details
D.D Issued bank: _____ Amount: **Rs.20,000/-** D.D. No. _____ Date: _____
3. Cost of Tender Form Rs.1500 + 18% GST (Rs.270/-)
D.D Issued bank: _____ Amount: **Rs.1770/-** D.D. No. _____ Date: _____
D.Ds may draw in favour of "Secretary, Tobacco Board" payable at Guntur.
4. PAN (enclosing copy of PAN Card): _____
5. GST (Registration) No.(certificate letter copy to be enclosed): _____
6. Details of Vehicle(s):
(Make, Petrol/Diesel year of purchase, number & date of registration:
Make: _____ Vehicle Registration No. _____ Fuel: _____
Year of Purchase: _____ Date of Registration: _____
7. Tender for which Regional Office / Auction platform. No. _____
8. Any other remarks: _____

Place: _____
Date: _____

Signature of the Owner/ Authorised Signatory
Full Name _____
Name of Contractor /firm _____
Phone/Mobile No. _____

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/ our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/ agency/ owner/ contractor will be blacklisted and will not have any dealing with the Department in future.

(Signature of authorized signatory with date)

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ANNEXURE - III

FINANCIAL BID

- *1. Basic fixed monthly rent for 2,000 kilometers per month: Rs. _____
(Auction Platform Jurisdiction)
- *2. Basic fixed monthly rent for 3,000 kilometers per month: Rs. _____
(Regional Office Jurisdiction)
- *3. Rate per extra km, when used beyond 2,000 kilometers / per month
after all adjustments as per the contract conditions: Rs. _____
(Auction Platform Jurisdiction)
- *4. Rate per extra km, when used beyond 3,000 kilometers / per month
after all adjustments as per the contract conditions: Rs. _____
(Regional Office Jurisdiction)

Signature of the Owner/ Authorised Signatory

Full Name -----

Name of Contractor/firm-----

Phone / Mobile No. -----

- Strikeout which is not applicable: