

**TOBACCO BOARD:: DIRECTORATE OF AUCTIONS :: BENGALURU**

**TERMS & CONDITIONS APPLICABLE FOR HIRING OF VEHICLE  
FOR VIGILANCE SQUAD DURING 2023-24 AUCTIONS IN  
KARNATAKA**

1. Sealed tenders are invited for providing vehicle to Tobacco Board Vigilance Squads in Karnataka shall be addressed to **the Regional Manager, Tobacco Board, H.No.CA-5673/C, 14<sup>th</sup> main, 2<sup>nd</sup> Stage, Near Yoganarasimha Swamy Temple, Vijayanagara, Mysuru** super scribing **Tender for "Hiring Vehicle (Car) for Vigilance squad teams"** and should be dropped only in the tender box kept for this purpose in the **office of the Regional Manager, Tobacco Board, Mysuru** on **09.08.2023 by 2:30 PM** and shall be opened on the same day at **3:00 PM** in the presence of the tenderers or their authorized representatives. The **cost of tender form is Rs.500/-+GST @18%.**

Vehicles of **Sedan or saloon type(Three box configuration with separate compartments for an engine, passengers and cargo)** after **01.01.2021** onwards shall only be considered. Tenders mentioning other types shall be rejected.

1. The vehicle owner should submit the copies of Motor Car License, Comprehensive Insurance.
2. An amount of **Rs.20,000/-as EMD** by way of DD drawn in favour of **Tobacco Board, Bengaluru** on any nationalized bank payable at Bengaluru shall be submitted along with Tender forms & shall be converted as Performance Security Deposit. The Performance Security Deposit (PSD) will be retained with Tobacco Board and will be released only after conclusion of contract and receipt of satisfactory performance report from the Regional Manager, Tobacco Board, Mysuru. **The Vehicle owner shall not claim any interest on PSD.**
3. The PSD will not carry any interest.
4. The vehicle should be well maintained and free from paint patches, scratches, bad performance, rusty body and ugly look.
5. All tyres fitted with the vehicles including spare tyre be in good condition. Worn out tyres at any time be replaced by the Vehicle Owner at his own cost within 24 hours.
  - a) The minimum mileage should be covered 12 Kms for 1 litre of diesel.
  - b) 1 litre of Engine oil shall be provided for every 400 Kms run.

SINGATURE OF THE VEHICLE OWNER

6. The odometer fitted with the vehicle shall be in proper working condition at all the time and should show distances accurately. In case any defect is developed or pointed out by user the Vehicle Owner shall repair/replace such defective parts immediately at his own cost.
7. The interior of the vehicle shall be maintained cleanly and decently and provided with proper seat covers. The vehicle should be produced for a trial run about 10 kms, without any charges.
8. The 'RC' book shall always be available in the vehicle.
9. The vehicle should be provided with a sign board "Hired to Tobacco Board (Govt. of India)" in proper place in front.
10. The vehicle should normally be capable for carrying permissible seating capacity and permissible load.
11. The vehicle to be used on hire must have 'M' cab permit in terms of section 66 of the Motor Vehicle Act, 1988. Such permits are granted by the state transport authorities.
12. The vehicles should be insured under comprehensive insurance policy and renewed in time.
13. In order to avoid mishap/accident, the Vehicle Owner shall ensure that only skilled driver with sufficient experience in trade is deployed on vehicle and observes all rules/precautions in this regard.
14. The driver should be experienced, healthy, free from contagious or eye diseases and within the age limit of 18 to 50 years.
15. The Vehicle Owner should engage the same driver throughout the contract period. The driver should be provided always with a standard dress and possess a valid driving license in his vehicle.
16. The driver should be provided with all tools, accessories and spares and capable to attend minor repairs and breakdowns in case of emergency. He should be provided with a minimum of Rs.1000/- as cash imprest by the owner of the car to meet the expenditure on all occasions.

SINGATURE OF THE VEHICLE OWNER

17. The driver should normally be able to read and write Kannada and English. He should have good and pleasing manners and behavior. He should not smoke while driving and should not be under influence of liquor etc., while on duty. The driver should make his own arrangements for breakfast, lunch, tea, etc., while on duty.
18. The driver shall report with the vehicle normally at the duty place as directed by the Vigilance Squad Team leader. The time and distance shall be reckoned from the duty point. The driver shall maintain a log book showing the kms run at the beginning and at the end of the journey every day and obtain the signature of officer using the vehicle.
19. The Vehicle Owner maintain the vehicle in absolute good working condition equipped with tools, 2 sets of seat covers and other attachments for all the time during the currency of the Vehicle Owner. All repairs are to be borne by the Vehicle Owner himself at his own cost.
20. Wages of driver, repair charges, maintenance charges, breakdown charges, license fee, taxes, cost of fuel etc. shall be borne by the Vehicle Owner only.
21. The Tobacco Board does not bind itself to provide any parking place and shall not be responsible for safety or security of the vehicle/staff/equipment of any other properties.
22. The vehicle shall be required for use at any place or station away from duty place for a number of days in a month. It shall be the Vehicle Owner's responsibility to make necessary arrangements of lodging and boarding of his driver during his stay period.
23. The vehicle should be fit in all respects and for operations in accordance with Motor Vehicles Act and the existing rules as applicable from time to time. It shall be the Vehicle Owner's responsibility to provide the vehicle with valid documents such as registration certificate, insurance certificate, fitness certificate, pollution test certificate, route permit with taxes, fees levies paid upto date. The responsibility for any lapse in this regard shall be that of the Vehicle Owner exclusively, and the department stands completely indemnified against such defaults. The documents must be carried by the driver along with vehicle all the time on duty.

SINGATURE OF THE VEHICLE OWNER

24. The Vehicle Owner shall be solely responsible for any consequences and claims against the loss arising out of any accident caused by the vehicle to equipment/property of the Tobacco Board. He shall also be responsible for any claim/compensation that arises due to damage/injuries sustained by third parties including life/permanent injuries etc., caused by his vehicle.
25. The Vehicle Owner shall compensate the Tobacco Board for any damage, loss etc. of whatsoever caused to the property or authorized passenger/officer, staff of Tobacco Board while performing service under this contract. The estimated cost of damage or loss to the property or the compensation of the passengers/officers/staff as assessed under appropriate enactments shall be deducted from the payment due to the Vehicle Owner. The decision of the Competent Authority, Tobacco Board, Guntur shall be final and binding on the Vehicle Owner.
26. If the tenderer fails to supply the vehicle on any day, he is liable to be penalized for an amount equal to a day's charges in addition to the rent for the day of absence.
27. In case of any failure on the part of the Vehicle Owner to comply with any or all the terms and conditions or breach of contract or for any other good or sufficient reason, the Tobacco Board shall have a right to terminate the contract by giving notice in writing. In such an eventuality, the security deposit shall stand forfeited to the Tobacco Board without prejudice to any other rights of the Tobacco Board under contract.
28. The payment will be made by the Tobacco Board in a month on production of bills along with a log book duly approved by the Mobile Vigilance Team leader/Regional Manager of the concerned region.
29. Income tax @2% and prescribed percentage of surcharge on income tax and any other taxes applicable will be recovered from the monthly bills.
30. **After award of contract , if the vehicle owner fails to provide the Vehicle in the prescribed period, the PSD submitted by the Tender awardee will be forfeited without assigning any reason thereof.**

31. The Competent Authority, Tobacco Board, Guntur reserves the right to cancel the contract at any time without assigning any reason.

**Special Terms and Conditions:**

1. The driver should be young, energetic and should maintain confidentiality regarding vigilance activities. In case, non-satisfactory performance is reported by Auction Superintendent/Mobile Vigilance Squad, he must be replaced getting written direction from Tobacco Board.
2. In case services of second driver is required by the Mobile Vigilance team due to emergent situation during the night hours, an amount of Rs.250/- per night as additional driver charges shall be paid by Tobacco Board.
3. The Contract is initially valid for one month from the date of award of this order. The Director (Auctions), Tobacco Board, Bengaluru reserves the right to extend the same for three months and the contract can be further extended for another three months or till the termination of Mobile Vigilance Squad team, whichever is earlier subject to satisfactory performance of the party in execution of Terms & Conditions.
4. The driver should always be present with the vehicle so that there will not be any difficulty to get him in the day or night whenever he is required for driving the vehicle.
5. Keeping or using own mobile with the driver is strictly prohibited. However, the mobile number of Vigilance Team, where the driver is working can be provided to the driver's family for conveying any emergency information to be communicated to the driver.

Signed and sealed and delivered.  
Name in block letters:

Designation in the presence of:

- 1) .....  
(Name in block letters, signature  
Designation/occupation & address)
- 2) .....  
(Name in block letters, signature  
Designation/occupation & address)

For and on behalf of Director (Auctions), Tobacco Board, Bengaluru.  
Name in block letters & signature and Designation

**TENDER FORM FOR HIRING OF VEHICLE FOR VIGILANCE SQUAD(CAR)**  
**FOR 2023-24**

| Sl No. | Particulars   |  |                            |
|--------|---|--|----------------------------|
| 1      | Name of the tenderer with Address   |  |                            |
| 2      | Name of the Platform for which the tenderer is quoting specified in the tender notification (Tenderer can quote for more than one Vigilance Squad with a separate tender form along with EMD for each Vigilance Squad). |  |                            |
| 3      | Phone & mobile number   |  |                            |
| 4      | Whether contractor is individual or joint firm  |  |                            |
| 5      | PAN Number (copy enclosed)  |  |                            |
| 6      | AADHAR Number (copy enclosed)   |  |                            |
| 7      | GST No.   |  |                            |
| 8      | No. of Cars owned and model. (Proof to be submitted)  |  |                            |
| 9      | Previous experience, if any.  |  |                            |
| 10     | Make & Model of the Vehicle   |  |                            |
| 11     | Attested copy of the Insurance certificate, Fitness Certificate, Pollution Test certificate, Route Permit, Tax paid receipt, RC book shall be attached.   |  |                            |
| 12     | Rate to be quoted per day for one Vigilance Squad Team by the Vehicle Contractor excluding diesel/oil charges with a run of 12 kms per litre and one litre of engine oil for every 400 kms run.                         | <b>Figure (Rs.)</b>                              | <b>Words (Rupees.....)</b> |
| 13     | Details of EMD amount submitted   | <b>DD.No.</b><br><b>Date :</b><br><b>Amount:</b> |                            |

**DECLARATION**

I have gone through the terms and conditions issued by the Tobacco Board and agree to abide by all terms and conditions. The above information furnished by me is true to the best of my knowledge. If any information is found false, the EMD deposited by me may be forfeited including cancellation of contract.

Place:  
Date:

Signature of the Contractor:  
Seal:

**Addresses of Regional Manager Office Mysuru and Periyapatna and Phone Numbers**

| <b>Sl.No</b> | <b>Name of the Office</b>  | <b>Mobile &amp; Land No's</b> |
|--------------|--|-------------------------------|
| 1            | Regional Manager, Tobacco Board, H.No:CA-5673/C, 14 <sup>th</sup> main, 2 <sup>nd</sup> Stage, Near Yoganarasimha Swamy Temple, Vijayanagara, Mysuru-570017. | 9448495502<br>0821-2543357    |
| 2            | Regional Manager, Tobacco Board, No.4, Housing Board, Gonikoppa Road, Periyapatna-570017   | 9448280151<br>08223-2543357   |