

TOBACCO BOARD:: DIRECTORATE OF AUCTIONS :: BENGALURU

**TERMS & CONDITIONS APPLICABLE FOR HIRING OF VEHICLE
TO 10 TOBACCO AUCTION PLATFORMS IN KARNATAKA FOR PERIOD
OF 1 YEAR (01.02.2025 to 31.01.2026)**

1. Sealed tenders are invited from the eligible travel agency/ firms/vehicle owners for providing vehicle to the Tobacco Board offices in Karnataka for a period of 1 year and tenders shall be addressed to the **Regional Manager, Tobacco Board, H.No.CA-5673/C, 14th main, 2nd Stage, Near Yoganarasimha Swamy Temple, Vijayanagara, Mysuru** superscribing **"Tender for Hiring of Vehicle (Car)"** and should be dropped only in the tender box kept for this purpose in the Office of the Regional Manager, Tobacco Board, Mysuru on **21.01.2025 before 11.30 AM and shall be opened on the same day at 12.00 Noon** in the presence of the tenderers or their authorized representatives. The cost of tender form is Rs.1500/-+GST @18%.
2. Vehicles of Sedan or Saloon type (Three box configuration with separate compartments for an engine, passengers and cargo) manufactured/registered after 01/01/2021 shall only be considered. Tenders mentioning other models shall be rejected.
3. A total Ten(10) cars are required for period of 1 year from single tenderer i.e., 8 cars to the 8 tobacco Auction platforms comes under Mysuru district and 2 cars to the 2 auction platforms comes under Hassan District.
4. The firm should have at least one year of experience in the tour and travels business in providing cars/taxis in the Government Sector/Semi Govt./Public Sector and should have adequate numbers of vehicles of its own with them
5. The contract may be initially for a period one year and it will commence from the date of signing of agreement (01.02.2025 to 31.01.2026) may be extended at the discretion of the Competent Authority under the same rate, terms and conditions.
6. The firm should ensure that the driver to be provided must possess valid driving licence with 2-3 years of experience and carry all the necessary documents viz., Registration Certificate, Insurance Papers, etc. with him and he should be within the age limit of 18 to 50 years. The driver should wear uniform and behave well with pleasing manners and should have fair knowledge of Kannada/English and knowledge of Hindi will be an advantage. He should be able to attend to any minor technical problems that may arise while using the car. He should always carry a mobile phone with him, as it will enable the Officer to contact him at any time.
7. The cars to be provided should not be earlier than 01.01.2021. The vehicles should be well maintained and free from paint patches, scratches, bad performance, rusty body and ugly look.
8. All tyres fitted with the vehicles including spare tyre to be in good condition. Worn out tyres at any time to be replaced by the travel agency/vehicle owner at his own cost within 24 hours.
9. The vehicle should run 26 working days including petrol/diesel/driver bata and three night halts covering 2,000 kms in a month.
10. If the vehicle runs more than 2,000 kms in a month, an amount of Rs._____(as quoted in the tender form) per km may be paid.

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11. The vehicle shall run for a minimum distance of 2,000 km per month. If the vehicle did not cover 2,000 km in a particular month, 50 % of kilometers that falls short from the actual 2,000 km will be considered and the same shall be added to the actual kilometers run and the rental charges shall be paid on prorata basis.
12. 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 Travel Agency/Vehicle Owner shall repair/replace such defective parts immediately at his own cost.
13. 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.
14. The 'C' book along with all related documents of the car shall always be available in the vehicle.
15. The vehicle should be provided with a sign board **"Hired to Tobacco Board (Govt. of India)"** in proper place in front.
16. The vehicle should normally be capable for carrying permissible seating capacity and permissible load.
17. 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.
18. The vehicles should be insured under comprehensive insurance policy and renewed in time.
19. The driver should be provided with all tools, accessories and spares and capable to attend minor repairs and breakdowns in case of emergency.
20. The driver 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.
21. Same car and driver should be sent daily to the Tobacco Board office given. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the concerned officer.
22. The driver shall report with the vehicle normally at the duty place as directed by the concerned Official. 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 the officer using the vehicle.
23. The Travel Agency/Vehicle Owner should 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.
24. Wages of driver, repair charges, maintenance charges, breakdown charges, license fee, taxes, cost of fuel etc. shall be borne by the Vehicle Owner only.
25. 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.

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26. 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 Travel Agency/Vehicle Owner's responsibility to make necessary arrangements of lodging and boarding of his driver during his stay period.
27. 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.
28. 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 travel agency/firm/Vehicle Owner's responsibility to provide the vehicle with valid documents such as registration certificate, proof of Address (Aadhar Card), Driving License of the driver, comprehensive insurance certificate, fitness certificate, pollution test certificate, route permit with taxes, fees levies paid up to date. The responsibility for any lapse in this regard shall be that of the travel agency/firm/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.
29. 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.
30. The travel agency/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.
31. Change of vehicle and the driver will be allowed only in exceptional circumstances i.e., during break down of the existing vehicle.
32. In case of any failure on the part of the Travel Agency/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 one(1) month 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. In case the supplier wants to withdraw from the contract, he has to give three (3) months notice to the authorities.
33. The payment will be made by the concerned Auction Superintendent of Tobacco Board in the succeeding the month on producing of Bills along with a log book duly approved by the Auction Superintendent.
34. Income tax @ 2% and prescribed percentage of surcharge on income tax and any other taxes applicable will be recovered from the monthly bills.
35. After award of contract , if the Travel Agency/Vehicle owner fails to provide the Vehicle in the prescribed period, the EMD submitted by the Tender awardee will be forfeited without assigning any reason thereof.

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36. **Performance Security Deposit (PSD)**

- a. An amount of Rs.1,60,000/- for providing 8 cars to Mysore district and Rs.40,000/- for providing 2 cars to Hassan District 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 **Auction Superintendent, Tobacco Board**. The Vehicle owner shall not claim any interest on PSD.
 - b. The Performance Security Deposit (PSD) will not carry any interest.
37. The Competent Authority, Tobacco Board, Guntur reserves the right to cancel the contract at any time without assigning any reason.

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Name and address in block letters:

TENDER FORM FOR HIRING OF VEHICLE (CAR) 2024-25

Sl No.	Particulars																																																										
1	Name of the tenderer/travel agency with Address																																																										
2	Phone & mobile number																																																										
3	Whether travel agency is individual or joint firm																																																										
4	PAN Number (copy enclosed)																																																										
5	AADHAR Number (copy enclosed)																																																										
6	GST No.																																																										
7	No. of Cars owned and model. (Proof to be submitted)																																																										
8	Previous experience(Min. of 1 year)-proof to be enclosed																																																										
9	<div> <div> Make & Model of the Vehicle (Not before 1/1/2021) <table border="1"> <thead> <tr> <th>SL. No.</th><th>Model</th><th>Make year</th></tr> </thead> <tbody> <tr><td>1</td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td></tr> </tbody> </table> </div> <div> <table border="1"> <thead> <tr> <th>SL.No.</th><th>Model</th></tr> </thead> <tbody> <tr> <td>Vehicle No.</td><td>Name of APF applied</td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table> </div> </div>	SL. No.	Model	Make year	1			2			3			4			5			6			7			8			9			10			SL.No.	Model	Vehicle No.	Name of APF applied																					
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10	Attested copy of the Comprehensive Insurance certificate, Fitness Certificate, Pollution Test certificate, Route Permit, Tax paid receipt, RC book shall be attached.																																																										
11	Rate to be quoted by the Vehicle Contractor for a period of 26 working days in a month including petrol/diesel/driver bata and three night halts covering 2000 kms. (Including GST). The work will be awarded based on the lowest rate quoted.	<div>Figure (Rs.)</div> <div>Words (Rupees.....)</div>																																																									
12	Running charges per kilometer of the vehicle beyond 2000 kms/month after all adjustments as per the contract conditions.	<div>Figure (Rs.)</div> <div>Words (Rupees.....)</div>																																																									
13	Details of EMD amount submitted	Bank Name: DD.No. Date : Amount:																																																									

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.

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Place:

Date:

Seal:

Addresses of Auction Platforms in Karnataka and Phone Numbers

Sl.No	Name of the Auction platform	Mobile & Land No's
1	Office of the Auction Superintendent, Tobacco Board, Platform No.1, Shantipura village, H.D.Kote-571114, Mysore Dist.	9448495505 9483226115
2	Office of the Auction Superintendent, Tobacco Board, Platform No.2, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist.	9448495506 9448495523
3	Office of the Auction Superintendent, Tobacco Board, Platform No.3, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist.	9448495515 9448495527
4	Office of the Auction Superintendent, Tobacco Board, Platform No.64, MTC Complex, Kattemalavadi Post, Hunsur-571134, Mysore Dist.	9448495658 9448495659
5	Office of the Auction Superintendent, Tobacco Board, Platform No.4, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysore Dist.	9448495508 9448495528
6	Office of the Auction Superintendent, Tobacco Board, Platform No.5, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysore Dist.	9448495509 9448495529
7	Office of the Auction Superintendent, Tobacco Board, Platform No.6, Kaggundi Village, H.H.Bagilu Post, Periyapatna-571107, Mysore Dist.	9448495510 9448495640
8	Office of the Auction Superintendent, Tobacco Board, Platform No.62, Chilkunda Village & Post, Chilkunda-571105, Mysore Dist.	9448495512 9448495642
9	Office of the Auction Superintendent, Tobacco Board, Platform No.07, Ramanathpura Village & Post, Arkalgud Tq, Hassan Dist-571133.	9448495513 9448495643
10	Office of the Auction Superintendent, Tobacco Board, Platform No.63, Ramanathpura Village & Post, Arkalgud Tq, Hassan Dist-571133.	9448495514 9448280156

