

Ref : APHMEL/ PUR/ Enq.No .1368

Date: 24.03.2023

**Last date for submission of Sealed quotation
on or before by 3.00 P.M. On 07-Apr-2023**

**OPENING OF TENDER AFTER
3.00 P.M. ON THE SAME DAY**

Dear Sirs,

Sub : Tender for supply of car on monthly rental basis - Invitation for quotation - Reg .

Please submit your sealed quotation for providing One Number of Sedan car (diesel/Petrol) with A/c in good running condition on a "Monthly rental basis" for a period of 3 years starting from 23.05.2023 for the usage of our organization . The specification of the cars and the general terms and conditions of the proposed contract are as under:

1	Make of the car	Sedan car diesel/Petrol with A.C (White)
2	No. of Cars	1 (One)
3	Model	The cars shall be Registered on or after 01.01.2023 (New Vehicle). Vehicles with permanent registration are only permitted for deployment and vehicles with temporary registration will not be accepted. Vehicle registered for the first time on or after 01.01.2023 and on contractor's name are only to be deployed for the above purpose. Good and road worthy condition vehicles with perfect front and rear suspension and comfortable seats are to be made available. The vehicle should be maintained in FIT condition as per the Rules and Regulations of R.T.A.
4	Ownership	Photo copy of Registration certificates are to be furnished.
5	Permit & Insurance	The vehicle provided with valid permit and full insurance cover by the firm during entire contract period to travel all over Andhra Pradesh.
6	Fuel to be provided by APHMEL	Diesel /Petrol : Car with A.C at 1 Liter for every 15 KMs., fuel would be provided by the APHMEL, The Lubricants , repairs, Taxes, insurance and any other incidental expenses in running the vehicle shall be borne by the Contractor. APHMEL will not be held responsible for any Taxes, dues, loans or debts on the Vehicle provided by the Contractor and should ensure no involvement of APHMEL on such accounts.
7	Mileage	Car can be used up to 3,000 KMS per month without any extra cost. Extra charges will be paid Rs.3.65 / KM beyond 3000 KM. Mileage will be counted from 1 st pick up point to last dropping point.
8	Extra hour charges	Rs. 50/- per hour will be paid extra if the car is used beyond 12 hours a day.
9	Outstation Allowance	Rs. 100/- per day per car will be paid when the car is sent to out station for a journey beyond 60 KM one side. However, no extra hour charges will be paid when the car is sent to out station.
10	Time for placement of car	The vehicles shall be supplied for 12 hours in a day i.e., normally from 8.00 AM to 8.00 PM without any extra charge. However, in case APHMEL needs the vehicle beyond normal duty hours, it shall be made available by the firm. The vehicle shall be parked at the Company's premises during the above 12 hours period.

11	Contract period	<p>The contract is valid for a period of 3 years w.e.f 23.05.2023 and is extendable for further one more year</p> <p>The contractor should not sell the contractual rights to any other person/agency during the tenure of contract. Power of authority for execution of the contract also cannot be assigned to any other person/agency during the contract period and breach on this account is liable for termination of order. Payment of monthly bills will be released in the name of the contractors only and no authorizations will be entertained.</p>
12	Speedo Meter	<p>The car shall possess Speedo Meter in good running condition during the entire tenure of the contract, with provision to read fraction of KM. Starting and closing time counts and Speedometer reading will be given by the concerned official to whom the Vehicle is attached for daily run. The trip sheet/Log Book should be maintained without over writing to possible extent. If inevitable the same should be certified by the Head of the department and should be available with driver for obtaining the official's signature for the trip made.</p>
13	Taxes & duties	<p>GST Tax Extra as applicable.</p> <p>The Contractor is advised to get himself registered with the concerned statutory authorities for executing the contract with APHMEL including GST Registration and submit legal documentary evidence. Any consequences arising out of non-compliance of the above, will not absolve the contractor from the obligations/responsibilities under the contract.</p> <p>GST tax as applicable during the execution period of the contract will be remitted by APHMEL directly to the Government account under reverse charge mechanism.</p> <p>Introduction of new taxes/duties or with-drawal of taxes/duties, if any, shall be to the account/credit of APHMEL as the case may be.</p>
14	Insurance	<p>The vehicle shall be insured for comprehensive risk and under no circumstances the APHMEL shall be liable for any damages. The Driver and passengers should also be covered by suitable insurance policy obtained from Nationalized Insurance Companies as per the laws prevailing in the State. A copy of the comprehensive insurance policy certificate should be furnished during the operation of contract.</p>
15	Repair & Maintenance	<p>All repairs, maintenance and service, payment of taxes, Comprehensive insurance charges and salary of the driver shall be borne by the Firm.</p>
16	Break-down	<p>In case of vehicle break-down, the firm shall arrange alternative vehicle immediately, failing which APHMEL will arrange vehicle and the actual cost incurred will be recovered from firm.</p>
17	Documents	<p>The contractor has to comply with RTA Rules and shall be in possession of necessary permission license etc., to ply the vehicle on hire. Copy of the Registration Certificate of the vehicle is to be submitted while commissioning the contract.</p> <p>All the vehicle's documents and Driver's License shall always be kept in the vehicle and the driver shall be able to produce the same to the Motor vehicle Inspector / Police Officer / or any government officer of verification on their demand during the period of contract.</p>
18	Availability of vehicle	<p>Vehicles shall always be made available by the firm as otherwise, necessary rental charges will not be paid.</p>
19	Payment	<p>Will be made once in a month as per certification by the concerned.</p> <p>100% payment will be arranged for value of the work done on receipt of the bill in complete shape. However, the payment will be subject to TDS recoverable as per statute. A Certificate will be given for the TDS recovered by the Company within one week after remitting the same to Government.</p> <p>The taxes ruling from time to time are applicable. Contractor has to pay professional tax as per the provisions of the Act and submit copy of the Tax payment vouchers to CFO.</p>
20	Bank Account	<p>Firm shall submit their Bank details.</p>

21	Unauthorized trips	No payment will be made to unauthorized trips undertaken by the vehicle.
22	Income Tax	Income Tax as applicable will be deducted from the firm's Bills as per applicability.
23	Right to use other Means of Transport	APHMEL reserves the right to use its own or other Transport Services as per their choice and discretion during the entire tenure of this contract.
24	Termination of contract	The contract is liable to be terminated at any time during its tenure without assigning any reason thereof. APHMEL reserves the right and all the decisions take on this account by APHMEL will be final and binding. Contractor will not be permitted to terminate the contract, except in force majeure conditions, before the expiry of contractual period in case of breach of contract, risk hire charges shall be recovered from the contractor
25	Notice	If the firm for any reason is unable to place the vehicle for the entire contract period or part thereof shall give 60days notice to APHMEL. For making alternate arrangements.
26	Monthly Rent	Submit offer for monthly rent per vehicle
27	Driver of the vehicle	<ul style="list-style-type: none"> a) The age of the Driver shall be in between 25 to 58 years only. b) The Driver of vehicle shall report to the concerned and follow the instructions accordingly. c) He shall maintain a Log Book and submit the same to PA to MD for his endorsement on a daily basis. d) The Driver shall have also adequate knowledge in attending the minor repair / break – downs. e) The driver shall attend all trips as assigned by concerned officer. f) If the driver provided by the contractor is found unsuitable by APHMEL, the contractor shall remove him forthwith and replace with suitable driver acceptable to APHMEL. g) The driver shall remain and shall be deemed to be the employee of the contractor. The Driver shall not under any circumstances be treated as employee of the APHMEL. The contractor shall fully liable to procure Driving Licence etc., and to meet other legal requirements under Motor Vehicles Act, 1988 or any other Acts. h) The Contractor/Driver deployed on the vehicle must be literate, well dressed and exhibit the obedience and courtesy to the Officers travelling in the Vehicle. He should have pleasing manners. The driver provided to the vehicle should possess valid Driving License. The speedometers should always be in working condition. The seat covers should always be maintained in trim condition and should be given for washing for every two weeks. i) The driver with the vehicle has to report to the designated officer at the specified time every day. The driver shall be provided with a mobile phone by the contractor at his own cost. The driver shall keep the mobile phone always in his possession. j) The driver should possess minimum 3 pairs of White uniform and the contractor shall also provide minimum 3 pairs of White uniform to the substitute driver at his own cost. The Vehicle driver must wear the uniform and identity card on duty hours always. If he does not wear the uniform and identity card, he will not be allowed for duty and vehicle is deemed as not deployed for that day/days. k) The contractor should be familiar with the antecedents of the permanent driver and substitute driver(s). If required APHMEL has got right to verify the antecedents of the permanent /substitute/additional driver(s). If required APHMEL has got right to ask contractor to replace the permanent/substitute/additional driver if the antecedent/behavior is not satisfactory. l) If the performance of the driver is not satisfactory, the Driver should be changed as per advice of the concerned officer. m) Any contravention by the Driver or any person employed by him or any of the terms of contract or any of the provisions or any Act, Rules, Regulations or Company's Standing Orders or any rules regarding conduct and discipline as formulated by the Company would be communicated in writing to Contractor by the Concerned Officer. After having been informed of such contravention if he fails to take appropriate action, the Managing Director has the right to refuse the person responsible for such contravention to enter into the premises of the company's establishment till the cause of such contravention is

		<p>removed or informed in writing of the corrective action taken by the contractor with an assurance about non-recurring of such contravention.</p> <p>n) The contractor has to provide minimum amount with driver as imprest cash which is equivalent to cost of one tank full of diesel/Petrol plus Rs.1000/- to attend any break down/maintenance/ to arrange a vehicle in case the vehicle is stopped.</p>
28	Legal compliance	<p>The contractor should follow all the labour legislations as amended from time to time including the Minimum Wages Act. Etc.</p> <p>The Contractor should produce their Driver's bank account number with proof. Payment to the Drivers/substitute drivers shall not be less than minimum wages as per Act and the tenderer shall pay wages to the driver(s) through bank only.</p> <p>The contractor should produce previous month payment receipts made to the drivers as per minimum wages Act/Rules along with bills.</p> <p>The Contractor shall be liable and responsible to discharge all the legal liabilities under Motor Vehicle Act, 1988 or any other Acts, Registration, payment of Taxes of the vehicle, Comprehensive insurance and all such liabilities as may be fixed from time to time by any law on the owner of the vehicle and the APHMEL be deemed to have no liability whatsoever.</p> <p>Pollution under Control Certificate is to be obtained from the concerned Statutory Authorities from time to time and the certificate is to be kept in the vehicle.</p> <p>APHMEL is not liable to pay any compensation in case of any accident caused by/to the hired vehicle in respect of such vehicle or driver or cleaner or the third party. The owner and the insurance company are only liable to pay any compensation in case of such accident by/to the hired vehicles.</p> <p>APHMEL is not responsible in any way for the safety of the hired vehicle during the period when the vehicle is at its disposal, but the owner of the hired vehicle is responsible for the safety of such vehicle.</p> <p>The contractor of the hired vehicle is liable to pay any compensation that may be awarded by any forum/tribunal in respect of any motor accident caused by/to such hired vehicle.</p> <p>The contractor of the hired vehicle should indemnify the APHMEL for any loss or damage suffered or compensation to be paid by it due to any motor accident caused by/to such hired vehicle.</p> <p>The contractor of the hired vehicle shall inform in writing to the concerned insurance company with which the subject vehicle is insured about the hiring of his vehicle with the APHMEL and the conditions thereof under intimation to APHMEL.</p> <p>The contractor should furnish a letter once in three months form the financier, that installments are paid up-to-date, otherwise succeeding month bill will not be passed.</p> <p>Any dispute is subject to Vijayawada Jurisdiction only.</p>

29	Penalties	<p>The contractor should positively deploy the vehicle within the stipulated period as per the order terms and conditions. If he fails to deploy the vehicle within stipulated period, a penalty of Rs.450/- per day will be recovered from the contractor's future bills. The Managing Director or his representative will take a decision either to penalize the contractor or cancel the order depending on the need & situation (From the date of completion of the lead period till the deployment of vehicle.)</p> <p>The contractor has to provide alternative vehicle or similar type on any day if the regular Vehicle is not available for any reason .If vehicle is stopped due to trouble or if any stoppage occurs in the middle of the journey, an immediate substitute is to be provided to the place specified on request. If the contractor fails to provide the vehicle a penalty of amount which is equivalent to proportionate amount payable per day or the amount paid to take other agency for hiring alternate vehicle whichever is more shall be deducted from the contractor's monthly bill towards penalty per day for non deployment of vehicle.</p> <p>If the vehicle is taken out of station for any major overhauling/repairs etc., the contractor shall provide alternative Vehicle of similar type for the period during which the original vehicle was under repairs. If the contractor fails to provide alternative vehicle, the Managing Director or his representative will engage another hired Vehicle and the actual cost incurred by APHMEL will be recovered from the contractor's payment.</p> <p>The alternative vehicle so engaged by the contractor shall be of similar type and in fit conditions and can be deployed up-to a maximum period of 2 months, otherwise penalty @Rs.450/- per day is applicable.</p>
30.	Validity of offer	Offer validity shall be a minimum of 45 days from the date of Tender opening
30	Agreement	<p>Agreement is to be entered within 10 days from the date of commencement of order on Rs.100/- non-judicial stamp paper.</p> <p>Bills shall be payable only after receipt of agreement bonds by the concerned paying authority of the area.</p>
31	Earnest Money Deposit/ Security Deposit	<p>To submit EMD for Rs.5000/- along with the offer. Subsequently, after placement of order, the firm whose name order is released shall deposit Rs. 20,000/- as Security Deposit .SD will be returned without any interest after successful completion of contract.EMD of unsuccessful firms will be released after finalization of contract without interest.EMD of successful firm will be returned after submission of SD without any interest.</p> <p>Note: The MSME registered firm should submit MSME certificate to get exemption from Submission of EMD.</p>

It is requested to submit your lowest quotation along with EMD of Rs.5000/- and necessary enclosure by 3PM on or before **07.04.2023**

Thank you

Yours faithfully,
For AP HEAVY MACHINERY & ENGG.LTD.

SR.MANAGER(PURCHASE)