

**Tender Document for hiring of Car**

Online Tenders are invited for hiring of a Car by Central Government Employees Welfare Housing Organisation (CGEWHO) for its Housing Project at Vishakhapatnam. The agency should fulfil the following criteria:

- i. The firm should have atleast 05 (Five) years experience in relevant field - the firm to submit work order in support of experience.
  - ii. The firm should have valid documents for the vehicle supplied for hire.
  - iii. The driver should have atleast 05 years Driving experience. His age should not be more than 55 years. The vehicle should be not more than 5 years old.
2. Bid may be submitted in the following format:
- a) Monthly Charges for 12 Hours duty per day upto 2500 Km - Rs. \_\_\_\_\_
  - b) Extra Kms beyond 2500 km per month - Rs. \_\_\_\_\_
  - c) Extra Hours after 12 hours per day - Rs. \_\_\_\_\_
  - d) Weekly off for vehicle maintenance.
3. Other terms and conditions are as below:
- i. Starting and closing time and kms shall be calculated from CGEWHO office at Pendurthi, Vishakhapatnam.
  - ii. Payment shall be released within 10 days of submission of bills. Taxes as due shall be deducted from payment.
  - iii. GST shall be paid extra as applicable.
  - iv. Rates shall be firm for a period of 1 year.
  - v. Parking charges and Toll tax shall be paid extra.
4. Instructions for submission of online bids are enclosed herewith as Annex-A for the bidders.
5. The last date for submission of online as above shall be 11.11.2019 upto 1500 hrs.
6. In case of any accident/mishap all responsibility/action shall lie with the agency supplying the vehicle on hire.