SCOPE OF THE WORK

1. To provide fleet management services for Office of the Department of Protocol at Nowluru with qualified and experienced staff.

Services.

2. The following services shall be provided by the agency.
   a) Provision of staff for Plying the Government Luxury Vehicles as Driver and cleaning the vehicles as cleaner
   b) The Drivers should coordinate with all wings of Department for facilitate the visiting dignitary.
   c) The Drivers should maintain the vehicle allotted to them in up keep good condition
   d) The drivers should maintain the log books and petrol account properly and they should submit the log book to the incharge officer for verification.
   e) The Drivers should appear daily in clean shave and neat dress in pleasant manner.
   f) The Drivers should always available for emergency duties and tours.

3. The following staff should be deployed by the service provider in 365 days.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>Number of persons</th>
<th>Qualification/Experience</th>
<th>Remarks</th>
</tr>
</thead>
</table>
| (a)    | Drivers     | 42                | • Should be having valid Driving license  
• Should be Physically fit with good eye sight  
• 5 years experience in driving luxury cars.  
• Should have passed | D.o.P Office Nowluru |
class X
  • Must posses good communication skills with decent behavior

<table>
<thead>
<tr>
<th>(b)</th>
<th>Cleaners</th>
<th>5</th>
<th>• Should be Physically fit</th>
<th>D.o.P. Office Nowluru</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>47</td>
<td></td>
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</tbody>
</table>

**Terms and Conditions:**

a) All the staff should have the enough experience in driving the all vehicles with good communication skills and good behaviour.
b) The responsibility of back stopping (replacements during holidays/ illnesses/ shift duties etc.) lies with the service provider.
c) The responsibility of providing daily transport, allowances, insurances, statutory payments on behalf of the staff deployed shall lie with the service provider.
d) They should have maintain a mobile phone. The payment for the mobile phones shall be made by the service provider. The mobile phone shall be answered within 2 rings.
e) Service provider is responsible to ensure that the Drivers always attend duty in uniform (White Shirt & White Pant with Black Shoes) and clean shaven.
## VOLUME-2.

### ELIGIBILITY

<table>
<thead>
<tr>
<th>Package</th>
<th>Technical Experience</th>
<th>Financial Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Providing Fleet Management Services for Department of Protocol office at Nowluru.</td>
<td>a) The bidder should have the experience of doing at least one similar turnkey contract in the last 5 years. Similar work means: should have contract with at least 15 members to any multinational company/Government undertaking. b) The bidder should have at least 100 persons employed on rolls of his company.</td>
<td>The bidder firm/company should have a turnover of at least Twenty Five Lakhs rupees per year in the last 3 years.</td>
</tr>
</tbody>
</table>

**Note.** Evidence from Chartered Accountant is required as proof for the experiences stated above.
4. Forms

PRICE BID FORM
(On Bidder's letterhead)

Date: ..............................................

Name of Contract: ................................

To

The Director of Protocol,
Government of Andhra Pradesh.

Sir,

I the under signed, offer to provide the services for [title of the Bid] in accordance with your Tender Document dated [date] and our proposal. Our attached financial proposal is for the sum [amount in words and figures] per year. This amount is exclusive of all local taxes such as service tax.

<table>
<thead>
<tr>
<th>Package</th>
<th>Item</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

My financial proposal shall be binding upon me subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal i.e., [date].

We understand you are not bound to accept any proposal you receive.

I remain,
Yours sincerely,

Authorised signatory:

Name and Title of Signatory:

Name of Firm:

Address:

VOLUME-3

CONTRACT TERMS

1. Payment shall be made at the end of every quarter.

2. A performance guarantee of **rupees two lakhs fifty thousand** shall be given, which shall be returned within 30 days of termination of the contract.