Andhra Pradesh Urban Infrastructure Asset Management Limited

Reg. Office:4th Floor NTR Administrative Block, Pandit Nehru Bus Station,

Vijayawada - 520013

CIN:U65999AP2016PLC103663

NOTIFICATION

(Inviting quotations for engagement of Vendor for taking One Ertiga vehicle on monthly lease initially for a period up to 31.03.2027, in Vijayawada.

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) requires to engage Vendor to provide one Ertiga vehicle at Vijayawada for a period of one year on the following terms & conditions provided below:

Vehicle Specifications and Requirements

APUIAML is seeking one Ertiga vehicle that meet the following criteria:

1. **Registration Category:** Vehicles registered in the passenger transport commercial category with the concerned Regional Transport Office (RTO) would be required to engage in APUIAML through this Notification.
2. **Driving License:** Driver should possess valid appropriate category Driving Licence.

   Ensure Driver should behave well-mannered way with all officials and willing to help any office work, if any
3. **Vehicle Model and Features**: Ertiga with air conditioning
4. **GPS Enablement:** The vehicle must be equipped with a functional GPS system
5. **Ownership of vehicle:** Vendor should be owner of the vehicle which is proposing to deploy at APUIAML (No sub-contracting of the vehicle would be allowed)
6. **Documentation:** The vehicle must have complete and valid documentation, including ownership, registration, insurance, pollution certificate and should be challan-free, both at the time of application and throughout the vehicle engagement period
7. **Deployment Terms:** The number of vehicle, deployment period and location will be determined by APUIAML Management and are subject to change

Documentation

To be eligible to participate in this bidding process, vendors are required to submit the document along with the Quote or at the time of negotiation:

1. **Vehicle Documentation:** Vendors should provide detailed valid documentation for each vehicle, including:
   a. Vehicle registration certificate
   b. Pollution certificate
   c. Insurance document
   d. Applicable Vehicle Fitness, Permit & other related document
   e. GST registration certificate (if applicable)

2. **Conflict of Interest Declaration:** The vendor must provide an undertaking that the vehicle owner/vendor is not related to any APUIAML employees or their relatives and that there is no conflict of interest.

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Quotation Format

The quote shall be in the format included in this Notification (please refer **Annexure-B**), please note the following while quoting "monthly rental":

Vehicle modle & Age	**No. of Vehicle required and Location**	***Monthly Lease Charges (without Diesel /Petrol (Considering minimum 2750 km running)**	****Fuel Charges Consi-dering Average (KMPL)**	****Per km Beyond 2750km running in a month (without Diesel /Petrol)**	*****Night Halt Charges, if any**
Ertiga with AC (vehicle age should not exceed 6 years at the time of deployment)	One for Vijayawada	Range between Rs.42,000 (+ or – 5%)	12 KMPL	Rs.2.50 per km	Rs.300 per night halt charges

1. ***Monthly Lease Charges** of the vehicle would cover driver's salary, taxes, insurance, repairs, tyres, engine oil, maintenance, alternate vehicle & driver in case of non-availability of regular vehicle & driver.
2. ****Fuel Charges and extra km running charges calculation**: Please refer attached **Annexure-A**
3. *****Nigh Halt Charges**: If vehicle running crosses 12 am on any duty, and/or in the event vehicle with driver is at outstation on halt, then night halt charges would be applicable at the rate of Rs.300/- per event. Boarding & lodging of drivers at outstation(s) shall be the responsibility of the Vendor and APUIAML will not make any payment toward it.
4. Maintenance of the vehicles will be Vendor's responsibility. APUIAML shall not be liable to pay any charges for maintenance of the vehicle.
5. Lunch allowance Rs. 90/- Per Duty would be paid by APUIAML (while claiming outstation duty, no lunch allowance would be paid on that outstation duty)
6. No dinner allowance would be paid by APUIAML
7. Toll/Parking/Border Tax would be paid at actuals by APUIAML on production of valid receipts

Other Standard Terms & Conditions

The following terms and conditions apply to the vehicle leasing agreement:

1. **Vehicle Availability:** The vendor must ensure that the vehicle is available as per APUIAML's requirements.
2. **Vendor Limitation**: The existing vendor can also apply for this notification, and the APUIAML management would not allot more than two vehicles at a time (including existing and this notification vehicle). All vendors will give declaration that they will match the L1 quote at the time of negotiation with APUIAML
3. **Termination**: Either party can terminate the contract by giving 15 days prior notice in writing, without assigning any reason
4. In case of regular maintenance of the vehicle, a substitute vehicle will be provided by Vendor. If the vendor is not able to provide alternate vehicle to APUIAML, APUIAML will take alternate vehicle from local market, and would deduct the charges from the monthly billing of the vendor
5. All vendors & Vehicles KYC documents should be provided along with quotation
6. Driver should always be in neat & clean uniform which would be provided by Vendor
7. Monthly Invoice along with copy of the signed (by Users) Log Book, should be raised on:

   Andhra Pradesh Urban Infrastructure Asset Management Limited

   4th Floor, NTR Administrative Block, Pandit

   Nehru Bus Station Vijayawada - 520 013

   GST No. : 37AAOCA6442P1ZY

   Payment will be made through RTGS / NEFT at mutual agreed terms and conditions after submission of monthly invoice

8. No hidden charges will be charged apart from the cost will be mentioned in the quote

Selection Process

The selection of vendor will be based on the Lowest Bid basis, following a transparent negotiation process. APUIAML reserves the right to negotiate with vendors.

The selection process is as below:

a. The Vendor who has quoted the lowest amount will be selected as Lowest Vendor (L1)

b. APUIAML will negotiate with the L1 Vendor and finalise the amount of L1. At the time of negotiation with APUIAML, vendor will produce all document, as mentioned in this Notification. If in case Vendor is not able to provide the desired document, the vendor will be disqualified for participation in the bid

c. If there are multiple L1 vendors, APUAIML will negotiate with all of them and finalise one L1 vendor who agrees to provide at the lowest rate. APUIAML will negotiate with other vendors in sequence from L2 vendor to higher quoted vendor and would ask to match the quote of L1. If any vendor is not matching the L1 vendor rate, in that case that vendor would be blacklisted for next 2 years bidding process

d. The L1 Vendor will be allotted maximum two vehicles (including the existing vehicle and this notification vehicle) based on negotiated amount

e. If in case L1 vendor not able to deploy the vehicle & driver (as per the specification mentioned in the notification), that vendor will be blacklisted for next 2 years bidding process in APUIAML

f. APUIAML's decision in this regard will be final and binding

g. APUIAML reserves the right to cancel the process/ partially allotment of vehicle/ etc. without assigning any reasons

Please provide your Quote in the format attached herewith with your best price as per details provided above in a sealed envelope cover and submit at

CEO
Andhra Pradesh Urban Infrastructure Asset Management Limited
4th Floor, NTR Administrative Block,
Pandit Nehru Bus Station
Vijayawada - 520 013

Submission of the quotation in other format would not be rejected by Procurement Committee (PC) of APUIAML, and would be considered for evaluation

Please note "QUOTE" sending by Email would not be acceptable

Please submit your Quote (**on or before 03:00 PM of September 30, 2026**) in a sealed envelope at the address given above only (with mentioning: Quote for Leased Vehicle for Vijayawada"

For any clarification on the Notification, may please be contact to Mr. Kola Pavan Kumar(M: 9966718369)

-: DISCLAIMER :-

The final decision to award contract shall at all times reside with CEO , APUIAML. APUIAML, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

1. suspend and/ or cancel the Process and/ or amend and/ or supplement the Process or modify the dates or other terms and conditions relating thereto;

2. consult with any Vendor in order to receive clarification or further information;

3. independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Vendor

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Annexure-A

Format for claiming Fuel Charges

Fuel charges will be reimbursed by APUIAML based on Average rate (to arrive the Average rate following formula would be applicable :

$$\frac{\text{Sum of all fuel rates (on the basis of fuel invoices of the month)}}{\text{Total number of all fuel invoices}} \times \frac{\text{total kms run in the month}}{\text{Average KMPL (decided by APUIAML) in a month}}$$

For example (to understand the calculation)

A) Fuel Charges

a) Suppose an Ertiga car total run in a month : 3200 km

b) Average KMPL (decided by APUIAML): 12 kmpl

c) Fuel (ltr) consumed in the month : 3200km /12 kmpl = 266.67 ltr

d) In the entire month: 5 times fuel (normal petrol/diesel) refilled with the following fuel rates

1) Rs.109.20
2) Rs.110.01
3) Rs.109.70
4) Rs.110.60
5) Rs.109.80

Total Rs.549.31

Average of these five times fuel rate comes to : Rs.109.86 (Rs.549.31 / 5)

e) Fuel charges : 266.67 ltrs x Rs.109.86 = Rs.29,296 would be reimbursed as fuel reimbursement to vendor by APUIAML

B) Extra Km Charges

For extra Km beyond 2750 km @ Rs.2.50 also to be paid, in the above case where vehicle run extra 450 km (3200 km - 2750 km)

Charges would be paid by APUIAML : 450 km x Rs.2.50 per km = Rs.1, 125/-

The total amount payable towards fuel charges to the vendor for running 3200 kilometers will be A plus B, as detailed above, which is Rs. 29,296 + Rs.1125= Rs. 30,421. This calculation method applies when the vendor runs more than 2750 kilometers. For distances less than 2750 kilometers, the normal tariff will be applied without any additional payment.

Annexure – B

QUOTATION FORMAT

From : Vendor Name & Address with contact details : ……..

……

To,
C.E.O
A.P.U.I.A.M.L. VIJAYAWADA.

Respected Sir,

I'/We submit our Bid for "providing one no. Of Ertiga car at Vijayawada :

Monthly Rent (without Fuel) (GST, if applicable, would be paid at actuals) (Rs.)

Other Terms & Conditions:

1. Apart from the Monthly Rental charges, we would charge:
   a. Night Halt charges @ Rs.300/- as per details provided at APUIAML Notification
   b. Lunch allowance Rs.90/- Per Duty would be paid by APUIAML (while claiming outstation duty, no lunch allowance would be paid on that outstation duty)
   c. Fuel charges as per details provided at **Annexure A** provided by APUIAML Notification
   d. Toll/Parking/Border Tax - at actuals on production of receipts/bills
2. Ready for flexi driver's duty timings
3. Termination of contract with 15 days' notice BY ANY PARTY without assigning any reason
4. Payment should be in the name of ……..

We hereby also confirm that

5. I/We (vehicle owner/vendor) are not related to any APUIAML officials or their relatives, and that there is no conflict of interest.
6. I/We (vehicle owner/vendor) will match the L1 final rate under this notification, if we are not going to match L1 vendor price, we know that we will not be able participate in APUIAML bidding process for next 2 years, and for which we will be responsible.
7. I/We would be responsible for any RTO requirement/compliances, for which APUIAML would not be responsible for compliance issue during the engagement period

DATE: ……

SIGNATURE OF THE VENDOR

PLACE:…….. **WITH OFFICE SEAL**

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