Andhra Pradesh Urban Infrastructure Asset Management Limited
Reg. Office: 4th Floor NTR Administrative Block, Pandit Nehru Bus Station,
Vijayawada - 520013
CIN:U65999AP2016PLC103663

NOTIFICATION

(No. APUIAML/Admin/26-27/04)

Inviting quotations for the engagement of vendors for taking vehicles on a monthly lease from 01.06.2026 to 31.03.2027

Andhra Pradesh Urban Infrastructure Asset Management Limited (APUIAML) requires to engage vendors to provide vehicles (five at Vijayawada & one at Visakhapatnam) effective from 1.6.26 to 31.03.27 on the following terms & conditions provided below:

Vehicle Specifications and Requirements

APUIAML is seeking vehicles 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 preferred to engage in APUIAML through this Notification, and if not, the Vendor would be responsible for any RTO requirement/compliances, if the vehicle is not registered under the passenger transport commercial category, APUIAML would not be responsible for compliance issues during the engagement period.
2. **Driving License:** Driver should possess a valid appropriate category Driving Licence. Ensure Driver should behave well-mannered with all officials and be willing to help with any office work, if any.
3. **Vehicle Model and Features**: Ertiga/Carrens/Sedan with air conditioning.
4. **Ownership of vehicle: The** Vendor should be the owner of the vehicle which is proposing to deploy at APUIAML.
5. **Documentation:** Vehicles must have complete and valid documentation, including ownership, registration, insurance, pollution certificates, and be challan-free, both at the time of application and throughout the vehicle engagement period.
7. **Deployment Terms:** The number of vehicles, deployment period, and locations 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 quotation, or at the time of negotiation:

1. **Vehicle Documentation:** Vendors should provide detailed valid documentation for each vehicle, including:

   - Vehicle registration certificate
   - Pollution certificate
   - Insurance documents
   - Applicable Vehicle Fitness, Permit & other related document
   - GST registration certificate (if applicable)

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

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Quotation Format

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

Vehicle modle & Age	**No. of Vehicles required and Location**	***Monthly Lease Charges (without Diesel/Petrol (Considering minimum 2750 km running)**	****FuelCharges Considering Average (KMPL)**	****Per km Beyond 2750km running in a month (without Diesel /Petrol)**	*****Night Halt/Out Station Charges, if any**
Ertiga/Carrens with AC (vehicle's age should Not exceed 5 years at the time of deployment)	6 (5 for Vijayawada, 1 for Vizag)	Range between Rs.42,000 (+ or – 5%)	12 KMPL	Rs. 2.50 per km	Rs. 300 per night
Sedan with AC (vehicle's age should Not exceed 5 years at the time of deployment)	1 for Vijayawada	Range between Rs.32,000 (+ or – 5%)	15 KMPL	Rs. 2.50 per km	Rs. 300 per night

1. ***Monthly Lease Charges of the vehicles would cover drivers**' salary, taxes, insurance, repairs, tyres, engine oil, maintenance, alternate vehicles & drivers in case of non-availability of regular vehicles & drivers.
2. ****Fuel Charges and extra km running charges calculation**: Please refer attached Annexure-A.
3. *****Nigh Halt Charges**: If duty crosses by 150km at straight way/night halt, then outstation/night halt charges would be applicable as Rs. 300/- (wherever outstation charges are applicable, meal charges will not be applicable). Boarding & lodging of drivers at the outstation(s) shall be the responsibility of the vendors, and APUIAML will not make any payment towards it.
4. Maintenance of the vehicles will be the vendors' responsibility. APUIAML shall not be liable to pay any charges for maintenance of the vehicles.
5. Lunch allowance of 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.

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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**: Each vendor is required to quote for providing max two vehicles only. One vendor will be allotted a maximum two vehicles only. All vendors will provide a 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 the Vendor. If the vendor is not able to provide an alternate vehicle to APUIAML, APUIAML will take an alternate vehicle from the 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 the quotation
6. The driver should always be in a neat & clean uniform, which would be provided by the Vendor
7. Monthly Invoice along with a 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 mutually agreed terms and conditions after submission of the monthly invoice.

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

Selection Process

The selection of vendors 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 the Lowest Vendor (L1)
b. APUIAML will negotiate with the L1 Vendor and finalise the amount of L1. At the time of negotiation with APUIAML, the vendor will produce all documents as mentioned in this Notification.
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;
d. The L1 Vendor will be allotted a maximum two vehicles based on the negotiated amount.
e. For allotment of remaining vehicles, APUIAML will negotiate with other vendors in sequence, from L2 vendor to the higher quoted vendor, and would ask them to match the quote of L1. c
f. Further vehicles will be allotted to vendors who are willing to match L1, further vehicles, in lots of two vehicles, will be provided.
g. If, in case, L1 vendor is not able to deploy the vehicle & driver (as per the specification mentioned in the notification), that vendor will be blacklisted for the next 2 years' bidding process in APUIAML.
h. APUIAML's decision in this regard will be final and binding.

i. APUIAML reserves the right to cancel the process/ partially allotment of vehicles/ etc., without assigning any reasons.

Please provide your quote in the format attached herewith, with your best price, as per the 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 the Procurement Committee (PC) of APUIAML and would be considered for evaluation.

VENDOR NEEDS TO SUBMIT SEPARATE QUOTE FOR EACH LOCATION.

Please note that "QUOTE" sent by email would not be acceptable.

Please submit your quote (**on or before 11am of May 25, 2027**) in a sealed envelope at the address given above only (with mentioning: Quote for Leased Vehicle for <Location>"

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

-: DISCLAIMER :-

The final decision to award the contract shall at all times reside with the 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 the Average Rate (to arrive at the Average Rate, the following formula would be applicable :

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

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.

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Annexure – B

QUOTATION FORMAT

From : Vendor Name & Address with contact details: _____

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

Respected Sir,

I'/We submit our Bid for "providing no …… of Ertiga car at Vijayawada / Visakhapatnam :

S.No	Monthly Rent (without Fuel) (GST, if applicable, would be paid at actuals)
1	Rs.

We have …… no. of cars of all the above types, and will deploy as & when and where APUIAML would advise.

Other Terms & Conditions:

1. Apart from the Monthly Rental charges, we would charge:
   - l Night Halt / Out Station charges @ Rs. 300/- as per the details provided in the APUIAML Notification
   - l 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)
   - l Fuel charges as per the details provided at **Annexure A in the** APUIAML Notification
   - l 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

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 the L1 vendor price, we know that we will not be able to participate in the APUIAML bidding process for the 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 issues during the engagement period.

DATE: _____

SIGNATURE OF THE VENDOR:

PLACE WITH OFFICE SEAL

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