

Date:-19.10.2022

NOTICE INVITING QUOTATION

The undersigned on behalf of President of India hereby invites the rates in sealed quotations from authorized and reputed firms having PAN & GST registration for providing vehicles as and when required by this office. The quotations should be sent in sealed cover superscribed with the word "Quotation for Hiring of vehicle" at the O/o Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064.

DETAILS OF ITEMS

Sl.No.	Description of the vehicles	Quantity	Rate to be quoted
01.	Hire charges of the vehicles : AC- Tempo Traveller (Force) – 26 seater AC- Tempo Traveller (Force) – 22 seater AC- Swift Dezire / Tata Indica / Xcent AC- Fortuner AC-Inova AC-Crysta Inova AC- Xylo / Scorpio / Travera / Ertiga AC- Tata Sumo	As per requirement	Per Km and per hour

2. Terms & Conditions :-

- i) The vehicles should be commercial Number and not older than 2019 model. The bidders should produce necessary registration certificate for this purpose.
- ii) White coloured vehicles will be preferred.
- iii) Excellent cleaning as well as sanitization and maintenance, including proper cooling of the AC system of the vehicle will be the responsibility of the Vehicles providing Agency.
- iv) The TDS as per rules will be deducted from the bill/invoice as per provision of the existing Rules.
- v) The successful bidder has to enter into an agreement with ASI, Kolkata Circle.
- vi) In case the agency is not providing satisfactory services, like non functioning of AC, sanitization, cleanliness and condition of vehicle, the contract will be terminated by the Department.
- vii) Driver must be familiar with all the roads and routes of West Bengal.
- viii) The Driver must be dressed appropriately, proficient in local language & Hindi language, well mannered with proven integrity, good habits and should always carry a working mobile phone with him.

- x) The Agency shall not assign or sub-contract its service to other party under any circumstances.
 - x) The Vehicle and Driver should report on duty on the given time and place.
 - xi) Any repairing cost of the vehicle of any kind whatsoever shall be borne by the bidder.
 - xii) Bidder would be required to maintain the details of starting & closing meter of each duty, along with starting & closing time of each duty and obtain the signature of the authorized person/user after duty is over. This record is required to be enclosed in original along with the bill/invoice.
 - xiii) The contract shall initially be for a period of **One Year**, extendable further on the basis of performance of last year at the discretion of competent authority.
 - xiv) In case of theft or any accident the ASI will not be held responsible whatsoever.
 - xv) In case there is any price rise in fuel during the contract period, ASI will not consider compensation or increase in lieu of fuel rise.
 - xvi) The parking charges, Toll Taxes if any, shall be borne by the agency / bidder.
 - xvii) In the cases of outstation journey the Night Halt charges, Lodging & Fooding charges of driver will be borne by the Agency.
3. The quotation should reach at the Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064 and should reach latest by **12:00 Hrs. of 31.10.2022** The rates should be inclusive of all type of taxes / GST etc.
- 3.1 Conditional quotations and those quotations received after the stipulated date and time are likely to be rejected.
 - 3.2 No change in the rates or modification thereof will be permitted.
 - 3.3 In all cases payment will be made by NEFT / RTGS after submission of final bill / invoice. Payment will be released after deduction of TDS at source.
 - 3.4 The undersigned reserves the right to reject or accept or prefer any quotation either in full or in part without assigning any reason thereof in the interest of public services.
 - 3.5 The undersigned will not be responsible for loss of any quotation in transit or otherwise.
 - 3.6 The quotations should be sent to the following address :- O/o Superintending Archaeologist, Archaeological Survey of India, Kolkata Circle, C.G.O. Complex, 4th floor, Block-DF, Sec-1, Salt Lake City, Kolkata-700 064.


Superintending Archaeologist

F.No. 20/Misc.13/1-Vehicle Hire-2022-2023-

Date :

To

1. NOTICE BOARD of the ASI, Kolkata Circle, Salt Lake, Kolkata.
2. NOTICE BOARD of the Kolkata Sub-Circle Office, Currency Bldg., 1, BBD Bag, Kolkata.
3. ASI web site, Kolkata Circle