

F.No.20/Misc.13/1-Vehicle Hire-2022-23 -3415
GOVERNMENT OF INDIA
OFFICE OF THE SUPERINTENDING ARCHAEOLOGIST
ARCHAEOLOGICAL SURVEY OF INDIA
KOLKATA CIRCLE, C.G.O. COMPLEX (4TH FLOOR)
BLOCK-DF, SECTOR-1, SALT LAKE CITY
KOLKATA-700 064
Phone:- (033) 2334-3775
e-mail : circlekolkata.asi@gov.in

NOTICE INVITING QUOTATION
(Third Call)

06 JAN 2023

The undersigned on behalf of The 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 -700064.

DETAILS OF ITEMS

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

2. Terms & Conditions:-

- i. The vehicles should be of commercial category and not older than 2019 model. The Firm/Agency/Contractor 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 Firm/Agency/Contractor.
- iv. The TDS as per rules will be deducted from the bill/invoice as per provision of the prevailing Rules.
- v. The successful Firm/Agency/Contractor has to enter into an agreement with ASI, Kolkata Circle.
- vi. In case the Firm/Agency/Contractor is not providing satisfactory services, like non functioning of AC, sanitization, cleanliness and condition of vehicle, the contract will be terminated by the Department without any further intimation.
- vii. Driver must be familiar with all the roads and routes of West Bengal.

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- 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.
- ix. The Firm/Agency/Contractor shall not assign or sub-contract the service to any other party under any circumstances.
- x. The Driver and Vehicle 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 Firm/Agency/Contractor.
- xii. Firm/Agency/Contractor 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, otherwise bill/invoice will not entertain.
- xiii. Garage mileage will be allowed maximum (12 + 12) Km.**
- xiv. The contract shall initially be for a period of 365 days, extendable further on the basis of performance of last year at the discretion of competent authority.
- xv. In case of theft or any accident the ASI will not be held responsible whatsoever.
- xvi. 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.
- xvii. The parking charges, Toll Taxes if any, shall be borne by the Firm/Agency/Contractor and to be reimbursed along with the bill/invoice.**
- xviii. In the case of outstation journey the Night Halt charges, Lodging & Fooding charges of driver will be borne by the Firm/Agency/Contractor.**
- xix. Firm/Agency/Contractor should be registered with the appropriate Central Govt./State Govt. Authority.
- xx. Firm/Agency/Contractor should have valid PAN, GSTIN**
- xxi. The rates submitted should be inclusive of all types of taxes/GST etc.**
- xxii. All relevant papers related to vehicle must be updated and proper.**
- 1. 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-700064 and should reach latest by **17.01.2023** of **12:00 Hrs.** (the Quotation will be opened on **17.01.2023** at **14:00 Hrs.**).
- 3.1 Conditional quotations and those quotations received after the stipulated date and time will be rejected.

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- 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 as per rates applicable.
- 3.4 The undersigned reserves the right to reject or accept 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.

Signed
06/01/2023
Superintending Archaeologist

F.No. 20/Misc.13/1-Vehicle Hire-2022-23- 3416-3418

Date:

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1. NOTICE BOARD of the ASI, Kolkata Circle, Kolkata
2. NOTICE BOARD of all Sub-Circle office of ASI, Kolkata Circle
3. ASI Web site, Kolkata Circle.