

GOVERNMENT OF INDIA, INSTITUTE OF ARCHAEOLOGY, ARCHAEOLOGICAL SURVEY OF INDIA, RED FORT COMPLEX, DELHI – 110006

**TENDER NOTICE**


Sealed quotations on the basis of two bids systems i.e. technical and financial bids separately are invited on behalf of the President of India for hiring of vehicle (One) on monthly basis in the Institute of Archaeology, Archaeological Survey of India, Red Fort Complex, Delhi. Technical bids shall be opened first and financial bids of the firms/agencies which qualify in this category shall be opened for the finalization of the firm/agency. The tender document may be downloaded from website [www.asi.nic.in](http://www.asi.nic.in) & cpp portal.

2. Interested parties are requested to send their tender forms complete in all respects, along with document and EMD of Rs. 10,000/- (Rupees Ten Thousand only) as FDR super scribing the Tender Enquiry No. and the name of the work on the envelope to the "Director, Institute of Archaeology, Archaeological Survey of India, Red Fort Complex, Delhi" by Registered/A.D. The tenders may also be dropped in the Tender Box kept at the Institute of Archaeology.

Last date for receipt of Tender is 09.03.2017 up to 1400 Hrs.

Tender will be opened on 17.03.2017 at 1500 Hrs.

3. The parties who wish to be present at the time of opening of the tender may represent themselves or authorize their representative with an authority letter. The Director, Institute of Archaeology reserve the right to accept or reject any or all tenders without assigning any reason.

  
Director (IA)

Encl. Tender for hiring vehicle with terms & conditions.

Copy to:-

1. Web Manager, [www.asi.nic.in](http://www.asi.nic.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) with the request to upload the same.
2. Notice Board, Institute of Archaeology
3. Spare copies (6 nos.) for wide publicity.

**GOVERNMENT OF INDIA**  
O/O The Director, Institute of Archaeology  
Archaeological Survey of India  
Red Fort, Delhi-110006

File No. 3-28/2015-2017

Df 16/03/2016-2017

**Tender for hiring vehicle**

Sealed Tender complete in all respect are invite by the Director, Institute of Archaeology, Archaeological Survey of India, Red Fort, Delhi from bonafide reliable and resourceful vendor registered with the service – tax department experienced in giving vehicles on hire for hiring of cars with driver on monthly basis or below:-

2. The vehicle are proposed to be hired for an initial period of one year with the option of extending it for a further period at the discretion of the Director, Institute of archaeology, Archaeology Survey of India, Red Fort, Delhi.
3. The Vehicles offered should be of the following categories:-
  - i) Swift Dzire (CNG/Petrol)

Terms and conditions for hiring of Ac/Non Ac vehicle on monthly basis for official use in the Institute of Archaeology.

1. The Contractor should be registered with the authority concerned of state or Central Government. The cars should be in excellent running condition and should be of 2014 and above make. The vehicles must be registered either in the name of the firm or in the name of proprietor / partner of the firm. Copies of registration Certificate of the vehicles comprehensive insurance will have to be enclosed with the Technical Bid (Annexure – A), failing which the bid will be rejected.
2. The driver of the car should be well experienced and have adequate knowledge of New Delhi/Delhi roads. He will be in proper uniform and well behaved.
3. Earnest money deposit (Refundable if the bid is not successful) of Rs. 10000/- (Rupees Ten Thousand only) in the form of FDR in favour of Director, Institute of Archaeology, Archaeological Survey of India, Red Fort, Delhi should be enclosed with Technical Bid.
4. The vehicles and drivers once offered will not be changed and in rare case it will be allowed with prior permission of the Director, in case the car/driver is changed without prior consent of the officer, 70% of the charges payable for the day (s) would be deducted on each occasion. However the Contractor will have to provide the replacement of Driver in case of any eventuality. The department has the right to ask the contractor for removal of any Driver, who is not found competent or disciplined.
5. The duty point would be from Red Fort to Red Fort. No dead mileage will be permissible from garage to Red Fort to vice versa.
6. The cars are expected to normally remain with the department for official use during 8.30 Am to 6.30 PM on working/non working days i.e Monday to Friday every week, but may also be required for longer hours and on holiday.
7. The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short at odd hours and on holidays. It would be desirable for the drivers to have mobile phones so that they could be contracted for duty.

8. No request for escalation in rates shall be entertained for whatever reason, during the currency of the contract.
9. Actual parking charges/ toll taxes/entry taxes/inter-state taxes for journey/ service taxes will be reimbursed along with the hiring charges bill.
10. Payment of hiring charges will be made on monthly basis. The bills for the use of car, accompanied by log book, duly certified by the user officer concerned should be submitted after each completed month by 7<sup>th</sup> of the following month without fail.
11. The drivers deputed on duty must possess a valid driving license and must be properly verified by the firm.
12. The driver shall be in possession of all valid documents concerning the vehicle. Such as driver's license. Road tax paid, registration, pollution under check, insurance papers etc. while on duty as per the law of the land. The Department will not be responsible to pay any penalty imposed by Govt. authorities in the regard or compensation for accidents etc. during the contract period.
13. Period of contract shall be for one year initially from the date of award of the contract subject to further extension thereafter. The department also reserves the right to terminate the contract at any time or at any stage during the contract period without giving any notice or assigning any reasons. No compensation will be payable to the firm on this account. The decision of the Department in the matter will be final.
14. A penalty of Rs. 1000/- per day vehicles may be levied, if any, vehicle fails to meet the terms and conditions prescribed herein on any day of operation However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk and cost of the firm.
15. The vehicle on duty shall have to be kept in clean and good running condition. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
16. In case of any break down while on journey, all the expenses are to be borne by the firm. Further substitute arrangements, if any, shall have to be done by the firm failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the firm.
17. The rates quoted would be valid for a period of one year with effect from the date of conclusion of the contract.
18. In the event of the firm backing out of the contract midstream, without any explicit consent of this Department, the firm will be liable to the recovery of higher rates, via- a-vis those contracted, which may have to be incurred by this Department on transportation of officers for the balance period of contract through alternative means. The bill amount of the month would also be forfeited apart from forfeited of earnest Money Deposit.
19. In case of any theft or loss of property due to negligence or carelessness of driver, the firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the earnest money amount/ bills of the firm.
20. The firm ensures proper conduct of his driver in office premises, and enforces prohibition of consumption of alcoholic drinks, Paan, Smoking and loitering without work.
21. The firm shall be responsible for the conduct and integrity of driver deployed for duty in the department and will also be responsible for any act of commission or omission on their part the firm will vouch for their character and integrity.
22. The firm shall ensure deployed of suitable driver from proper background after investigation. The character and antecedents of the driver will be got verified by the firm from the police before their deployment on duty. A copy of verification report has to be furnished to the Department.

23. The Department should not be liable for any loss, damage, theft, burglary or robbery of any personal belongings and equipment of the drivers firm or vehicles of the firm.
24. TDS and other taxes, as admissible, will be deducted from the payment of bills.
25. The hiring charges include running of vehicle up to 3000 Km. and 300 Hrs. per month.
26. Jurisdiction for legal disputes, if any, arising during the course of agreement will be settled in Delhi Court Only.
27. After approval bidder should deposit FDR of Rs. 40000/- for one year in favour of Director, Institute of Archaeology, ASI, Red Fort, Delhi as Security deposit before start the work then EMD will released after clearing Institute of Archaeology monthly bill.
28. Vehicle provided to the Institute of Archaeology should bear commercial Regd. number & should have been essentially registered in Delhi and also should have comprehensive insurance. The copy of the RC of Commercial vehicle will be provide by the contractor before development of Vehicle.

The applicant contractor should submit two sealed envelopes separately marked as "Technical Bid" and Financial Bid"

### **Technical Bid**

The technical Bid should be as per Annexure 'A'. It should be supported by the documents indicated in Annexure 'A'. The FDR in respect of Earnest Monthly Deposit' and Tender fee should be submitted with the 'Technical Bid'.

### **Financial Bid**

The tender document itself is a "Financial Bid."

**ANNEXURE- A**

**TECHNICAL BID**

1.	Name & Address and Telephone No. E-mail of the Tendered i.e. the applicant Contractor	
2.	<b>Self Attested copies.</b> PERMANENT ACCOUNT NUMBER (PAN), VAT,CST, Number & S.TAX Registration, Valid registration no. of the Agency/firm	
3. (a)	No. of Vehicle owned by the Applicant Contractor, vehicle, Registration Nos. may be provided (Documentary evidence in form of Regd. & tax Certificates will have to be produced in original during the technical Evaluation Process)	
(b)	Copies of Insurance cover as per motor Vehicle Act and any other permit and relevant documentation needed to operate pvt. Service vehicles in Delhi/NCR (Specifically for the Vehicles to be provided to Institute of Archaeology) Name of the proposed driver with copy of DI and recent passport size photograph (Specially driver deployed to Institute of Archaeology)	
4.	Annual Turnover (Documentary Evidence to be furnished i.e. copy of Return of Income filed along with Profit & Loss Account & Balance Sheet)	FY 2014-15 FY 2015-16
5.	List of reputed Client (Documentary evidence to be furnished i.e. copy of agreement signed)	
6.	No. of years of experience of running a fleet of vehicle on hire basis	
7.	Details of FDR	

**TENDER DOCUMENT (FINANCIAL BID)**

1. Name of Address of the Tendrer  
i.e the Applicant Contractor :
2. Telephone Nos. (Landline/Mobile) :
3. Permanent Account number (PAN) :
4. Name & Address of the Proprietors/ Partner/Directors & their PAN :

**RATE CHART PER VEHICLE (EXCLUSIVE OF SERVICE TAX)**

Sl. No.	Description/Category Swift Dzire Petrol & CNG Both	Rate Rs. Swift Dzire (CNG/PETROL Both)
1.	Swift Dzire Petrol & CNG Both 3000 Kms and 300 hours per month	
2.	For every extra Km beyond 3000 Kms (per month)	
3.	For every extra Km beyond 300 Hrs (per month)	
4.	Outstation duty charges	
5.	Outstation duty charges per Km	
6.	Night Charges per night	
7.	Service Tax as applicable	
8.	Any other information to be considered	

Name & Signature  
Of the Authorized Signatory  
With stamp

**SUBJECT:** TENDER FOR HIRING OF VEHICLE

**UNDERTAKING OF THE BIDDER/CONTRACTOR/PARTICIPANT IN THE BID/TENDER**

SHOULD THIS TENDER BE, I/We (authorized representative (s) of the bidder (s) included) do hereby agree to abide by, and fulfill all the terms and provisions as annexed hereto in the 'terms and conditions' portion of the tender, so far as applicable.

In default thereof, we assure to pay to the President of India, or his succession in office, the sum of money including paid and due, as per the terms and conditions of the said tender.

IF I/We fail to commence the work as specified in the above memorandum, or, if I/We fail to deposited the amount of security deposited as specified in the memorandum in accordance with the said conditions of contract, I/We agree that the said president, or his successor in office, shall without prejudice to any other right or remedy be at liberty to forfeit the earnest money absolutely. Otherwise, the said earnest money shall be retained by him towards such security deposit.

IF I/We fail to deposit security amount as aforesaid, I/We further agree that the said President, or his successor in office, shall also be at liberty to cancel the acceptance of the offer of tender submitted by us, without allowing the bidder to seek clarification in the matter.

A sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
is herewith forwarded in form of Demand Draft/FDR, and or, other mode of payment as asked by ASI in the tender, as earnest money.

Particulars of the bidder,  
Signature of authorized person and stamp

Signature of Tenderer (D)  
Address with TIN No.

Signature of witness (Name/Father's Name and address)  
(Pl. attach attested copy of a photo ID Proof)

Mob. No.  
Dated.

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**The Office of Director, Institute of Archaeology, Archaeological Survey of India, Red Fort, Delhi- 110006**  
The above Tender is hereby accepted by me on the behalf of the President of India

Signature of the officer by whom  
The tender is accepted.

If not accepted, the reason thereof: