F. No. 18-10/2018 NMMA—469
Government of India
Archaeological Survey of India
National Mission on Monuments & Antiquities

Pt. Deen Dayal Upadhyaya Institute of Archaeology
Plot No. 2, Knowledge Park-II, (U.P.) 201310
Dated: 31/03/2022

NOTICE

Subject: Inviting quotations for hiring of vehicle on monthly basis for the National Mission on Monuments and Antiquities (NMMA), Archaeological Survey of India.

Quotations are invited for hiring a vehicle (Sedan car) for official uses of the NMMA, operational to and from the O/o the Director General, Archaeological Survey of India, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001 to Pt. DDUIA, Knowledge Park-II, Greater Noida, U.P. on a monthly basis with a limit of 3000 km and 400 hours/per month. Terms and conditions are following below. Quotations under sealed cover should reach the office of the Director (NMMA & BSP), Dharohar Bhawan, Archaeological Survey of India, 24 Tilak Marg, New Delhi-110001 by 31st March 2022. This issues vide office order No. F.23-55/2014-Admn.I (B&A) dated 27th May 2021 on the Delegation of Financial Power.

Terms and Conditions:-

1. Vehicle Type: Sedan car
2. Number: 01 (one)
3. Contract period: 06 months
4. Type of service: Local (Delhi, NCR)
5. Monthly wages: 3000 km and 400 hours
6. Provide clear reference to service ownership, accountability, roles and responsibilities of both parties.
7. Fare to be quoted in Rupees: charge for additional km and hours + outstation & night charges to be mentioned clearly.
8. Buyer: Buyer is responsible to provide clear instructions, approval and timely payments for the services availed.

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8.1 **Service Provider:** Service provider is responsible to provide all required services in timely manner. Service provider may also include seller, any authorized as described in the agreement.

9. The vehicle provided shall have all necessary permits/licenses/clearances such as, but not limits to fitness certificate, PUC, full comprehensive insurance, Road Motor Vehicle Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicle of these services.

9.1 The vehicle provided shall be air conditioned and shall be equipped with an emergency medical kit and a fire extinguisher.

9.2 The vehicle should be in excellent working condition (both internally and externally) at all times. The services provider shall ensure that the vehicle deployed by him should be clean externally, boot kept clear of dust, rubbish, oil, bad odor and any personal belongings of the driver.

9.3 The vehicle deployed shall arrive at designated location on time and with full or sufficient fuel.

10 The driver of the vehicle must possess a valid driver license and must have a minimum 2 years of driving experience.

10.1 The driver of the vehicle must have a working mobile number for easy contact by the passenger. It must also have an active internet connection at all times when navigate the shortest and/or fastest route possible avoiding traffic jams. The driver shall be reachable at all times during duty hours.

11 Delay in arrival beyond 30 minutes, shall attract penalties, the garage hours and km shall not be included.

11.1 The vehicle deployed for duty shall at no point of time carry any person other than personal authorised by the buyer.

12 The service provider shall maintain a log book of daily travel, duly verified by the buyer.

13 The service provider shall pay the toll charges, parking fee or entry taxes payable locally or outstation which shall later be reimbursed by the Buyer on actual basis.

14 **Taxes and Duties:** Contract prices are all inclusive i.e. including all taxes, duties, local levies / transportation / loading-unloading charges etc. Break up of GST shall be indicated by the Seller while raising invoice / bill on GeM. While submitting the bill / invoice Seller shall undertake that the Goods and Services Tax (GST) charged on this bill is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there and the charges on account of GST on these goods are correct under the provision of that Act or the Rules made there under.
Octroi Duty and / or other local taxes: Contract Prices are all inclusive hence no reimbursement over and above the contract price(s) shall be allowed to seller towards payments of local taxes (such as levy of town duty, Octroi Duty, Terminal Tax and other levies of local bodies etc).

Copy for information to:-
1. Director (Administration), Archaeological Survey of India, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001
2. Jt. Director General (Budget & Accounts), Archaeological Survey of India, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001
3. Pay & Accounts office, Archaeological Survey of India, Dharohar Bhawan, 24 Tilak Marg, New Delhi-110001
4. Website Section to upload the same.
5. Concerned file for record.