

No.F.18-10/2015-NMMA  
ARCHAEOLOGICAL SURVEY OF INDIA  
National Mission on Monuments & Antiquities  
GE Building, Red Fort Delhi- 110006

NOTICE INVITING TENDER

Sealed Tender are invited from registered Transporters/Travel Agency within the National Capital of Delhi for hiring of vehicle not older than 2012 in good condition for the use in the office of **Director, National Mission of monuments and Antiquities (NMMA), G.E. Building , Red Fort Complex, Delhi-6** in two bids format. The rates should be inclusive of all charges including all taxes, fuel and wages of the Driver.

The tender form (Technical and Financial Bid) along with the terms and conditions can be obtained from the O/o **NMMA G.E. Building Complex, Red Fort, Delhi-06 between 10.00 hrs to 14.00 hrs from 4.6.2015 to 19.6.2015 (excluding holidays)** or can be downloaded from the official web site of Archaeological Survey of India: [asi.nic.in](http://asi.nic.in), Ministry of Culture: [indiaculture.nic.in](http://indiaculture.nic.in) and Central Procurement Portal: [eprocure.gov.in](http://eprocure.gov.in)

The tender along with EMD of Rs. 20.000(Rupees Twenty Thousand only) in shape of DD/FDR should reach in the office of NMMA **on or before 12.00 hrs. on 22.6.2015 which will be opened on the same date at 3.00 PM** in the office of Director, NMMA, G.E. Building, Red Fort Complex, Delhi-110006.

The technical bid shall be opened in presence of tenders and financial bids of those tenders will be opened whose technical bids are found as per the requirement. Clarifications, if any, may be sought from Director, NMMA-Telephone no.011- 2325603.

DIRECTOR (NMMA)

F. No. 18-10/20015-NMMA  
Govt. of India  
Archeological Survey of India  
NATIONAL MISSION ON MONUMENTS AND ANTIQUITIES

G.E. Building, Red Fort, Delhi-10006  
Date: 3.6.2015

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Hiring of AC vehicle -**

Dear Sir,

You are requested to quote the rates for hiring of AC vehicle (Dezire, Amaze, Xcent, Indigo CS, Zest) not older than 2012 in good condition for the use in the office of **Director, National Mission of Monuments and antiquities (NMMA), G.E. Building complex, Red Fort, Delhi-6** in two bids format (technical and financial) as per details mentioned at Annexure II and III on the terms and conditions enumerated in the tender document (Annexure I). The period of Annual Contract for hiring of AC vehicle will be for a period of one year from the date of award of the contract. **The rates should be inclusive of all charges including all taxes, fuel and wages of the Driver.**

Transporters/Travel Agency should be registered within the National Capital of Delhi. The complete tender document (Technical and financial Bid along with terms and conditions) can be obtained from the Office of Director, NMMA, G.E. Building, Red Fort Complex, Delhi-110006 between 10.00 hours to 14.00 hours from 4.6.2015 to 19.6.2015 (excluding holidays) or can be downloaded from the official web site of Archaeological Survey of India: [asi.nic.in](http://asi.nic.in), Ministry of Culture: [indiaculture.nic.in](http://indiaculture.nic.in) and Central Procurement Portal:

**It may be noted that the Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only), refundable (without interest) should be necessarily accompanied with the quotation in the form of Demand Draft/Pay Order drawn in favour of "Pay & Accounts Officer, Archeological Survey of India, New Delhi",**

**(failing which the tender shall be rejected summarily) along with other requisite documents has to be submitted in the Tender Box kept at the Office of Director, National Mission on Monuments and Antiquities, G.E. Building, Red Fort Complex, Delhi-110006**

The bid should be submitted in a sealed cover in two parts as under.

- a) **Technical Bid:-** Envelope should superscribed “ Technical bid for hiring of vehicle” and it should contain all technical details as per Annexure- II.
- b) **Financial Bid:-** The second cover should contain the rates etc. as per Annexure- III, and it should be superscribed “Financial Bid for hiring of vehicle”. Both of these sealed covers are to be put in a bigger cover, duly superscribed as “Bid for hiring vehicle.

The last date of receipt of tender is 22.6.2015 at 12.00 hours.

The technical bid shall be opened by the Tender Opening Committee at 1500 hours on 22.6.2015 in presence of tenders and financial bids of those tenders will be opened whose technical bids are found to be qualified as per the requirement. For clarifications, if any, may be sought from Office of Director, NMMA, Telephone no. 011-23252603.

The Mission reserves all the right to amend/withdraw/relax/modify any of the terms and condition contained in the Tender documents or reject any or all applications without giving any notice or assigning any reason thereof. The decision of head of the office will be final and binding.

Yours faithfully,

(Dr. Meena Gautam)  
Director  
Tel.No.23252603  
Email: dirnmm.asi@gmail.com

Govt. of India  
Archaeological Survey of India  
National Mission on Monuments & Antiquities  
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GE Building, Red Fort, Delhi- 110006

Terms and conditions for hiring of AC vehicle on monthly basis for official use in the National Mission on Monuments & Antiquities.

1. The Car should be in excellent running condition and should be of 2012 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 certificates of the vehicles comprehensive insurance will have to be enclosed with the technical Bid (Annexure- II), failing which the Bid will be rejected.
2. The driver of the car should be well experienced and have adequate knowledge of New /Delhi roads. He should be in proper Uniform and well behaved.
3. Earnest money of Rs. 20000/- (Rupees twenty thousand only) in the form of DD/FDR in favour of Pay & Accounts Officer, Archeological Survey of India, New Delhi should be enclosed with the Technical Bid.
4. The successful firm will have to deposit a Performance Security(PSD) of Rs.20,000/- (Rupees twenty thousand only) in the form of Fixed Deposit Receipt (FDR) made in the name of the firm but hypothecated to the Pay & Accounts Officer, Archaeological Survey of India, New Delhi within fifteen days of the award of the Contract. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of the contract. The PSD would be refundable only after successful completion of the contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.
5. The vehicles and drivers once offered will not be changed. In rare case it will be allowed with prior permission of the Director, NMMA. In case of 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.
6. The duty point would be from Red Fort, Delhi-6 to Red Fort, Delhi-6. No dead mileage will be permissible from garage to Red Fort to vice versa. The Mission Office is likely to be shifted to CGO Complex, INA, New Delhi. The duty point, thereafter, will be CGO Complex INA, New Delhi to CGO Complex INA, New Delhi.

7. 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 be also required for longer hours and on holidays.
8. The agency must have 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours and on holidays. It would be desirable for the drivers to have mobile phones so that they could be conducted for duty.
9. No request for escalation in rates shall be entertained for whatever reasons, during the period of the contract.
10. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill.
11. Payment of hiring charges will be made on monthly basis. The bills for the use of car accompanied by duty slips, duly certified by the officer concerned should be submitted after each completed month by 7<sup>th</sup> of the following month without fail.
12. The driver deputed on duty must possess a valid driving license and must be properly verified by the Firm.
13. The driver shall be in possession of all valid documents concerning the vehicles 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 Mission will not be responsible to pay any penalty imposed by Govt. authorities in this regard or compensation for accidents etc. during the contract period.
14. Period of contract shall be for one year initially from the date of award of the contract subject of further extension thereafter. The Mission 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 Mission in the matter will be final.
15. A penalty of Rs. 100/ per day vehicle may be levied, if any, vehicle fails to meet the terms and conditions prescribed herein on any day or operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forth with at the risk and cost of the firm.
16. The vehicle on duty shall have to be kept in clean and good running condition. The seats shall be covered with neat and god quality seat covers. No payments shall be made if the vehicle is found in dirty or shabby condition.

17. In case of any break down while on journey, all the expense are to be borne by the firm. Further substitute arrangement, if any, shall have to be made 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.
18. The rates quoted would be valid for a period of one year with the effect from the date of conclusion of the contract.
19. In the event of the firm backing out of the contract midstream, without any explicit consent of this Mission, the firm will be liable to the recovery of highest rates, via-a-vis those contracted, which may have to be incurred by this Mission on transportation of officer for the balance period of contract through alternatives means. The bill amount of the month along with Performance Security would be forfeited.
20. In case of any theft of 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 Performance Security amount/ bills of the firm.
21. The firm shall ensure proper conduct of the driver in office premises, and enforced prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
22. The firm shall be responsible for the conduct and integrity of driver deployed for duty in the Mission and will also be responsible for any act of commission or mission on his part. The firm will vouch for their character and integrity.
23. The firm shall ensure deployment of suitable driver from proper background 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.
24. The Mission will 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.
25. Legal disputes, if any, arising during the course of agreement will be settled in Delhi only.

Technical Bid

The following information/documents are to be given.

1. Earnest money in the form of DD/FDR in favor of Pay & Accounts Officer, Archeological Survey of India, New Delhi for Rs. 20,000/- (Rupee twenty thousand only)
2. The registration number of vehicle with make & modal certificate of the vehicle be enclosed). The vehicle must be registered either in the name of the firm or in the name of proprietor/ partner of the firm, with comprehensive insurance, and pollution certificate.
3. Valid driving license of driver  
(copy to be enclosed)
4. Qualification of driver I.e. minimum matriculate.
5. PAN No. / Service Tax No.  
(Copy to be enclosed)
6. Copy of last income Tax return/Income Tax Clearance Certificate.  
(Copy to be enclosed)
7. Minimum 2 years experience in providing taxi to Govt. / Semi Govt./ autonomous bodies and along with a certificate from the concerned Department/organisation that the contract was successfully completed.
8. (a) Name of Firm.  
(b) Registered office Address of Firm.  
(c )Name of Proprietor/Partner of the Firm.  
(d)Telephone Number of the Firm.  
(e) Mobile Number of Proprietor/ Partner of the Firm.
9. Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the firm.
10. A Certificate from bidder that all the terms and conditions are acceptable to him.

Signature-----

Name -----

Company Seal-----

Dated-----

Financial Bid

Monthly Basis (up to a Distance of 3000 kms and 360 hours per month)

Sr. No.	Particular	Amount (in Rs.)	Charges for Extra Km	Charges for Extra hours
1.	Indigo CS/Accent/Xcent/Amaze /Zest			
2.				

For outstation use per day

Sr. No.	Particular	Indigo CS/ Accent (GLS)/Xcent/Amaze/Zest	Innova/ Tavera
1.	Indigo CS/accnt /Xcent/Amaze/Zest/Innova /Tavera		
2.			

Signature-----

Name -----

Company Seal-----

Dated\_\_\_\_\_

To,

The Director,  
NMMA  
GE, Building,  
Red Fort Complex,  
Delhi- 110006

Sub: Sealed tender for hiring of taxi.

Sir,

With reference to Advt. in \_\_\_\_\_ and notice dated \_\_\_\_\_ inviting

Tenders for hiring of vehicle, we hereby submit tender in the prescribed form (Technical Bid and financial Bid) duly filled in a separate sealed cover.

We have read the terms and conditions and accept this same.

Yours faithfully

Name -----

Address -----

Telephone-----

Seal of the firm-----

