



1, क्वीन्स वे, कोलकाता - 700 071  
1, Queen's Way, Kolkata - 700 071

# विक्टोरिया मेमोरियल हाल

## VICTORIA MEMORIAL HALL

(भारत सरकार के संस्कृति मंत्रालय के प्रशासनिक नियंत्रण  
के तहत एक स्वायत्त संगठन)

(An autonomous organisation under the administrative control  
of the Ministry of Culture, Govt. of India)

V.N.No. 316 /VI-201/08(Part V)

13 February 2024

### **Notice Inviting Tender for supply of different models of Cars on casual hiring basis**

Sealed quotations are invited from registered and reputed car hiring Agencies / Firms having trade license for supply of different models of cars on casual hiring basis.

Willing Agencies / Firms may submit their quotation in a sealed cover superscribed with "Quotation for hiring of car" and addressed to the Secretary & Curator, Victoria Memorial Hall, Kolkata – 700071 as per terms & conditions stated below:

The last date submission of quotation is 29.02.2024 upto 2.30 p.m. The quotations are to be dropped in the Tender Box provided for this purpose in the Administrative Building within the scheduled date and time. The quotations will be opened on the same day at 4.00 p.m. and the quotationer may remain present at the time of opening of the quotations.

#### **Model of Cars**

Swift Dzire, Innova, Ertiga etc. (AC / Non-AC) on casual / on call hiring basis on receipt of intimation letter and date of requirement.

The rates of each car should be quoted in enclosed proforma on the letter head of the Agency / Firm. The documents mentioned in the terms and conditions are to be attached with the quotation.

#### **Terms & conditions:**

- i) Fuel will be provided by the Contractor.
- ii) Toll Tax/Parking charges to be paid extra as per actuals.
- iii) Payment will be made within one month after submission of bill in triplicate with duty slips (with Logbook) along with the copy of the intimation for supply of cars.
- iv) The agencies should have at least three years' experience of providing vehicle on hire basis to Govt Offices/Autonomous Bodies/Govt Undertakings.
- v) The agencies/firms should be registered and should have GST/Income Tax Clearance Certificate/Trade License.
- vi) Driver provided should be disciplined, with minimum three years' experience, expert and obedient and should have valid driving license.
- vii) The Agencies/Firms possessing sufficient numbers of cars/vehicles with registration for commercial purpose in their names may only apply.
- viii) The **vehicle** should be registered as commercial **vehicle**. It should not be more than one (1) year old and should not have run more than 20,000 Km.

☎ : 2223-1890/1891/0953/5142 • फैक्स/Fax : +91-33-2223-5142

ई-मेल/E-mail : victomem@gmail.com • वेबसाइट/Website : [www.victoriameorial-cal.org](http://www.victoriameorial-cal.org)



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- ix) In case of dislocation/breakdown of the vehicle, replacement is to be provided immediately.
- x) Photocopies of all necessary papers such as purchase documents of vehicle, registration, supplier's PAN Card, GST Registration Certificate, Trade Licence etc., should be furnished with the Tender.
- xi) VMH reserves the right to reject or accept any quotation without assigning any reason.
- xii) The quotationers may be required to submit vehicles on a casual basis within short notice. Minimum period of hiring should not less than 08 hours or 80 km. which ever is higher.
- xiii) The tender should also be accompanied with a earnest money deposit of Rs.2,000/- (Rupees two thousand) only in the form of a Bank Draft drawn in the favour of "Victoria Memorial Hall" payable at Kolkata, which is returnable to the unsuccessful bidder latest on or after the 30<sup>th</sup> day after the award of the contract. Please note that tender without the EMD will be rejected outright. However, the tenderers, who are exempted from furnishing EMD as per Gol orders need not furnish EMD subject to submission of necessary supporting papers.
- xiv) The contract may be renewed at the discretion of VMH on year to year basis for a maximum period of three years including the trial period.
- xv) A Performance Security deposit of 10% of the Annual Value of Contract (Rs.10,000/- approx.) is to be deposited by the successful bidder in the same manner as of EMD. The Security deposit will be refunded to the successful bidder sixty days after the completion of contractual obligations.
- xvi) Rates offered should remain valid for one year.

Secretary & Curator

Copy to:

- 1) Accounts Officer, VMH
- 2) Deputy. Commandant, CISF, VMH-Unit(K)
- 3) Office Superintendent, VMH
- 4) Security Officer, VMH
- Caretaker, VMH

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