

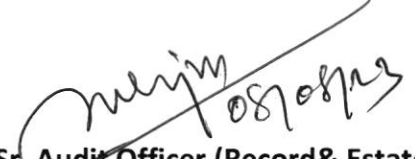
**Government of India**

**Office of the Principal Accountant General (Audit-I), West Bengal  
2, Govt. Place (West), Treasury Buildings (1<sup>st</sup> floor), Kolkata – 700 001  
(Indian Audit and Accounts Department)**

**Dated: 08.08.2023**

**NOTICE INVITING QUOTATION**

1. Sealed quotations are invited from reputed, experienced and financially sound transport operators for hiring of vehicle on monthly basis in Office of the Principal Accountant General (Audit-I), West Bengal as per enclosed specification (Annexure A) and terms and conditions (Annexure B).
2. The bid, filled in the specified format (Annexure C) along with required documents packed in an envelope super scribed "**Quotation for supply of monthly vehicle**" should be submitted (by hand only) to Senior Audit Officer, Record Section (Audit-I), 1st Floor, Treasury Buildings, 2, Government Place (West), Kolkata- 700 001 by **12.00 PM on 22<sup>nd</sup> August,2023**. Bids received after the stipulated date and time shall not be entertained.
3. The bid shall be opened at **12:30 PM on 22<sup>nd</sup> August,2023** by Purchase Committee of this office. Authorized representatives (as per Annexure D) of the firms may attend at the time of opening of the bids. If, due to any exigency, the due date for opening of bids declared "Holidays", the bids shall be opened on the next working day at the same time or any other date and time as decided by the competent authority.

  
**Sr. Audit Officer (Record & Estate)**

Copy to (through e-mail only) for information & wide circulation:-

1. Sr. A.O. (Rec.), O/o the Pr. A.G. (A&E), W.B., Kolkata - 700001
2. Sr. A.O. (Rec.), O/o the DGA(Central), 8, K.S. Roy Road, Kolkata - 700001
3. Sr. A.O. (Rec.), O/o the A.G.(Audit-II),W.B., 3<sup>rd</sup> MSO Building, CGO Complex (5<sup>th</sup> floor), DF Block, Salt Lake, Kolkata - 700064
4. Sr. A.O. (Rec.), O/o the Director General of Audit (Mines), 1, Council House Street, Kolkata-700001.
5. Sr. A.O. (Rec.), O/o of the Pr. Dir. of Audit, Eastern Railway, New K G building, Old Strand Road, Kolkata-700001.
6. Notice board.
7. Forwarded to EDP section for uploading in the departmental website.

## Annexure A

### Specifications, requirements, duty etc. for hiring of monthly vehicle :

#### 1. Specifications of Vehicle:

Sl. No.	Features	Requirements
i)	Engine Displacement	Approx. 1500 c.c.
ii)	Seating Capacity	5 or more
iii)	No of Seating Rows	2 or more
iv)	Air Conditioner	Yes
v)	GPS/Vehicle Tracking Devices	Yes
vi)	Vehicle Type	Premium Sedan
vii)	Vehicle Colour	White
viii)	Registration Type	Commercial
ix)	Registration Date	On or after 01.01.2020
x)	Insurance, Road Tax payment etc.	Yes
xi)	CF & Pollution Control Certificate	Yes
xii)	Motor Vehicle Act /Rules/ & other statutory requirements	Should be complied
xiii)	Exterior and interiors of vehicle	Shall be devoid of any advertisements, sign, slogan or any depiction.
xiv)	Periodical maintenance work & repair work	Yes

\* Documents of vehicle should be provided for verification at the time of finalization of the contract.

#### 2. Additional accessories/utilities will have to be fitted /provided:

- i) Daily Sanitization & regular Washing of car
- ii) First aid box
- iii) High-quality and clean seat covers, towels (preferably white), floor mats, etc.
- iv) Tissue paper box
- v) Car Perfume
- vi) Good Quality music system with AM/FM radio
- vii) Mobile charging facility in car
- viii) Big Umbrella & torch
- ix) Fire extinguisher for car
- x) Tool box & Stepney.