



GOVERNMENT GENERAL DEGREE COLLEGE, TEHATTA
OFFICE OF THE PRINCIPAL
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF WEST BENGAL

AT: TEHATTA; P.O: TEHATTA; DIST: NADIA; PIN CODE: 741160; WB, INDIA. Email:tehattagovtcollege@gmail.com
(AFFILIATED TO UNIVERSITY OF KALYANI)

Memo No.: 156/TGC/2024-25

Date: 25.11.2024

Tender Notice for Conveyance Services for NAAC Peer Team Visit

Sealed quotations are invited from the reputed Travel Agency/ Car Service Provider for the provision of conveyance services during the NAAC Peer Team visit at Government General Degree College, Tehatta, P.O.- Tehatta, Dist.- Nadia; PIN-741160. **The services required include the Supply of Car along with Driver for a period of four (04) days**, as outlined below:

SCOPE OF SERVICES				
Sl. No.	Day	Date	No. of Cars	Description
1.	Day-0 (Arrival)	18.12.2024 Wednesday	04	Start the journey from Tehatta P.W.D More and pick-up of the NAAC Peer Team from Kolkata Airport (Netaji Subhash Chandra Bose International Airport) and drop-off the peer team at the hotel in Krishnagar; and drop-off the other guests at Tehatta (if required).
2.	Day-1	19.12.2024 Thursday	03	Pick up from hotel in Krishnagar and drop-off at Government General Degree College, Tehatta and return trip.
3.	Day-2	20.12.2024 Friday	03	Pick up from hotel in Krishnagar and drop at Government General Degree College, Tehatta with return trip and local sightseeing (according to need).
4.	Day-3 (Departure)	21.12.2024 Saturday	03	Drop-off of NAAC Peer Team at Kolkata Airport (Netaji Subhash Chandra Bose International Airport) from Krishnagar.

TERMS & CONDITIONS

- All quotations, along with the relevant documents, should reach the Office of the Principal by **11.30 A.M. on 02/12/2024**. The tender should be addressed to the Principal, Govt. General Degree College, Tehatta. Scaled tender quotations will be opened in the Office of the Principal in presence of members of Purchase Sub-committee of the college on **02/12/2024 at 12 noon** and vendors are requested to be present positively during the opening of tender.
- Photocopy of the PAN Card and Aadhaar Card in the name of the company or proprietor must be enclosed with the quotation.
- The bidder must submit valid documents, including vehicle registration, insurance, pollution certificate and a list of available premium vehicles.
- Experienced drivers with valid driving licenses and a good track record of providing safe transportation should be provided.
- The bidder must quote the total price, inclusive of all taxes, fuel, toll charges, and any other applicable expenses. **While quoting, the bidder must mention clearly the rate for each car in per**

hour duration and in Km covered. The bidder should also keep in mind the ceiling rates of hiring Cabs fixed by Transport Department, Govt. of West Bengal.

- The bidder should provide cars such as the **Swift Dzire AC, New Swift Dzire AC, Ertiga AC, and Innova/Scorpio AC**, as per the requirements of the college.
- Premium Cars in good condition with comfortable seating, air conditioning, and professional drivers should be provided for the entire duration of the visit. All vehicles must be well-maintained, insured, and equipped with necessary safety features.
- The required services will span up to four (04) consecutive days, starting from the pick-up at the airport and concluding with the drop-off at the airport on the final day. The schedule provided is **tentative** and may be adjusted as necessary based on evolving needs and circumstances.
- In the event that the vendor selected as L1 is unable to provide the above services due to unavoidable circumstances, they must inform the same in writing on their official letterhead, with the designated signature, at the earliest. The notice should be given well in advance of the event date. In such cases, the work order will be cancelled and awarded to the next L1 vendor.
- Payment of Bills will be made as per Govt. rules.
- Incomplete quotation (without proper documentations and quotations which do not follow above mentioned terms and conditions) will be immediately rejected.
- Firms with previous experience of working with Govt. offices will be preferred naturally.
- Any ambiguity in the Quotation/Tender will be automatically cancelled.
- The college authority has the power to cancel the order at any time with or without prior notice.



Joint Convener

Purchase Sub-committee

Govt. General Degree College, Tehatta



Officer-in-Charge

Govt. General Degree College, Tehatta

Officer-in-charge

**Govt. Gen. Degree College, Tehatta
Tehatta, Nadia- 741160**