



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

(A Statutory Body of the Government of West Bengal)

Asansol Office: ECL Rehabilitation Cell, Sahara Apartment, Kumarpur, G.T. Road, Asansol-713304

Phone: (0341)225-7440/2327 Fax: (0341)225-7379

Durgapur Office: 1st Administrative Building, City Centre, Durgapur-16

Phone: (0343)254-6815/6716/6889 Fax: (0343)254-6665/5793

Website: www.addaonline.in

E-mail: ceo_adda@yahoo.com, ceoadda.ud@gmail.com

adda.asl@gmail.com, adda.dgpr@gmail.com

Memo No- ADDA/ASL/1385/XXII-3/10/RR

Date: 17/03/15

NOTICE INVITING TENDER

Sealed tender is hereby invited from bonafied owners of vehicle for hiring vehicles on monthly basis for office use in ECL Rahab Cell Asansol Durgapur Development Authority. The terms and conditions of tender are as follows:-

TERMS AND CONDITIONS

1. Monthly rate for hiring are invited for following models of diesel vehicles along with licensed driver who is mentally & physically fit:
Bolero with minimum condition of BS-III or above purchased on or after 01.01.2013 in perfect working condition and with commercial permit.
Numbers of vehicles to be hired is one.
2. The colour of the vehicle to be hired is white.
3. The tenderer must submit copy of valid trade license & copy of PAN card.
4. A declaration must be furnished by the tenderer on Non Judicial Stamp paper to the effect that the tenderer will provide the vehicle along with all requisite papers within 15 days from the issue of the supply order. Copies of all requisite documents shall have to be submitted to the Authority for the vehicle that would be provided.
5. The Diesel & Mobil Oil will be supplied by the department @ 1 (one) litre of Diesel per 12 KM run & 5 (five) litres of Mobil per 2500 KM run of the vehicle.
6. Rate should be quoted on monthly basis. Wages of driver, Taxes including Income Tax and Service Tax, P. Tax, Royalty etc. including cost of daily cleaning, all repairs & maintenance of car etc. which are to be done & borne by the owner of the car.
7. For any break down of the car hired, the owner should provide a substitute with a similar type car immediately.
8. Log Book will be maintained by the driver of the car and it will be the responsibility of the driver to have log book signed after relevant entries by the official on each day. The meter reading for daily journey & fuel used by the car will be entered in the Log Book daily. If the meter for mileage/Km age found out of order, the distance travelled should be calculated on the basis of journey covered and entered in the log book till the meter is repaired.
9. Minimum wage as applicable under existing act & rate must be paid by the owner of the vehicle to the driver within 5th day of the Next month irrespective of date of receipt of monthly hire charge from ADDA.

10. The owner of the car shall indemnify this department on a Non Judicial Stamp paper that the following will be the responsibility of the owner of the car:
 - i) To compensate for any damage caused to anybody by the car due to accident.
 - ii) Payment for any legal action, court case or compensation payable arising out of the car.
 - iii) Payment of Taxes or surcharge levied by the Central / State Govt.
11. The payment of bill for hiring of the car should be submitted in duplicate after completion of each calendar month within 1st week of the next month addressed to the Chief Executive Officer, Asansol Durgapur development Authority.
12. The tender will be received by ADDA office, Asansol at Sahara Apartment, Kumarpur (Near Manoj Cinema) on 31.03.2015 upto 2.00 P.M. & will be opened on the same day at 3:30 p.m. in presence of the tenderers who may choose to attend.
13. The car owner must produce original document a) **Certificate of Registration**, b) **Commercial Permit**, c) **Insurance Certificate**, d) **Trade License**, e) **Road Tax Token**, f) **Smoke Test Certificate** etc. as per Govt. norms and submit a set of self-attested copies of all such documents regarding the vehicle in due time
14. An amount of Rs. 5,000/- in the form of Bank Draft in favour of ADDA payable at Asansol must be enclosed as earnest money along with the tender.
15. The vehicle maybe used beyond office hours also. And for that purpose no overtime allowance will be paid from the Authority.
16. The rate should be quoted for type of vehicle mentioned point-1
17. Agreement for hiring of vehicle will be valid for 3 years. The agreement maybe terminated by the Authority for unsatisfactory service with one month's notice.
18. The Authority reserves the right to accept or cancel any or all the tenders without showing any reasons.


Chief Executive Officer

Asansol Durgapur Development Authority

Memo No- ADDA/ASL/1315/1(5)/XXII-3/10/RR

Date: 17/03/15

Copy forwarded for information with the request to kindly make necessary arrangement for displaying a copy of the tender notice at Office Notice Board for wide publicity to:-

- 1) The Addl. District Magistrate, Asansol
- 2) The Commissioner of Police, Asansol-Durgapur Commissionerate
- 3) The Secretary, Asansol Municipal Corporation
- 4) The SDM, Asansol
- 5) System Manager, ADDA for publication in official website of this office i.e. www.addaonline.in


Chief Executive Officer

Asansol Durgapur Development Authority