



# Asansol Durgapur Development Authority

(A Statutory Body of the Government of West Bengal)

Asansol Office: Vivekananda Sarani, (Senraleigh Road), Near Kalyanpur Housing More, Asansol - 713305  
Phone no: (0341) 225-7377, 225-7378; Fax: (0341) 225-7379

Durgapur Office: 1<sup>st</sup> Administrative Building, City Centre, Durgapur - 16  
Phone no: (0343) 254-6815, 254-6716, 254-6889; Fax: (0343) 254-6665, 254-5793  
Website: [www.addaonline.in](http://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/ 704/III/34

Date: 15.07.16

## NOTICE INVITING TENDER

Sealed tender is hereby invited from bonafide suppliers for various types of vehicles on monthly hire basis at Asansol Durgapur Development Authority. The terms and conditions of tender are as follows:-

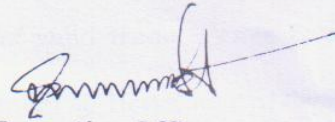
### TERMS AND CONDITIONS

1. Monthly rates for hiring are invited for following models of diesel vehicles along with mentally and physically fit of licensed driver:  
(i) 3 (three) no. Bolero with seating capacity (8+1); (ii) Swipt Desire (Tour) & (iii) Tata Indigo purchased on or after 01/07/2015 in perfect working condition and with All Bengal Commercial Permit.  
Number of vehicles to be hired is five and types of vehicles will depend on analysis of rates.
2. The tenderer must submit self attested copies of valid trade license & copies of PAN card.
3. Diesel & Mobil oil will be supplied by the department @ 1(one) liter of Diesel per 12 km run & 5(five) liters of Mobil per 2500 km run of the vehicle.
4. Rate should be quoted in figure and words on separate letter head pad per separate type of vehicle on monthly basis. Wages of drivers, taxes including Income Tax and Service Tax, Royalty etc. and cost of daily cleaning and, repairs & maintenance of car etc. are to be done & borne by the owner of the car.
5. For any breakdown of the car hired, the owner should provide a substitute with a similar type of car immediately.
6. Log Book will be maintained by the Driver of the car. The meter reading for journey and fuel used by the car will be entered in the Log Book daily. If the meter is found out of order, the distance travelled should be calculated as practicable and entered in Log Book till the meter is repaired.
7. Minimum wage is applicable under existing act and rate must be paid by the owner of the vehicle to the driver within 5<sup>th</sup> day of each month. Festival bonus is also to be given as per existing rules.
8. The payment of bill for hiring of the car should be submitted in duplicate after completion of each calendar month within the 1<sup>st</sup> week of the next month addressed to the Chief Executive Officer, Asansol Durgapur Development Authority.
9. The quotation must be submitted along with self-attested photocopies of trade license, PAN Card, Voter Card to the chamber of AEO, ADDA, Asansol at Vivekananda Sarani, Kalyanpur Housing More on 28.07.2016 within 12:30PM and same will be opened on same date at 3:30PM. Hence, all quotationer must attend on that time.



10. The car owner must produce original documents i.e .A) **Certificate of Registration, B) Commercial Permit C) Insurance Certificate D) Road Tax Token E) Smoke Test Certificate and Fitness Certificate F) Driving License Certificate** as per Govt. norms and also submit a set of self-attested copies of all such documents.
11. An amount of Rs. 5000/- in the form of Bank Draft or Pay Order in favour of ADDA payable at Asansol must be enclosed as earnest money along with the tender for each vehicle.
12. For unsuccessful bidders the earnest money will be returned after issue of work order. In case of successful bidder earnest money will be converted to security deposit and this will be refunded after completion of work i.e. 2 years.
13. The vehicle may be used beyond office hours also and for that purpose no overtime allowance will be paid from the Authority.
14. 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) Damage caused to or 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.
15. Agreement for hiring of vehicle will be valid for 2 years. The agreement may be terminated by the Authority for dissatisfactory service with one month notice.
16. The Authority reserves right to reject any or all the tender without assigning any reasons.
17. The agreement may be extended as per instruction of this authority.
18. All original paper which are mention in this NIQ will be submitted within 21 days from the issuance of the acceptance letter to the successful bidder. Otherwise, the acceptance letter may be cancelled and also earnest money may be forfeited.

For details visit our **website [www.addaonline.in](http://www.addaonline.in)**



**Chief Executive Officer,**

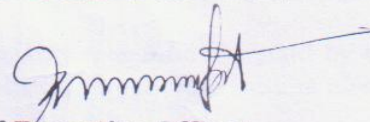
Asansol Durgapur Development Authority

Memo No. ADDA/ASL/704/1(G) 111 / 34

Date: 15.07.16

Copy forwarded for information with the request to paste a copy of the tender notice in their Office Notice Board for wide publicity to -

- 1) The Mayor, Asansol Municipal Corporation.
- 2) The Addl. District Magistrate, Asansol.
- 3) The Commissioner of Police, Asansol-Durgapur Commissionerate.
- 4) The SDM, Asansol.
- 5) The Asstt. Executive Officer (Admn), Durgapur.
- 6) System Manager, ADDA for publication in official website of this office.



**Chief Executive Officer,**  
Asansol Durgapur Development Authority