



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: 1st 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

e-mail: ceo_adda@yahoo.com, ceoadda.ud@gmail.com, adda.asl@gmail.com, adda.dgpr@gmail.com

Memo No. ADDA/ASL: 791/111/34

Date: 20.06.17

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from bonafide suppliers for the work of hire vehicles on monthly basis at ADDA, Asansol. The terms and conditions of the quotation are as follows: -

TERMS AND CONDITIONS

1. Monthly rates for hiring are invited for following model of diesel vehicles along with mentally and physically fit of licensed driver:
2 (two) no. Bolero (BS-IV) with seating capacity (8+1) purchased on or after 01/01/2015 in perfect working condition and radial tyer with All Bengal Commercial Permit.
2. The quotationer 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 & 1(one) liters of Mobil per 500 km run of the vehicle.
4. Rate should be quoted in figure and words on separate letter head pad on monthly basis per each vehicle. 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. If any discrepancy arises then the Authority may take any penal action against this matter.
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 5th 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 1st 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 valid trade license, PAN Card, Voter Card to the chamber of AEO, ADDA, Asansol at Vivekananda Sarani, Kalyanpur Housing More on 11.07.2017 within 2 P.M and same will be opened on same date at 3:30PM. Hence, all quotationers are request to attend the same.

10. The car owner must produce original documents before engagement of said hire car 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 for office record.
11. An amount of Rs 5000/- in the form of Bank Draft or Pay Order in favour of Asansol Durgapur Development Authority payable at Asansol must be enclosed as earnest money along with the quotation 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 (two) 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:
- Damage caused to or by the car due to accident.
 - Payment for any legal action, court case or compensation payable arising out of the car.
 - Payment of Taxes or surcharge levied by the Central/State Govt.
15. Agreement for hiring of vehicle will be valid for 2 (two) years and renewable there after decision of the Authority. The agreement may be terminated by the Authority for dissatisfactory service with one month notice.
16. The Authority reserve right to reject the quotation/quotationer 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 quotationer. Otherwise, the acceptance letter may be cancelled and also earnest money may be forfeited.
19. The quotationer should be submitted in sealed cover (only stippled is not acceptable) in two part mentioning part no., NIQ no. and the name of the work on top of the envelop on the parts. Two parts shall be put together in a separate sealed cover.

Part No. - I Contains of the technical part of the quotation are earnest money i.e. Rs 5000/- (Rupees Five Thousand) only of each vehicle in form of D.D/Pay order drawn in favour of "Asansol Durgapur Development Authority", payable at Asansol and self attested, valid trade license, Pan Card, Voter ID Card and declaration of owner in non-judicial stamp paper which has mentioned in column no 14 of this quotation.

Part No. - II Contain of the financial part should only the car owner's quoted rate in letter head pad which has also mentioned in column no. 4 of this quotation.

For details visit our website www.addaonline.in

Chief Executive Officer,

Asansol Durgapur Development Authority

Memo No. ADDA/ASL/7911(6)111/34

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

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

Chief Executive Officer,

Asansol Durgapur Development Authority