



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building,
City Centre,
Durgapur – 713216

Vivekananda Sarani, Senraleigh Road,
Near Kalyanpur Housing More,
Asansol -713305

Memo. No.....

Date.....

NOTICE INVITING QUOTATION

Sealed Quotations are hereby invited from bonafide vehicle owners for obtaining the hiring rates of the following vehicle;-

01 (One) AC Sedan type vehicle having engine capacity **below 2000 C.C. – Maruti Suzuki Swift Dzire or equivalent type of vehicle** on monthly hire basis at the Office of Asansol Durgapur Development Authority, Durgapur for the period of **03 (three)** years. The terms & conditions of quotation are as follows: -

TERMS AND CONDITIONS

1. The Registration date of the above mentioned vehicle shall not be older than 180 days from the date of Publication of this Notice. In case the owner who proposes to place a new vehicle, the same has to be placed within **1 (one) month** from receiving the Work Order. Intending applicants who have purchased vehicles within last **01 year** (from the date of publication of this Notice) with financial assistance under **Gati Dhara Scheme of Govt. of West Bengal** will be given preference.
2. The vehicle must have a valid **Contract Carriage Permit and Commercial Registration No.** as per Govt. rules in vogue.
3. **The driver should be the owner of the vehicle. One participant can only participate for one vehicle.**
4. The participants must submit self-attested copies of valid **Trade License**, copy of **PAN Card & GST No.**
5. Diesel will be supplied by the department @ 1 (one) liter of Diesel per **12k.m.** run for vehicles with engine capacity less than or equal to 2000 C.C (with Air Condition). **5 (five)** litre of Mobil per **2500 k.m.** is admissible and the cost of Mobil will be reimbursed with monthly bill on production of purchase cash memo. The original Log Book along with the photocopy copy of the same will have to be submitted with the monthly Bill.
6. Rate should be quoted as per guidance of Notification No.**3564-WT/3M-81/98 dated 24.11.2008** of Transport Department, Government of West Bengal.
7. For any break down of the hired vehicle, the owner will have to provide a substitute vehicle of similar type vehicle having a C.C. Permit immediately.
8. Log Book will be maintained by the officer using the vehicle. The meter reading for daily journey & fuel consumed by the vehicle will be entered in the Log Book daily. The Original log Books and Photocopy of the same will have to be submitted along with the monthly Claim Bills with details such as:- **Total K.M. run, Fuel Consumed, Fuel Received, Adjustment with previous month fuel.**
9. The owner of the vehicle shall have to submit **Indemnity Bond** before this authority on a Non Judicial Stamp paper that the following will be the responsibility of the owner of the vehicle:
 - i) Damage caused to any by the vehicle due to accident.
 - ii) Payment for any legal action, court case or compensation payable arising out of the vehicle.
 - iii) Payment of Taxes or surcharge levied by the Central / State Govt.
 - iv) The driver should have valid Driving License.
 - v) He will keep his vehicle up to date with third party motor insurance & pollution certificate.
 - vi) The vehicle will be at the complete disposal of this Authority and shall not be used for any other purpose by the owner either personal or commercial during the period of agreement. Any deviation from this will lead to forthwith termination of agreement.



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10. The payment of bill for hiring of the vehicle 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.
11. The sealed quotation will have to be dropped in the Quotation Box kept in the Chamber of **AEO, ADDA** at ADDA office, 1st. Administrative Building, City Centre, Durgapur – 16 or may be sent via **Registered/Speed Post** up to **3.00 p.m.** on **13-03-2020 (Friday)** & will be opened on the same day at **3.30 p.m.** in the presence of the participants who may choose to attend.
12. The Authority will decide about the model of vehicle to be hired and will inform the selected participants accordingly.
13. The vehicle owner must submit a set of self-attested copies i.e. **Certificate of Registration, Commercial Permit, Insurance Certificate, Road Tax Token, Pollution Clearance Certificate** etc. as per Govt. norms with the quotation and produce the original copy at the time of issuing work order. In case any tenderer proposes to place a new vehicle, an **affidavit** executed before 1st. Class Judicial Magistrate/ Executive Magistrate mentioning all the terms and conditions to be submitted.
14. An amount of **Rs.5000/-** in the form of **Bank Draft**, purchased not before the date of Publication of the **Notice Inviting Quotation** in favour of **Asansol Durgapur Development Authority** payable at **Durgapur** must be enclosed as **security deposit** along with the quotation. The **security deposits** will be refunded to the unsuccessful participants whereas the same for the successful participant will be kept with the Authority.
15. The vehicle may be used beyond office hours also and for that purpose no overtime allowance will be paid from the Authority and the vehicle will be under of control of ADDA for 24hrs. Any kind of personal and/or commercial use of the vehicle(s) is strictly prohibited during the tenure of engagement.
16. Agreement for hiring of vehicle will be valid for **03 (three) years**. The agreement may be terminated by the Authority for unsatisfactory service with one month's notice.
17. The Authority reserves right to reject any or all the applications without assigning any reasons.
18. All original papers which are mentioned in this NIQ are to be submitted within **21** days from the issuance of the **Work Order** to the successful bidder. Otherwise, the **Work Order** may be cancelled and **security deposit** may be forfeited also.

For details visit our website www.addaonline.in

Chief Executive Officer

Asansol Durgapur Development Authority

Memo. No. ADDA/DGP/24/508(9)/29/2011-12

Dated. 27/02/2020

Copy forwarded for information with request to paste a copy of the Quotation Notice on the office Notice Board for wide publicity to: -

1. The S.D.M, City Centre, Durgapur – 16.
2. The M.D., S.B.S.T.C., Durgapur-01
3. The Assistant Executive Officer (Land), ADDA, Durgapur
4. The Assistant Executive Officer (Admn.), ADDA, Durgapur.
5. The Assistant Executive Officer, ADDA, Asansol.
6. Finance Officer, ADDA.
7. The Secretary, Durgapur Municipal Corporation, City Centre, Durgapur – 16
8. The System Manager, ADDA with a request to upload this notice in ADDA website.
9. The Post Office, City Centre, Durgapur-16.

Chief Executive Officer

Asansol Durgapur Development Authority