



# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

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

1<sup>st</sup> Administrative Building,  
City Centre,  
Durgapur - 713216

Vivekananda Sarani, Sen-Raleigh Road,  
Near Kalyanpur Housing More,  
Asansol - 713305

Memo No. - ADDA/ASL/.....

Date : .....

## NOTICE INVITING TENDER

Sealed tenders are hereby invited from bonafide vehicle owners for obtaining the hiring rates of the following vehicles:-

**01(One) AC type of vehicle TOYOTA INNOVA CRYSTA, BS-VI (Top Model) 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 tender 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 **01(One) month** from receiving the work order.
2. The vehicle must have a valid **Contract Carriage Permit and Commercial Registration No.** as per Govt. rules in vogue.
3. The participants must submit self attested copies of valid **Trade License, copy of Pan Card & GST No.**
4. The diesel & Mobil oil will be supplied by the Department @ **01 (One) liter of diesel per 08 K.M. run** for above mentioned vehicle & **05(Five) liters of Mobil per 2500 K.M run** of the vehicle.
5. Rate should be quoted in figure and words on separate letter head pad for vehicle on monthly basis including wages of driver and excluding wages of driver. The cost of daily cleaning, repairs & maintenance of vehicle etc. are to be done & borne by the owner of the vehicle.
6. For any break down of the hired vehicle, the owner will have to provide a substitute vehicle of a similar type vehicle having a C.C Permit immediately.
7. 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. If the meter for mileage/Kilometerage found out of order, the distance traveled should be calculated as practicable & entered in Log Book.
8. 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.
9. The payment of bill for hiring of the vehicle 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.
10. The sealed tender will have to be dropped in the Tender Box kept in the chamber of AEO, ADDA at ADDA Office, 1<sup>st</sup> Administrative Building, City Centre, Durgapur-16 or may be sent via courier/speed post up to 3:00P.M. on **17.10.2023** & will be opened on the same day at 3:30 P.M in the presence of the participants who may choose to attend.

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11. 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 1<sup>st</sup> Class Judicial Magistrate/Executive Magistrate mentioning all the terms and conditions to be submitted.
12. An amount of Rs.5,000/- in the form of Bank Draft, purchased not before the date of publication of the Notice Inviting Tender in favour of Asansol Durgapur Development Authority payable at Durgapur must be enclosed as security deposit along with the tender. The security deposits will be refunded to the unsuccessful participants whereas the same for the successful participants will be kept with the Authority.
13. 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.
14. 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.
15. The Authority reserves right to reject any or all the applicants without assigning any reasons.
16. All original papers which are mentioned in this NIT are to be submitted within 21 days from issuance of the Work Order to the successful bidder. Otherwise, the Work Order may be cancelled any security deposit may be forfeited also.

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


  
Chief Executive Officer  
Asansol Durgapur Development Authority

Memo.No.ADDA/DGP/ADDA-11021(15)/1/2023-DGP-ESTT(ADDA)/02(9)

Dated 27.09.2023

Copy forwarded for information with request to paste a copy of the Tender Notice on the office notice board for wide publicity to:-

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

  
Chief Executive Officer  
Asansol Durgapur Development Authority