



# 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/ 807/VII-89

## Notice Inviting Quotation

Date : 20-02-2024

Sealed quotation in prescribed format is hereby invited from bonafide transporter for supply of following vehicles on monthly hiring basis for Asansol Durgapur Development Authority for Asansol Office. The details of vehicles and terms and conditions are placed below.

Sl. No	Description of Vehicle	Period of engagement	No of vehicle for Asansol
1	Scorpio Model -2022 Registration on April -2022	One year	1 (one) no

**Note:-** The above mentioned numbers of vehicles may increase as per requisition placed by Deptt. and order will be issued in same terms.

If intending bidder submit quotation against placement on new vehicle for which undertaking with solvency certificate.

### TERMS AND CONDITIONS:-

- 1 The car will be under the Administrative control The Chief Executive Officer, Asansol Durgapur Development Authority.
- 2 The each bidder shall submitted quotation separately for each vehicle mentioning for Durgapur / Asansol. One bidder can apply for single vehicles or multiple vehicles against the above quotation.
- 3 a) The bidder must submit self attested copies of Trade License, PAN Card, GST registration (if not available submit Annexure II under norms of Govt.) and credentials of such business, IT Return for last two years.  
b) Earnest money of Rs 5000/ (Rupees Five Thousand) only should be enclosed in the form of bank draft payable in favour of Asansol Durgapur Development Authority. Earnest money of successful tenderer will be covered onto Performance Security and it will be refunded to unsuccessful tenderers.
- 4 The vehicle must be registered not more than one year from the date of issue of this NIQ and latest model (Bharat Stage IV) with commercial registration with luxury Permit from Govt. of West Bengal.
- 5 The engagement contract for initially for one year and extension for further 1 year may be allowed based on performance.
- 6 The Rate as quoted by the bidder will be fixed, no escalation will be allowed during the contract period or during the extended period if any.
- 7 The rate should be quoted in figure and ward on letter latter head per vehicle. Rate to be quoted separately for each vehicle.
- 8 A declaration must be furnished by the Bidder on Non Judicial Stamp paper to the effect that the Bidder will provide the vehicle along with all requisite papers within 15 days from the issue of the supply order. All original documents must be produced before issue of the Work Order for the successful bidder. Failing which the offer letter will be automatically treated as cancelled.
- 9 Diesel & Mobil oil will be supplied by the department 1(one) liter of Diesel per 10 KM/liter run & 1(one) liters of Mobil per 500 km run of the vehicle. Other accessories & lubricants cost to be bared by the owner. No extra cost for fuel consumption will be allowed at any circumstances.
- 10 The successful bidder / bidders have to submit the details of vehicle Registration, Certificate of fitness, Road Tax Token, Contact Carriage Permit & Insurance policy for passenger carrying commercial vehicle, Pollution clearance, Driver's license copy with EPIC / Adhar copy with Authorization under MVI Act.
- 11 The successful bidder has to bear the cost of driver salaries and other libraries and other cost if any.
- 12 The successful bidder solely will be held responsible for any
  - a) Damage caused of the car due to any accident or natural calamity.
  - b) For any court cases or compensation arising out of the vehicle and its Driver.



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- c) Any Tax or charges that may be levied by the State/ Central Government.
- d) Traffic Rule Violation by the Driver.
- 13 The successful bidder has to provide substitute similar type of car for any breakdown of the car hired immediately.
- 14 Log Book will be maintained by the Driver of the car. The meter reading for journey and fuel use by the car will be entered in the Log Book daily basis. 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.
- 15 The vehicle will have to perform normally every day as per instruction of controlling Officer and releasing accordingly made by him. The time of next day duty also assigned by the Controlling Officer only.
- 16 The contract may be terminated with 30 day notice in writing by the either side.
- 17 The successful Bidder fails to place the vehicle with time frame after acceptance of Letter of Intent, the earnest money will be forfeited and offer will be automatically treated as cancelled.
- 18 The vehicle may be used beyond office hours also and for that purpose no extra cost will be claimed to Authority.
- 19 The Authority reserved the right to accept or reject any or all the quotation without assigning any reason.
- 20 The bidder can submit / drop the bid documents either at Asansol Office or can send by Registered post must be reach to ADDA, Asansol office on or before 29/2/24 up to 3.00 p.m.

Chief Executive Officer,  
Asansol Durgapur Development Authority

Memo No. ADDA/ASL/...807/1(9)/VII-89.....

Date: 20-02-24.....

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 D.M ,Paschim Bardhaman , Asansol
- 2) The Mayor, Asansol Municipal Corporation.
- 3) The Mayor, Durgapur Municipal Corporation
- 4) The Addl. District Magistrate, (Gen)Asansol.
- 5) The Commissioner of Police, Asansol-Durgapur Commissionarate
- 6) The SDM, Sadar , Asansol.
- 7) The Asstt. Executive Officer, (Admn), Durgapur.
- 8) The System Manager, ADDA,Durgapur & Asansol for publication in official website of this Authority.
- 9) P.A to Hon,ble Chairman , ADDA, for kind information .

Chief Executive Officer,  
Asansol Durgapur Development Authority