



# 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/.....290/III/34

Date : 04/09/2025

## NOTICE INVITING FOR E-TENDER

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

Sl.No.	Particulars	Model	Total quantity
1	BOLERO (White color) AC type, 7seater or equivalent type of Vehicle.	BS-VI (Top Model) or equivalent type of vehicle.	3nos ( Three)

The vehicles of above description are required on monthly hire basis at the Office of Asansol Durgapur Development Authority, Asansol for the period of **01 (one year)** as per the following terms & conditions: -

### TERMS AND CONDITIONS:-

- 1) Technical Bid shall Contain:** (1) Trade License (2) GST Registration No./Certificate (3) PAN Card.(4) I.Tax - 2023 -2024-2025. (5) P. Tax challan -2024-2025. (6) Credential for Govt. Job in WB.
- 2. Financial Bid shall contain** price bid quoted in the prescribed BOQ. The rates should be quoted in figure inclusive driver wages and all taxes as applicable. The **Technical Bid** will be opened first and if specific documents are found acceptable as per terms and conditions laid down above, the second part that is **Financial Bid** will be opened. No conditional participant will be accepted and the Authority reserves the right to reject it without showing any reason.
- 3.** 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.
- 4.** The vehicle must have a valid **Contract Carriage Permit and Commercial Registration No.** as per Govt. rules in vogue.
- 5.** The diesel & Mobil oil will be supplied by the Department @ **01 (One) liter of Diesel per 12 K.M. run** for above mentioned vehicle & **05 (Five) liters of Mobil per 2500 K.M run** of the vehicle.
- 6.** The cost of daily cleaning, repairs & maintenance of vehicle etc. are to be done & borne by the owner of the vehicle.
- 7.** 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.
- 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. If the meter for mileage/Kilometrage found out of order, the distance traveled should be calculated as practicable & entered in Log Book.
- 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:-
  - a) Damage caused to any by the vehicle due to accident.
  - b) Payment for any legal action, court case or compensation payable arising out of the vehicle.
  - c) Payment of Taxes or surcharge levied by the Central/ State Govt.
  - d) The driver should have valid Driving License.
  - e) will keep his vehicle up to date with third party motor insurance & pollution certificate.
  - f) 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.
  - g) Any deviation from this will lead to forthwith termination of agreement.
  - h) 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.



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- 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.
- An amount of **Rs.5,000/- (Rupees Five Thousand) only each vehicle** in the form of **Earnest Money Deposit (EMD) A/C in forms of Demand Draft/Banker's Cheque** in favour of ADDA should be deposited along with the tender as EMD. The EMD of the unsuccessful bidders to be returned within 30 days from the date of completion of the tender process and that of the successful bidder may be treated towards security deposit of Rs 5000/- (Five Thousand) for each vehicle to be released after completion of work.
- 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.
- Remuneration of drivers so paid by the selected agency should not be less than the rates as prescribed in Memo no.811-F(F-2) date 03.03.2025, issued by Finance department, Govt. of W.B.**
- The successful bidder will have to enter an Agreement for hiring of vehicle with the authority which will be valid for **01(one) years primarily and may be renewed for further years in spell of one year each but not more than 03 (three) years in total upon satisfactory performance and at the sole discretion of the Authority.** The agreement may be terminated by the Authority for unsatisfactory service with one month's notice and in all cases the decision of the authority shall be treated as final.
- The Authority reserves right to reject any or all the applicants without assigning any reasons.
- 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 treated as cancelled and EMD/ security deposit may be forfeited also.
- In case failure to place the desired vehicle/s as per clause 3 above or withdrawal of any vehicle before the expiry of the period of agreement the security deposit will be treated as forfeited.

**The schedule of dates:-**

1	Date of publication	04.09.2025
2	Last date of submission	19.09.2025
3	Technical Bid Opening Date	22.09.2025
4	Financial Bid opening date	To be annoyance letter

**Note:** In case of any unscheduled holidays on the aforementioned dates, the next working date will be treated as scheduled prescribed date for the same purpose.

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

Memo.No.ADDA/.....

290/119/111/34

Ar Chief Executive Officer

Asansol Durgapur Development Authority

Dated. 04/09/2025

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

- The District Magistrate, Paschim Bardhaman.
- The Commissioner, AMC , Asansol
- The S.D.M, Asansol .
- The Assistant Executive Officer, ADDA, Durgapur.
- The Assistant Executive Officer, ADDA, Asansol
- The Finance Officer, ADDA.
- The System Manager, ADDA with a request to upload this notice in ADDA website.
- The Head Post Office, Asansol.
- Office Notice Board.

Ar Chief Executive Officer  
Asansol Durgapur Development Authority