



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- ADDA/ASL/889/III/34

Date:- 13/10/2026

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 of Vehicle	Model	Total quantity
1	Mahindra Scorpio S11 (AC type, White Color)	BS-VI (Top Model) or equivalent type of vehicle.	01nos (one)

The vehicle shall be with or without driver wages of above description are required on monthly hire basis at the Office of Asansol Durgapur Development Authority, Asansol for a period of **03 (Three years)** as per the following terms & conditions: -

TERMS AND CONDITIONS:-

- Technical Bid shall Contain:** (1) Trade License (2) GST Registration No./Certificate (3) PAN Card.(4) I.Tax -2024 -2025-2026. (5) P. Tax challan -2025-2026. (6) Credential for Govt. Job in WB.
- Financial Bid shall contain** price bid quoted in the prescribed BOQ.
The BOQ item should be as follows:
i) The **Hire rate of vehicle** should be quoted in figure inclusive of all taxes exclusive of Driver wages.
ii) The **Hire rate of vehicle** should be quoted in figure inclusive of all taxes inclusive of **driver wages** (monthly) 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.
- 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.
- The vehicle must have a valid **Contract Carriage Permit and Commercial Registration No.** as per Govt. rules in vogue.
- The diesel & Mobil oil will be supplied by the Department @ **01 (One) liter of Diesel per 8 K.M. run** for above mentioned vehicle & **05 (Five) liters of Mobil per 2500 K.M run** of the vehicle.
- The cost of daily cleaning, repairs & maintenance of vehicle etc. are to be done & borne by the owner of the vehicle.
- 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.
- 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.
- 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:-
 - Damage caused to any by the vehicle due to accident.
 - Payment for any legal action, court case or compensation payable arising out of the vehicle.
 - Payment of Taxes or surcharge levied by the Central/ State Govt.
 - The driver should have valid Driving License.
 - He will keep his vehicle up to date with third party motor insurance & pollution certificate.
 - 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.
 - 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.
- 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.



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11. 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.
12. 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.
13. 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.
14. The successful bidder will have to enter an Agreement for hiring of vehicle with the authority which will be valid for 03(Three) years. 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.
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 treated as cancelled and EMD/ security deposit may be forfeited also.
17. 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	13.10.2026
2	Last date of submission	04.11.2026
3	Technical Bid Opening Date	To be annoyance letter
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

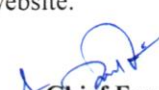
Memo.No.ADDA/ ASL/889(8)/III/34


Chief Executive Officer
Asansol Durgapur Development Authority

Dated. _____

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 District Magistrate, Paschim Bardhaman.
2. The Commissioner, AMC , Asansol
3. The S.D.M, Asansol.
4. The Assistant Executive Officer, ADDA, Durgapur.
5. The Assistant Executive Officer, ADDA, Asansol
6. The Finance Officer, ADDA.
7. The System Manager, ADDA with a request to upload this notice in ADDA website.
8. Office Notice Board.


Chief Executive Officer
Asansol Durgapur Development Authority