



Government of West Bengal
District Horticulture Office
State Horticultural Research & Development Station
Krishnagar, Nadia
District – Nadia , West Bengal , PIN No.- 741 101

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Memo. No.- 20 /Horti/DHO/Nadia

Date- 13/02/2019

Quotation Notice -02 / DHO/Nadia

Sealed quotations are invited from the bonafide owners of Maxi Cab (Non-Air-conditioned, BS-III or above) having commercial registration number for the purpose of official use of District Horticulture Office, Krishnagar, Nadia, Sub-Division Horticulture Office, Ranaghat, Nadia and Maxi Cab / Motor Cab (Standard) (Non-Air-conditioned) for Sub-Division Horticulture Office, Tehatta, Nadia respectively one vehicle for each office. The vehicle will be hired for monthly rent basis as per the following terms and conditions:--

- 1) The owner of the vehicle will supply Diesel/CNG and lubricant for the vehicle.
- 2) The owner of the vehicle will bear the cost of running, repair and maintenance of the vehicle as well as driver's salary and other expenditure if any.
- 3) The vehicle must be in good condition and with commercial permit/Number.
- 4) Vehicle is to be provided for 12 hours x 22 Days per month basis along with the driver with up to date driving licence having cell phone with valid mobile no. The vehicle should be replaced forthwith if the vehicle is withdrawn for any repair works with prior information to the undersigned.
- 5) Monthly contract is initially upto March, 2019. The contract will be purely temporary in nature and may be terminated by one week notice in case of any adverse situation without showing any reason.
- 6) One printed logbook should be maintained by the driver with authentication.
- 7) The logbook will have to be signed daily by the using officer/staffs in the time of journey and completion of journey. The kilometre, time and place of journey will be recorded in the logbook.
- 8) Night halt at any day/ at any place out of the head quarter for the driver with vehicle may be required for different types of urgent official works.
- 9) The quotationer will have to submit current I.tax certificate (if applicable) and the Xerox copy of Blue Book, Insurance and Road Tax of the vehicle and other related documents during submission of the quotation.
- 10) The undersigned reserves the rights to accept or reject any quotation without assigning any reason whatsoever.
- 11) The vehicle will have to be provided within 7 (seven) days from the date of issue of the supply order, failing which the supply order may be treated as cancelled and action may be taken as per rules.
- 12) If the owner of the vehicle fails to provide vehicles for duty for more than 2(Two) successive days, the whole contract may be cancelled at the option of the department. No claims, whatsoever, will be entertained in this respect.
- 13) The meter of the vehicle recording Kilometre run must be always kept in proper condition.
- 14) The owner of the vehicle will have to submit bill in duplicate of the month of duty as per log book within the following month. Payment will be made as per latest Govt. Order/circular effective during the month of payment. A cancelled cheque is to be enclosed with the quotation for smooth transferring amount in his account.
- 15) The driver of the vehicles shall always maintain normal decency and decorum of the office and any indecent activity or misbehaviour on the part of the driver may lead to cancellation of the contract at the opinion of the department.
- 16) If the driver fails to attend govt. duty for any reason, the owner may arrange substitute driver. In such a case the actual expense borne by department for hiring the substitute driver will be recovered from his monthly bill.

