

Email id – ddanadia@gmail.com
pao-nadia@nic.in



Ph & Fax No-(03472) 272429
272471

Govt. of West Bengal
DEPARTMENT OF AGRICULTURE
OFFICE OF THE
DEPUTY DIRECTOR OF AGRICULTURE (ADMINISTRATION)
❁ NADIA, KRISHNAGAR ❁

QUOTATION

Notice Inviting Quotation No. 08/DDA(Admn)N/2013-14

Sealed quotations in supplier's letterhead are invited from interested agencies/ parties in prescribed format shown in ANNEXURE-I for hiring of one vehicle (Mahindra Bolero/ Scorpio/ Tata Sumo) preferably new one with engine capacity more than 2000 cc compliance with BS-IV and commercial registration on monthly basis (all working days of a month) for official use by the Deputy Director of Agriculture (Administration), Nadia. The quotation will be accepted following the guideline of the Transport Department, Government of West Bengal vide No. 3564-WT/3M-81/98 dated 24.11.2008.

The quotation will be received in the tender box kept in the chamber of the Deputy Director of Agriculture (Administration), Nadia. The last date for submission of quotation is 07.10.2013 up to 2 PM and will be opened on same day at 3 PM in presence of interested quotationers.

The quotation should meet the terms and conditions as prescribed in ANNEXURE-II for such hiring of vehicle. The undersigned reserves the right to accept or reject any quotation without assigning any reason whatsoever.

Sd/- P.K. Pramanik

*Deputy Director of Agriculture (Administration)
Nadia, Krishnagar*

Memo No. 1355(9) / Dated Krishnagar, the 26-09-13

Copy forwarded for information and wide publicity to:

1. The Sabhadhipati, Nadia Zilla Parishad, Krishnagar
2. The District Magistrate, Nadia
3. The District Information & Cultural Officer, Nadia
4. The Post Master, Krishnagar Head Post Office
- 5-7) The Assistant Director of Agriculture (Admn.), Krishnagar Sadar/ Tehatta/ Ranaghat
- ✓ 8) The District Informatics Officer, NIC, Nadia with a request to upload this notice in the District website
- 9) Notice board of this office.

P.K. Pramanik
26.09.13

*Deputy Director of Agriculture (Administration)
Nadia, Krishnagar*

26/9/13

ANNEXURE - I

FORMAT FOR SUBMISSION OF QUOTATION

2) Name of the Vehicle Owner/Supplier :-
(In Block Letters)

2) Postal address with telephone no :-
(If any)

3) Type of Vehicle & Model :-

4) Hire charges rate offered on daily basis :-

5) Fuel service offered

a) Diesel :-

b) Mobil :-

Date:-

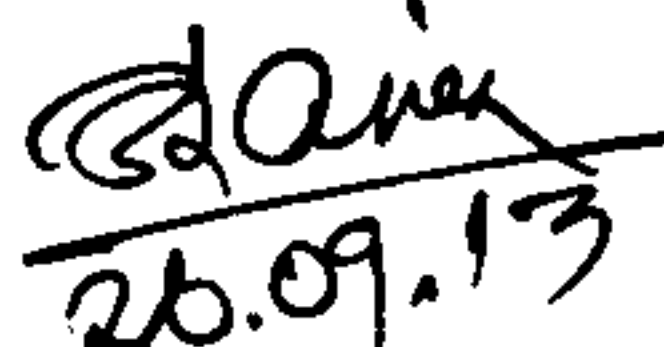
Signature of Vehicle Owner/Supplier

N.B:

Please submit attested Xerox copy of Voter ID and PAN Card of the vehicle Owner/Supplier along with the format for submission of quotation.

ANNERURE - II
TERMS AND CONDITIONS

- 1) The owner of the vehicle will shoulder the cost of running repair and maintenance of the vehicle as well as Driver's salary and other expenditure if any. Operational cost like Diesel / Mobil will be borne by the undersigned.
- 2) The vehicle must be in good condition preferably new one and latest model with commercial permit.
- 3) The vehicle should be replaced forthwith if the vehicle is withdrawn for any repair works with prior information to the undersigned.
- 4) The successful quotationer will have to submit attested Xerox copies of Blue Book, Tax, Insurance, Commercial Permit and other related documents within 10 days from the date of acceptance of quotation.
- 5) Initially the contract period of the vehicle is 6 (six) months, it may be extended up to one year.
- 6) The authority for hiring the vehicle will not be responsible to pay compensation either to the owner / supplier / driver or any third party arising out of accident, damages, caused due to the part of the driver. The cost of penalty that might be imposed by the police authority for violation of traffic rules is to be borne by the owner / supplier.
- 7) The owner / supplier at his own cost will make necessary arrangement for auto emission testing etc. as per vehicle rules and will keep the auto emission cheek certificate ready with the driver and to be produced whenever required by the competent authority.
- 8) The owner / supplier of the vehicle will have to maintain two registers duly authenticated on its first page by the hirer for keeping record of the journeys performed by the vehicle (Log Book) and the other for recording all instruction (Instruction Book). The log book will have to be signed daily by the using officer in the time of journey and completion of journey and at the time of release. The Kilometre and time will be recorded in the Log Book.
- 9) If require the vehicle have to be provided in holidays also and may have to run outside the District considering the situation for which no extra charge will be allowed.
- 10) The work order will be issued after acceptance of the quotation. The vehicle will have to be supplied within 10(Ten) days from the date of issue of the work order/acceptance, failing which the work order may be cancelled and action may be taken as per rules.
- 11) In case of office remains close or declared holiday or cannot function due to any reason the date stated above should be treated as the next working day. No quotation will be received after stipulated date and time.
- 12) Bill should be raised on monthly basis and payment will be done after receipt of fund from competent authority.


26.09.13
Deputy Director of Agriculture (Administration)
M. Nadia, Krishnagar
