

Siliguri Jalpaiguri Development Authority

AN IS/ISO 9001:2008 CERTIFIED ORGANISATION

Tenzing Norgey Road, Pradhan Nagar, Siliguri-734403



Phone : Siliguri : (0353) 2512922, 2515647
: Jalpaiguri : (03561) 230874
Fax : (0353) 2510056

Memo No. 727/I/Admn/374/16 /SJDA

Date: 21.06.16

Notice Inviting Quotation

(NIQ No.02/15-16/Vehicle/SJDA dtd. 21.06.2016)(2nd Call)

Sealed quotation are invited from bonafide and resourceful agency/ person for supplying of Good conditioned vehicle of following model of Diesel/Petrol drive for the use of the office works in the office of SJDA, Siliguri. The intending agency or person should have the experience of supplying vehicle in Government offices, local/statutory bodies or PSUs.

Models of Vehicles to be supplied:

1.Scorpio 2.Bolero 3.Maruti Wagner 4.Maruti VAN 5.Ambassador 6.Innova

TERMS AND CONDITIONS

1. Number of vehicles should be requisitioned as per requirements.
2. The number of the vehicle should be Commercial Number.
3. The model of the vehicle must not be before 2014-15
4. The rate quoted should be on daily rate basis and less than the government rate prevalent at the time and inclusive of Driver's and Helper's pay etc. and inclusive of all incidental charges pertaining to the vehicle The service tax if applicable will be borne by the authority.
5. The Hiring Authority will not be responsible for requisition of the vehicles for other Government purpose by the Election Commissioner, District Magistrate, R.T.O. etc. and in such cases, the owner is bound to place substitute vehicle for the same.
6. The owner of the car shall have to maintain the car in the neat and good condition at their own cost and expenses and no charges towards incidental maintenance, repairs, damages and accident etc. will be paid by the undersigned.
7. Payment of hire charges will be paid in each month on production of bill by 10th day of the next month in duplicate provided the driver reports for duty with vehicle in running condition on any particular day of hiring. The office will not be responsible for delayed payment for delayed submission of Bill. Statutory deduction as per government rules will be applicable
8. In case of breakdown and personal requisition a substitute car of equal standard of the hired one should be placed at the disposal of the Officer concerned. In case of withdrawal / non-availability of the hired vehicle/ substitute vehicle, penal action will be taken at the rate of deduction of two times of the daily rate of the hired vehicle from the subsequent bill / security of the owner
9. On selection, the agency will have to sign an agreement with the authority.
10. The contract will remain valid for a period of 1 (one) year initially, and may be extended for further period as required by the authority at the same rate, terms and conditions if the owner agrees. However, the Authority reserves the right to terminate the contract at any time within the contract period.
11. Renewal of License Fee, road tax, insurance and other incidental taxes will be borne by the owner of the vehicle,

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12. The owner shall have to arrange for a garage for parking arrangement of the vehicle, which should be within 5 (five) K.M. from the Head Qtr. Necessary kilometre run of the vehicle to and from garage to Office / reporting place and vice versa will be considered.
13. The vehicle will not be required normally on Saturdays, Sundays and Gazetted Government Holidays. However the vehicle may be required on Saturdays, Sundays and Gazetted Government Holidays for urgent Govt. official works for the interest of public service.
14. No provision of tank balance of Diesel / Mobile should be kept and proportionate deduction for excess Diesel / Mobile will be made from the progressive bill. If the consumption of the Diesel or Mobil on verification of the Log Book maintained for the vehicle is found in excess of the admissible quantity, the cost of extra Diesel and Mobil will be deducted from the hire charge of the vehicle during monthly payment thereof.
15. The hired car will remain placed whole time for the use of the Officer concerned and may stay at outstations on public exigencies for which no extra payment will be made.
16. The Driver of the vehicle should hold current driving license and should be experienced and sincere one. He should be well aware of the locations of Darjeeling / Jalpaiguri (important roads, buildings and Govt. offices etc.), overtime allowance be allowed as additional charge @ Rs. 18/- (Rupees eighteen) only per hour beyond 10 (ten) hours.
17. An amount of Rs. 10,000/- (Rupees ten thousand) only in the shape of Bank Draft/DD as earnest money has to be submitted along with the quotation drawn in favour of Chief Executive Officer, SJDA, Siliguri otherwise the quotation will be liable to outright rejection. The earnest money will be converted to security deposit for successful quotationer. The same will be refunded to the unsuccessful quotationer as per Authority norms.
18. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof and does not bind herself to accept the lowest one.

The following particulars of the vehicle must be submitted along with the quotation in 2(two) envelopes kept in a big envelope.:

Envelope-1

- a. Application in plain paper or Letter pad
- b. Self attested Xerox copy of the documents in support of Type and Model of the car.
- c. Self attested Xerox copy of P.Tax receipt (Updated)
- d. Self attested Xerox copy of Income Tax Challan(Updated)
- e. Self attested Xerox copy of Documents showing experience in supplying vehicle in Government offices, local/statutory bodies or PSUs..
- f. Self attested Xerox copy of the Service tax Challan(Updated)
- g. Self attested Xerox copy of Pollution Certificate, Insurance, Road Tax
- h. Bank Draft or DD of Rs. 10000 (Ten thousands) only as mentioned above.

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Envelope-2

The quoted rate for each category of vehicle in plain paper or letter pad

Initially the envelope-1(One) will be opened, If documents are ok then envelope-2 (two) will be opened.

The quotation has to be submitted to the drop box of administrative section on 08.07.2016 by 2.00 pm and will be opened at 3.00pm on the same day.

Memo No: 727/1(5)/SJDA

21/6/16
Chief Executive Officer
Siliguri Jalpaiguri Development Authority

Date: 21.06.16

Copy forwarded for information and taking necessary action to

1. The AEO, Siliguri Mahukuma Parishad.
2. The Sub-Divisional Officer, Siliguri
3. The Accounts Officer, SJDA
4. The Associate Planner, SJDA with a request to upload in SJDA website.
5. Office Notice Board

21/6/16
Chief Executive Officer
Siliguri Jalpaiguri Development Authority

21/6/16
M. Ray
A. N. Roy
21/6/16