

**OFFICE OF THE BURDWAN MUNICIPALITY**  
**G. T. ROAD , BURDWAN**

Memo no - 601/5/2021-6

Date - 30/9/21

**General Department**

**Notice Inviting Quotation**

Sub: Hiring of office vehicle SUV type preferably Bolero/ Scorpio for the use in the Burdwan Municipality & its project area & its coordination offices.

Sealed quotation are invited from the reliable bonafied owner for hiring of vehicle of non. A.C SUV type preferably Bolero/ Scorpio for the use in the Burdwan Municipality & its project area & its coordination offices. As per following terms and condition up to 02.00 P.M on or before 27/10/2021 and to be submitted in the tender box kept in the office of the undersigned.

The Quotation will be opened on and after 2.30 P.M on 27/10/2021 in presence of the intending quotationers who likes to be present there.

1. The hired vehicle will be of diesel run Non A.C brand with good condition.
2. The daily rated hire charge will be within the rate as per present condition of M.V . Department Govt. of West Bengal.

The payment towards the hire charge will be made monthly on the basis of actual utilization after submission of bill in triplicate along with logbook to the undersigned at the end of the each month subject to availability of fund.

3. The consumption of diesel and Mobil will be at the rate of 1(One) litre /15 ( fifteen ) KM and 1 (One) litre/500(Five Hundred)km respectively. The fuel etc. so consumed will be supplied by the owner or supplier of the vehicle at his own cost, Payment towards the fuel charges will be made after production of bill in triplicate to the Office of the undersigned of the end of each month subject to availability of fund.
4. 6(Six) km (maximum 1 per day will be provided are reporting for duty (Up & Down) from garage.
5. Normal reporting /day period is from 08.30 A.M to 07.00 P.M but the same is chargeable if exigency so demands and in case out of station the vehicle may be halted as per direction for which no extra claim will be admissible.
6. The record of daily journey will be maintained in the office log book which will be supplied by the office.
7. The expenditure towards maintenance report of the hired car will have to be borne by Owner/ Supplier/Alternate vehicle may be placed during the period of such maintenance.
8. The intending quotationers are requested to submit their quotation which following information on their pad/ letter head to The Undersigned.

i) Vehicle no:

ii) Date of registration:

iii) Pollution control certificate:

iv) Valid blue book:

v) Ref. insurance certificate:

vi) Ref, of Luxury Taxi Regional permit for the district of Purba Bardhaman ,


vii) Road tax clearance certificate:

viii) Hire charges: Rs. \_\_\_\_\_ /-(Rupess \_\_\_\_\_)only/day.

Consumption of diesel:1(one)lit./ \_\_\_\_\_ km

Consumption of Mobil:1(one)lit./ \_\_\_\_\_ km

9. The salary etc. Of driver and cleaner must be borne by the owner/supplier.
10. The contact for hire of the vehicle will likely to remain in force for 12 (Twelve) months with effect from the date of Commencement of work but it may terminate/ extended at any time with a notice of two weeks from either side.
11. Any quotation found incompetent or incomplete will be treated as cancelled.
12. The undersign reserves all right of rejection of any quotation even lowest without assigning any reason thereof.
13. Any consumption for any reason will have to be borne by the owner. No servicing charge, Driver Wages, Taxes, Insurances fees etc. will be borne by the Deptt. The owner will be responsible for all compensation for damage or loss on using the car.
14. The driver must have posses a valid commercial driving license. The service of the driver will normally be request for 10(Ten) hours day. In some exceptional case it may be required to make halt at outside the Headquarters & no extra payment will be made for such haulage.
15. The Driver must be well experienced & well behaved.
16. In case of absence of driver a suitable Driver will have to be engaged for duty with the permission of the undersigned.
17. Renewal of license & other incidental expense will be done at the cost of the driver.
18. No authorized person will be allowed to accompany the driver without permission of the undersigned.
19. The owner will have to comply with all orders of the Govt. which are existing at present as well as likely to be issued by the Govt.
20. The kilometer age meter should be always in order and sealed. The undersigned reserves to record kilometer age in case of failure of the kilometer age meter.
21. The car should always accompany Stephaney. Toll box etc. and the driver should be well understand about minor repair of the Vehicle etc. for which no extra cost will be borne by the Municipality. In case of break- down of repair of Vehicle a suitable vehicle must be placed with the permission of the undersigned.
22. The driver residential address, permanent address, should be reported to the undersigned by the owner.
23. The Vehicle must be get insured against fire, Accident, Theft etc.
24. The car will have ply all over in the Burdwan Municipality & its project area & its coordination offices.
25. The car must be new brand (not more than 3 years old) while placing under the disposal of the undersigned.
26. The brand & Registration no. of the car must be quoted in the quotation paper.
27. The payment of hire charges on monthly basis will paid subject to availability of fund.

  
Chairperson, 30/09/21  
Board of Administrator,  
Burdwan Municipality



Memo No: 601/6/1(11)/XII-6

Date: 30/09/21

Copy forwarded for kind information to:-

1. Vice Chairpersons, Board of Administrator, Burdwan Municipality
2. Members, Board of Administrator, Burdwan Municipality
3. The Executive Officer, Burdwan Municipality
4. The Finance Officer, Burdwan Municipality
5. The Secretary & Nodal Officer, Burdwan Municipality
6. The Accountant, Burdwan Municipality
7. The AFC, Burdwan Municipality
8. Tapas Makar, CMM, Burdwan Municipality
9. The UIS, Burdwan Municipality
10. The UP, Burdwan Municipality
11. The Dealing Clerk, Tender Committee-

*Pranab Chatterjee*

Chairperson,  
Board of Administrator,  
Burdwan Municipality

Memo No: 601/6/2(7)/XII-6

Date: 30/9/21

Copy forwarded for kind information with request to wide publication to:-

1. The District Magistrate, Purba Bardhaman
2. The Treasury Officer, Burdwan Treasury-I, Burdwan
3. The R.T.O. Purba Bardhaman
4. The IT Coordinator, Burdwan Municipality, - Publication in Office Website
5. The Head Clerk, General Dept. Burdwan Municipality-News Paper Publication
6. Office File
7. Notice Board of this office.

*Pranab Chatterjee*

Chairperson,  
Board of Administrator,  
Burdwan Municipality