

Anandadhara District Office
DMMU, Uttar Dinajpur
Karnajora

Memo No. 692 /DMD/DRDC/1/Estt/Hiring Vehicle/09/10

Dated : 04.08.22

Notice inviting Quotation

Sealed quotations are invited from eligible, experienced and reputed person(s)/agencies of this district for supplying hired vehicles under the office of DRD Cell, Uttar Dinajpur Zilla Parishad. Specifications of hired vehicle will be as hereunder :-

Quantity of Hired Vehicle	: 02 Nos. (with Commercial License)
Type of Vehicle	: 01(one) Scorpio and 01(one) Bolero
Last date of receipt of quotation	: 16.08.2022 upto 2.00 PM.
Date of opening of quotations	: 16.08.2022 at 3-00 PM.

The following terms and conditions must be adhered to :-

1. Hired vehicle will report to the office on all working days and holidays on need based.
2. Hired vehicle placed under any Cell/ Section may be engaged for other duty on urgent nature or may be changed as and when required.
3. Log Book must be kept updated duly signed by the concerned officer and may be taken for verification by the Establishment Section / Officer-in-Charge of DRD Cell, UDZP.
4. Driver / owner must take prior permission from Establishment Section for movement of vehicle during office hours after dropping the officer concerned.
5. Bill for hire charges of the vehicle including fuel cost (fuel bill must be enclosed) to the Establishment Section along with updated Log Book within 5th day of the next month.
6. The hired vehicle must be taken into garage either in Zilla Parishad (DRDC) premises or their own Garage. In such cases location of their own garage with address must be submitted to the Establishment Section.
7. In no case Garage mileage should be allowed beyond 05 Kms. from the office of DRD Cell.
8. Fuel charges per km. and Mobil charges will be given as per current Government approved rate.
9. Salary of driver and repairing charges of the vehicle must be borne by the owner himself.
10. All requisite papers must be submitted to the office immediately after engagement of vehicle.
11. The DRD Cell of UDZP Authority may impose any further order / guideline whenever required.
12. The Authority reserves the right to discontinue the vehicle at any time without assigning any reason.
13. The vehicle shall remain always road-worthy and Tip-Top/well-furnished condition.
14. Income Tax on hire charges shall be deducted as per Income Tax Act.
15. The hire service shall be continued for 01 (one) year and will be renewable on satisfactory service.
16. In case of any illegality is found /occurred by the driver/owner involving the said hired vehicle, the vehicle shall immediately be released by the undersigned.
17. One month's notice shall be given in case of failure to supply the vehicle
18. All terms & conditions will be governed by 3564-WI/3M-81/98 DT 24.11.2008. of Transport Deptt. West Bengal.

Intending person(s)/agencies will have to apply in plain paper with mentioning type & model of vehicle (Commercial) including Name of Vehicle Owner, Address (permanent & communication), Contact No., PAN No., AADHAR No. etc. and to submit with quotation of rates of hire charges in favour of the PD, DRDC, UDZP.

The authority reserves the right to accept or reject any or all the quotations and are not bound to accept the lowest quotation without assigning any reason whatsoever.

The selected person(s)/agencies will have to place the hired vehicle within 15 (fifteen) days along with all requisite documents of the Commercial Vehicles from the date of issue of order. Intending agencies are requested to submit their daily rates of dry vehicle including all taxes.


Additional District Mission Director
DMMU, Uttar Dinajpur &
Project Director : DRD Cell : UDZP
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Copy forwarded for information to :-

1. The Additional Executive Officer, Uttar Dinajpur Zilla Parishad.
2. The Deputy Project Director (Accounts), DRD Cell, Uttar Dinajpur Zilla Parishad.
3. The District Information & Cultural Officer, Uttar Dinajpur, Karnajora with request to arrange for wide publicity.
4. The D.I.A., Uttar Dinajpur Zilla Parishad is requested to upload the same in UDZP Website.
5. The District Informatics Officer, NIC, Uttar Dinajpur. He is requested to upload the notice on the district website for wide publicity.
6. Office Notice Board.


Additional District Mission Director
DMMU, Uttar Dinajpur &
Project Director : DRD Cell : UDZP

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