

Government of West Bengal
Office of the Child Development Project Officer
Keshiary ICDS Project
Keshiary : Paschim Medinipur

Memo No.118/ICDS/KSY

Dated : 26 JULY 2017

QUOTATION NOTICE FOR HIRE OF OFFICE VEHICLE

Sealed quotations are invited from the bona-fide persons, tour & travel agencies, companies located in Keshiary, Dist.- Paschim Medinipur for hiring of one diesel operated Bolero Car or its equivalents diesel car for weekly two day basis for official use of Keshiary ICDS Project for one year.

The following terms and conditions should follow:-


1. The quotationer should have the ownership of the vehicle.
2. The vehicle should have commercial registration.
3. The driver engaged should be broadly aware of village road of Keshiary Block area and should have valid driving licence and authorizations from the owner to drive the vehicle.
4. The driver should have minimum 5 years driving experience.
5. The vehicle should not be more than 4 years old.
6. The vehicle on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seat shall always be covered with neat and good quality seat cover.
7. The contract will be valid for one year from the date of award the contract. No request of hike in approved rates for the vehicle will be entertained during the period of contract of any other reason whatsoever. In case of availability of office own vehicle contract may be terminated without prior intimation.
8. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got signed from the user. The log book will have to be shown to the General Administration for verification at the time of submission of the bill.
9. Payment will be made through bank account of the owner as per availability of fund.
10. In case of any accident during office duty hour; full responsibility of the accident will have to be carried out by the owner.
11. Vehicle owner should have to maintain all requisit papers/documents as per law of the nation to run a commercial vehicle.
12. Vehicle should be present at the office premises at the day of opening of the quotation at 3 p.m.
13. Rate should be quoted **PER DAY BASIS including driver payment**. No separate driver payment will be made. Office will provide Diesel slip 1 litter for each 10 Km. running.
14. Quotaion should be submitted in a A-4 size paper and in computer type format, with the following information:-
 - i) Name of the owner -
 - ii) Mobile No. of the owner -
 - iii) Full Postal Address of the owner -
 - iv) email of the owner -
 - v) Vehicle model name -
 - vi) Vehicle maker -
 - vii) Vehicle Registration No. -
 - viii) Chesis No. -
 - ix) Engine No. -
 - x) Vehicle running with - Diesel.
 - xi) Vehicle Registration Certificate No. -
 - xii) Date of Registration -
 - xiii) Road Tax Clear upto -
 - xiv) Aadhaar No -
 - xv) PAN No. -
 - xvi) Rate offered per day including driver - Rs.....

(in word)

Xerox copy of all the documents should have to submit with the quotation.

Sealed quotation will be received from 11 am to 2:00 p.m on 16-08-2017 in a quotation box which will be placed in front of the chamber of the C.D.P.O., Keshiary ICDS Project and the quotation will be opened on the same day at 2.15 p.m. In the Chamber of the CDPO, Keshiary.

Quotationars are requested to remain present during the time of receiving and opening the quotation.


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Keshiary, Paschim Medinipur


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Keshiary ICDS Project, Paschim Medinipur

Memo No.118(11)/ICDS/KSY

Dated : 26-07-2017

Copy forwarded for kind information and taking necessary action to:-

1. The District Programme Officer (ICDS), Paschim Medinipur
2. The Sub-Divisional Officer, Kharagpur, Paschim Medinipur
3. The District Informatics Officer (DIO), NIC, Paschim Medinipur. with the request to publish it in the District Website.
4. The Sub-Divisional information & Cultural Officer, Kharagpur.
5. The Savapati, Keshiary Panchayat Samity
6. The Block Development Officer, Keshiary.
7. The Officer-in-Charge, Keshiary Police Station.
8. Office Notice Board.
9. Office Copy.


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