15. Garaging of car is the owner's responsibility.
16. The driver so appointed shall maintain two Log Books provided by the vendor and duly authenticated by the office.
17. No advance payment shall be made to the selected Bidder, Payment will be made by this office on monthly basis within 15(fifteen) working days after submission of bill. Payment is subject to the availability of fund. No interest is payable on delayed payment.
18. The driver running the car should have valid Driving License.
19. The contract may be terminated with 1(one) month's notice on either side.
20. After placement of order, this office reserves the right to cancel/add/modify the whole order and/or any part thereof at any time without giving opportunity to the vendor for a hearing.
21. This office reserves the right of acceptance or rejection of any quotation and to cancel the bidding process at any time prior to the award of contract without assigning any reasons whatsoever.
22. A separate Annexure as per the enclosed format (Annexure-A) should be submitted along with the financial bid. The terms and conditions along with Annexure A may be obtained from the office of the Revenue Officer, Damodar Canal Revenue Division, Court Compound, Burdwan-713101 during office hours on any working day free of cost on production of vehicle papers.
23. The successful quotationer will have to execute formal agreement in duplicate with the Revenue Officer,Damodar Canal Revenue Division, Burdwan and to deposit security Money Rs.5000/-(Rupees five thousand) only by Bank Draft in favour of Revenue Officer, Damodar Canal Revenue Division, Burdwan.

sd/-

Assitant Canal Revenue Officer,
Sadar Revenue Sub-Division,
Under Damodar Canal Revenue Division
Burdwan.

Memo No. 8(7)

Dated 19.09.2016

Copy with copy of Annexure-A forwarded for information & necessary action to :-

1) The District Magistrate, Burdwan.
2) The Chief Engineer,West, I & W Dte.Govt. of W.B.,Sadhanpur, Burdwan.
3) The SuperintendingEngineer, D.I. Circle, Kanainatsal, Burdwan.
4) The Revenue Officer,Head Quarter,Jalasdampad Bhawan (4th floor), Salt-Lake City, KOl-700091
5) The Revenue Officer,D.C.R.Burdwan.
6) The Executive Engineer,DVC Study Cell, Jalasampad Bhawan,(7th floor) Salt-Lake City, Kol-700091.(for Display in website)
7) Notice Board in this office.

Enclo:- As stated.

A. Sil, 19.9.16

Assitant Canal Revenue Officer,
Sadar Revenue Sub-Division,
Under Damodar Canal Revenue Division
Burdwan.