

Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Barasat Drainage Sub-Division
Taki Road, Barasat, Kolkata-700124

Memo No. 131

Dated: 12.03.2018

NOTICE INVITING QUOTATION NO. 05 OF 2017-2018

Sealed quotations in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Barasat Drainage Sub-Division, Irrigation & Waterways Dte, from reliable and resourceful firm/ Owner/ Agency for 'Supplying Jeep/ Ambassador/ Sumo/ Bolero etc. Diesel car registered as Luxury Taxi with driver on daily hire charge basis for a period of one year for the use of Office of The Sub-Divisional Officer, Barasat Drainage Sub-Division, Irrigation & Waterways Dte'. The prescribed proforma, additional terms and conditions and other particulars can be obtained from the Office of the Sub-Divisional Officer, Barasat Drainage Sub-Division at the above address upto 14.00 hrs on working days as per following details:

- 1) Name of Work: "Supplying Jeep/ Ambassador/ Sumo/ Bolero etc. Diesel Car registered as Luxury Taxi with driver on daily hire charge basis for a period of one year for the use of Office of Sub-Divisional Officer, Barasat Drainage Sub-Division, Irrigation & Waterways Dte."
- 2) Last date of receiving application for prescribed proforma & additional terms and conditions:
19.03.2018 upto 4.00 p.m
- 3) Last date of issuing prescribed proforma & additional terms and conditions:
20.03.2018 upto 4.00 p.m
- 4) Last date of receiving quotations at the Office of the Sub-Divisional Officer, Barasat Drainage Sub-Division, Irrigation & Waterways Dte : 21.03.2018 upto 2.30 p.m
- 5) Date & Time of opening quotations: 21.03.2018 at 3.00 p.m

Quotation documents will be issued from the Office of the Sub-Divisional Officer, Barasat Drainage Sub-Division, Irrigation & Waterways Dte on submission of application in plain paper along with following documents:

- 1) The vehicle must be in good/ roadworthy condition with B.S. – II/ Euro II specification.
- 2) Luxury Taxi Permit
- 3) Blue Book
- 4) Upto date fitness certificate
- 5) Upto date pollution under control certificate
- 6) Insurance clearance certificate

Terms & Conditions:

- 1) The successful quotationer shall have to place the Ambassador Diesel car within a day for a test run and checking at the quotationer's own cost.
- 2) During the period of work the owner shall have to bear all expenditure for servicing, maintenance & repairing including cost of spare parts and labour charge.

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- 3) Fuel and other lubricants shall have to be supplied by the owner of the vehicle for which payment will be made at the prevailing market rate following RTA rules.
- 4) Payment in respect of driver's wage, T.A, D.A etc shall have to be borne by the owner and the hire charge of the said Diesel car shall be inclusive of these expenditure.
- 5) The owner shall have to arrange for garaging facility at his own cost.
- 6) The owner shall have to provide substitute vehicle of identical specification with driver in the event of supplied vehicle being out of order/ under servicing, maintenance and repair failing which hire charges for that/ those day(s) will not be paid.
- 7) The Vehicle should be free from any encumbrances or legal disputes.
- 8) The authority issuing supply order reserves the right to extend or reduce the period of contract without assigning any reason whatsoever.

If the quotationer fails to comply with any of the above mentioned condition, the authority reserves the right to take any action as deem fit against the defaulting quotationer.

The acceptance of the quotation will fully lie on the Superintending Engineer, Greater Calcutta Drainage Circle, who reserves the right to reject the lowest quotationer or any other quotationer without assigning any reasons.

No conditional quotation will be entertained and may be treated as cancelled without showing any reasons.

Sub-Divisional Officer
Barasat Drainage Sub-Division

Memo No. 131/1(3)

Dated: 12.03.2018

Copy forwarded for information and necessary action to:

- 1) The Executive Engineer, Bidyadhari Drainage Division, Taki Road, Barasat, Kolkata-124.
- 2) The Executive Engineer, DVC Study Cell, Jalasampad Bhawan (email: dvpsc6816@gmail.com) with request to kindly upload the notice on departments website for wide publicity.
- 3) Notice Board of Barasat Drainage Sub-Division.

Sub-Divisional Officer
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Additional terms and conditions for “Supplying Jeep/ Ambassador/ Sumo/ Bolero etc. Diesel Car registered as Luxury Taxi with driver on daily hire charge basis for a period of one year for the use of Office of Sub-Divisional Officer, Barasat Drainage Sub-Division, Irrigation & Waterways Dte.”

- 1) The vehicle will be hired on daily/ monthly basis for which payment will be made by the Executive Engineer, Bidyadhari Drainage Division in favour of the owner/agency on the basis of bills submitted.
- 2) Normal duty hours will be 10 hrs per day (excluding reporting and releasing time). This period may be extended as and when required as per necessity. The area of normal plying of the vehicle shall be North 24 Parganas, Kolkata, South 24 Parganas and may extend to anywhere within West Bengal in the interest of public service.
- 3) The vehicle shall have to be supplied with driver, who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The driver with the vehicle in running condition will have to sign log book at arrival as token of his reporting for duty.
- 4) No payment will be made for hire charge of the vehicle if the car is in breakdown condition or having any other defect (Mechanical or Electrical) which disrupt journey, if another car of similar specification in good running condition is not provided in replacement. In the event of failure of driver to attend duty as per prefixed programme without any intimation, recovery at the rate of hire charge for that day/ days will be affected.
- 5) Supplier/ Owner of the vehicle shall be responsible for all type of repairs, servicing & maintenance of the vehicle and no payment will be made for the period of repair of the vehicle if not provided with another car of similar specification with driver. Fuel and other lubricants shall have to be supplied by the owner of the vehicle for which payment will be made at the prevailing market rate for the calculated consumption based on Kilometrage run of the vehicle and the rate of consumption agreed in the contract.
- 6) For payment of cost of diesel and lubricating oil consumption in running the vehicle, daily records of kilometrage run will be recorded in the log book with signature of the Officer making journey. At the end of every month total kilometrage of the journey made during the month will be calculated and consumption of diesel and lubricants will be worked out on basis of rate of consumption contracted for. The mode of payment of diesel and lubricants is on the basis of rate of consumption contracted for, and not on the basis of fuel or lubricants purchased/ supplied by the owner. Only a copy of the relevant voucher will have to be supplied for verification of current market rate.
- 7) The agreement is terminable at one months notice from either side. The vehicle will be hired if it is found in good condition and road worthy.
- 8) Garage distance allowed maximum (5 km up + 5km down) = 10 km (Ten) or actual distance whichever is less after each day journey is over.
- 9) Overtime charges in excess of 10 hrs per day will be allowed. Maximum half an hour will be allowed for reporting and also after releasing in calculating overtime allowance.

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- 10) The authority shall not have any liability arising out of any accident while the car is in use by the authority. Whether or not the accident was caused due to negligence etc of the driver, the authority shall not be liable to pay any damages/ compensation to the owner/ driver or to any other person who may be affected by the accident.
- 11) The vehicle may have to undertake long tours in the Districts. The driver of the car shall be prepared to halt outside Office headquarters with his own arrangement and cost. In case the vehicle halting outside headquarters, halting charges is accepted and will be paid in addition to usual hire charges. Calculation of allowance as per clause 2 will not be applicable in such case.
- 12) The authority reserves the right to extend the validity of contract for hiring of vehicle, with the owner, beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both the sides.
- 13) Claim for escalation of rate of hire charge, overtime charge, halting charge due to any reason during the validity of contract period including extended time period, will not be entertained.
- 14) The lowest rate will be calculated on the basis of hire charges per day plus cost of fuel and lubricants.
- 15) The vehicle should be placed within three days after receiving work order from the competent authority.
- 16) Driver with erratic, arrogant attitude or drug or alcohol addicted should be replaced in no time, otherwise the contract will terminated at one month's notice.

Sub-Divisional Officer
Barasat Drainage Sub-Division

I agree to abide by the terms and conditions as stated above.

(Full signature of the quotationer with date and seal)