

**Notice inviting Quotation No-2/P1 of 2016-17**

Scaled quotation as per annexed format (available in the office of undersigned ) for hiring Ambassador Cars Non-A.C.(Diesel Taxi. Good in Road condition) is hereby invited by the Sub-Divisional Officer, Panskura Irrigation Division no - I ,I& W,Dte. Panskura, Purba Medinipur on behalf of Governor of West Bengal from the bonafide Car owners on monthly hire (daily rate) basis for Panskura (I) Sub-Division no-I ,I& W,Dte.

**List of Work**

SL. No.	Name of Work
01	Supply a Diesel Ambassador on monthly hire (daily rate) basis as and when necessary for the use of office of the Sub-Divisional Officer, to the office of the Panskura (I) Sub-Division no- I under East Midnapore Division ,I& W, Dte. Tamluk, Purba Medinipur .

Quotations shall be submitted in prescribed format which will be available free of cost from the undersigned on application along with requisite papers.

**Last date of application** : 26.10.2016 upto 14:00 hrs.  
**Last date of issue of quotation papers** : 26-10-2016 after 14:30 hrs.  
**Date of dropping of quotation** : 27-10-2016 upto 12:00 noon.

Quotation will be received up to 12-00 hrs. on 27.10.2016 and will be opened on the same day at 14:00 hrs. by the undersigned in presence of the participating quotationers who may likes to be present.

The successfully quotationer will have to execute a formal agreement with the undersigned in duplicate in W.B. From NO.2911 on payment of cash of Rs. 250.00 (Rupees two hundred fifty) only per set of agreement paper including cost of quotations form.

After opening the quotation the successful quotation will have to produce the Car with Driver at pre-informed time for trial run at his own cost. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to cancel any or all quotation without assigning any reason therefore. Condition of the Car as well as skill and experience of the Driver will be the main criteria in quoting the offer. Detailed information will be available from the office of the undersigned during office hours in any working days.

**The following conditions must be understood clearly by the quotation for accepting of the same.**

1. Self attested photocopies of Valid Pan Card . Registration Contract Carriage permit, insurance papers ,pollution control certificate, Name & address of Driver with valid driving License, as per existing Govt. rules are to be submitted along with the application and these will be verified with the original .
2. Contract is valid for one year starting from the date of issuing of work- Order.
3. Contract may be extended in emergency for a short period at the same rate with the consent of the owner.
4. Owner must arrange for a substitute car in-case of non availability of the regular car.
5. The hired car must be in tiptop condition .
6. The car will be engaged for 10(ten) hours per day and additional charge @ Rs. 20/- per hour beyond 10(ten)hours.
7. Fuel allowed 12 KM per liter, and Mobile oil@ 5 liters per 2500 KM run.
8. Driver should take responsibility for long drive and outside night stay if situation demands.
9. Driver may perform his duty even in Holidays whenever required .
10. Owner may terminate the contract any time for which 2 (Two) months prior notice is compulsory.
11. Executive Engineer, may terminate the contract any time with a prior notice of Two month.
12. The quotationer should sign all the pages issued with the Quotation Schedule.

Sd/-  
*Sub- Divisional Officer,*  
*Panskura (I) Sub-Division no- I,(I&W.Dte.)*  
*Panskura, Purba Medinipur.*

**Memo No. 593P<sub>1</sub>**

**Date . 05.10.2016**

Copy for information to :-

- 1) Superintending Engineer, Western Circle-II(I &W.Dte.) Midnapore, Paschim Medinipur .
- 2) Executive Engineer, East Midnapur Division, Tamluk, Purba Medinipur.
- 3) The Editor, Pratidin Patrika, Kolkata -700072, with the request to immediate publish the notice in minimum space.
- 4)Sub-Divisional Officer , I & W, Dte. , Tamluk/Panskura –II & Investigation Sub-Division No.- I.
- 5) Notice Board.

Sd/-  
*Sub- Divisional Officer,*  
*Panskura (I) Sub-Division no- I,(I&W.Dte.)*  
*Panskura, Purba Medinipur.*

**TERMS AND CONDITION OF QUOTATION ON.2/P1 OF 2016-17 OF**  
**SUB-DIVISIONAL OFFICER, PANSKURA (I) SUB-DIVISION NO - I,I& W.DTE. PANSKURA,PURBA-**  
**MEDINIPUR.**

1. The engagement may be extended further subject to satisfactory service and fulfillment of existing Govt. rules. The engagement may however be terminated at any time within the contract period by giving 60(sixty) days Notice from either side without assigning any reason whatsoever.
2. The car will normally be required to ply in the Southern District of West Bengal regularly and may be required to go to any other District of the state as and when necessary.
3. The car should be maintained always in tip top condition and should be providing with a skilled and experienced driver having at least 3 (Three) years experience and standing valid license up to the full satisfaction of the undersigned. All papers connected with the car should be retained in the car. The driver along with the car should report for duty every day the pre-intimated time and place. Change of driver must be intimated. Name and driving license of the new driver is to be submitted.
4. The driver must maintain required decorum in the office while on duty so far his behavior, conduct and dress are concerned. The driver shall not be intoxicated while on duty. If his behaviors is objectionable in any manner and if he does not behave himself properly on warning, the driver, on request from this end, should immediately be remove and a substitute be provided.
5. Apart from the hire charge, the car provider will also arrange to provide fuel and lubricant for playing the car during duty period at the rate of 1(One) liter of Diesel for 12 (twelve) Kms. Journey which is to be recorded with Kilometre at reporting time to that at releasing time. 1 (one) liter of Mobile will be provided for every 500 Kms. of journey performed. However an addition distance not exceeding 10 (Ten) Kms. from Garage to reporting point and vice versa (i.e. including both ways) will be allowed.
6. All expenditures like maintenance and servicing major and minor repairs, tuning and change of other lubricants, pay and allowances of Driver, the road Tax and Insurance pollution control, etc. are to be borne by the owner of the vehicle.
7. In case of outstation night halt outside the District or within the District extra charges will not be paid, The arrangement for staying of Driver and suitable Garaging of car should be made by owner at his own cost.
8. For Driver of the vehicle for his extra involvement in work extra remuneration , if any, the same should be paid by the owner of the vehicle to the Driver of the vehicle in addition to his terms of appointment so that Driver of the vehicle may performed additional work load with full satisfaction , without any mental disturbance , at site, or elsewhere what so ever .
9. In case the car meets with an accident during the duty period the undersigned will not have any responsibility of paying compensation towards damage of the car, impairment of the health or death of the Driver and Insurance claimed, if any.
10. The hire charge will be paid by the undersigned on bill immediately after calculating the average consumption of fuel in the month and deduction on account of excess fuel in the month and deduction on account of excess fuel and lubricants and non- reporting /break down of car. It is to be understood that monthly payment cannot be ensures regularly . It may sometimes be delayed for administrative grounds.
11. Fragment incidents of excess consumption of fuel of non-reporting break down of car or change or Driver will be sufficient cause to consider against satisfactory service and engagement of car maybe terminated without any notice if after written warning the position does not improved to the desired extent.
12. If the car fails to report on any day as per pre-arranged programmed or break down during the duty period the hire charge for the day will be deducted from the monthly hiring bill.
13. However , for the prompt communication with the vehicle owner for better performance of public service, a telephone connection at the residence of vehicle owner will be considered as a desirable credential of the quotationer.
14. A detachable board as will be prescribed by this office is to be fixed properly in front of vehicle that should be covered when the vehicle will not be used in Govt. works.
15. The Department will maintain a Log Book for the journey, which will be signed by officer using the vehicle .
16. The Department will not pay toll charges for the bridge.
17. The vehicle will be engaged on working days of the office. All normal public or Gazetted holidays declared by the competent authority will be treated as non-working day. The vehicle may be used on non-working days also, if necessary, with prior intimation.
18. The car will be engaged on hire basis strictly as per requirement of the office. It cannot be assured that the vehicle will be engaged on all working days during a month.

Sd/-

*Sub- Divisional Officer,  
Panskura (I) Sub-Division no- I,(I&W.Dte.)  
Panskura, Purba Medinipur.*

To : The Sub- Divisional Officer,  
Panskura (I) Sub-Division no - I, (I&W.Dte.)  
Panskura, Purba-Medinipur

***Sub:- Quotation for providing Car on hire .***

Ref:- Your quotation Notice No.- **2/P<sub>1</sub> of 2016-17.**

Sir,

In response to you mentioned quotation notice, I/we like to provide a Car on hire basis.  
The details of the Car and daily hire charge are furnished below. :-

1. Type and Model of Car:- .....
2. Registration No.:- .....
3. Date of Registration: - .....
- 4) Contract Carriage permits No. with date: - .....
- 5) Period of validity of Contract carriage permit: - .....
- 6) Name and address of Owner (with Telephone No.): - .....
- 7) Address of Garage and distance of Garage : .....
- From above Office: .....
- 8) Rate quoted for hire charge on daily basis:- .....
- (Both in figure and in words ) .....

I /we agree to abide by all the terms and conditions and conditions Stated in the quotation Notice and have quoted the hire charges considering all the terms and conditions of the same ( attested Xerox Copy of registration of Car, Blue Book , Road Tax clearance challan , Driving license of Driver etc. are to be submitted along with the quotation .Papers and original papers of the same will have to be produced at the time of agreement).

Thanking you,

Yours faithfully ,

Signature of the Quotationer  
(Owner of the Vehicle)