

Government of West Bengal  
Irrigation and Waterways Directorate  
Office of the Sub-Divisional Officer  
Burdwan Irrigation Sub-Division No.1  
Kanainatsal, Burdwan.

Memo. No. 6

Dated. 06.01.2017

**Notice Inviting Quotation No.1/ S.D.O. / B.I.Sub-Division No.1. Of 2016-'17**

Sealed quotation in plain paper / company's letter head are hereby invited from by the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.1, Kanainatsal, Burdwan on behalf of the Governor of West Bengal from the interested vehicle repairing automobile workshop owners / interested person having the infrastructure for repairing vehicle for the work "Repair to Government vehicle No.3938 (Jeep) as per list enclosed under Burdwan Irrigation Division during 2016-'17" The rate should be quoted both figures and words of each item of work as per proforma enclosed in the quotation (Page-3). The rate quoted by the Agency should be inclusive of all taxes and charges etc. and inclusive of dismantling of the existing materials.

The quotation will be received in the Tender Box kept in the chamber of the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.1, Kanainatsal, Burdwan on **20.01.2017** upto **2:00** p.m. and will be opened by the undersigned at **2:15** p.m. on **20.01.2017** in presence of the participating quotationers. No quotation will be entertained by post or hand

The quotation should meet the following terms and conditions for such repairing of vehicle and will be available in the office of the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.1, Kanainatsal, Burdwan, on any working day within the office hours. The interested persons are requested to go through the terms and conditions before quoting their rates.

**TERMS AND CONDITIONS:-**

- 1) The Earnest Money amounting to Rs1000/- (One thousand) only in the form of Bank Draft from any Nationalize Bank in favour of .is to be deposited at the time of submitting quotation otherwise the quotation will be declared informal. If the lowest quotationer fails to repair vehicle within the schedule time i.e 15 (Fifteen) days from the date of issue of acceptance letter or placement of vehicle the Earnest Money will be forfeited to the Government. No claim in this regard will be entertained.
- 2) The successful quotationer will have to execute formal agreement in W.B. Form 2911(ii) as the case may be with balance Earnest Money @ 2 % of total value of quotation as per rules in the shape of Bank Draft in favour of Executive Engineer, Burdwan Irrigation Division, Kanainatsal, Burdwan
- 3) The contract period for repair of the vehicle is normally 15(Fifteen) days and the quotationer will have to repair the same within the stipulated time.
- 4) Attested photo copy of valid Income Tax / PAN / VAT / Trade License and P.Tax Challan issued by the appropriate authority are to be enclosed along with the quotation, failing which the quotation will liable to be rejected.
- 5) The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan. / Executive Engineer, Burdwan Irrigation Division, Kanainatsal, Burdwan, reserves the right to accept or reject the lowest or any other quotation assigning any reason thereof.
- 6) The work order will be issued after acceptance of the rates of the quotation and the vehicle will be placed thereafter at the destination (workshop) with proper authentic receipt of the quotationer. The vehicle will be delivered within the schedule time. The quotationer / supplier may participate in the quotation along with Proforma Invoice Bill within the terms and conditions laid down in the quotation provided that the vehicle should be placed within 30 (Thirty ) days from the date of issue of the work order/acceptance otherwise the Earnest Money will be forfeited to the Government.
- 7) Accepting Authority Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.
- 8) In case of office remains close or declared holiday or cannot function due to any reason the date stated above should be treated as the next working day. No quotation will be received after stipulated date and time.
- 9) After execution of the work, the quotationer is liable for test run sa deem necessary at vehicle for checking of the work done. The decision of the Executive Engineer, Burdwan Irrigation Division, Kanainatsal, Burdwan in this respect for the determining the specified work/ spare parts and / or below specified work/ spares is final and binding.

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- 10) All spares to be utilized in the repairing works should be of approved make, the same work/ spare parts will be rejected immediately and the quotationer will be held responsible for replacement/ mending good of the spare parts/ works at his own cost and no claim will be admissible in this regard.
- 11) Payment should be made according to the availability of fund, if delayed no claim in this regards will be entertained.

Sd/- Shampa Das  
Sub-Divisional Officer  
Burdwan Irrigation Sub-Division No.I  
Kanainatsal, Burdwan

Memo. No.

Dated.

Copy forwarded for information and necessary action to the –

- 1) Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.
- 2) Executive Engineer, Burdwan Irrigation Division, Kanainatsal, Burdwan.
- 3) To (5) Sub. Divisional Officer, Sub-Divisional Officer,/ Burdwan Irrigation Sub-Division No.II , III & IV
- 6) R.T.O, Burdwan.
- 7) To (8) Divisional Accountant / Divisional Estimator, Burdwan Irrigation Division, Kanainatsal, Burdwan.
- 9) District Information and Public Relation Officer, Burdwan, with the request for vide Circulation.
- 10) Notice Board, Burdwan Irrigation Sub-Division No.I

Sd/- Shampa Das  
Sub-Divisional Officer  
Burdwan Irrigation Sub-Division No.I  
Kanainatsal, Burdwan

**PROFORMA FOR SUBMISSION OF QUOTATION**

**Name of work:-** Repair to Government vehicle No.3938 (Jeep) under Burdwan Irrigation Division during 2016-  
'17"

Sl. No.	Description of items.	Quantity.	Unit	Rate to quote. (Figures & wards)	Amount. Rs. P.
(1)	(2)	(3)	(4)	(5)	(6)
1	Steam box, belt crank bush repair.	1 set.	Each set.		
2	Differential, tell crown supply new (Disposal).	1 set.	Each set.		
3	Greasing, and necessary bearing break, shee new supply.	4 sets.	Each set.		
4	Cutting shaft with cross bearing, yoke teeth, new supply no wheel.	1 set.	Each set.		
5	Back door pad new supply.	1 No.	Each		
6	Glass machine new supply.	2 Nos.	Each		
7	Seat and cycling new making.	1 set.	Each set.		
8	Ignation coil new supply.				
9	Clatch plate and pressure plate new supply.	1 set.	Each set.		
10	Spring pathi pin, bush, and necessary with clump new supply.	4 sets.	Each set.		
11	Body patch repair, and necessary denting and repair.	Full body.	Each		
12	Gear box repairing and necessary bearing and kit change.	Full gear box.	Each		
13	Full rubber mat and mudguard flap with number plate.	1 set.	Each set.		
14	Shok absorber.	4 pcs.	Each set.		

**Total Rs.**

**Sig. of quotationer.**

**Phone No.**

**Address:**

Sd/-Shampa Das  
Sub-Divisional Officer  
Burdwan Irrigation Sub-Division No.I  
Kanainatsal, Burdwan