



**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Directorate**  
**Burdwan Investigation & Planning Division**  
*Purta Bhavan, (3<sup>rd</sup> Floor), Purba Burdwan, 731103*

**Notice Inviting Quotation**  
**NIQ No: WBIW/NHP/EE/BIPD/NIQ-02/2017-18**

**Memo No: 462/NHP-02/02**

**Date: 01.08.2017**

Sealed quotations are being invited by the Executive Engineer, Burdwan Investigation & Planning Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal for **“Supply of one no vehicle for River Research Institute at Haringhata Nadia under National Hydrology Project”**

Interested agencies are required to submit their bids to the Executive Engineer, Burdwan Investigation & Planning Division enclosing all documents in support of their eligibility in the procedure detailed below.

**Time Schedule of Quotation**

- |  |                              |
|--|------------------------------|
| 1) Last date & time of receiving quotation | : 11.08.2017 up to 2:00 p.m. |
| 2) Date & time of opening of Technical Bid | : 11.08.2017 after 2:30 p.m. |
| 3) Date & time of opening of Financial Bid | : 17.08.2017 after 2:30 p.m. |

**1. Instruction to bidders**

Quotations will be in two bid system **(i) Technical Bid & (ii) Financial Bid**.

The **'Technical Bid'** will be made and put in the first envelope containing the title 'Technical Bid'. It should contain full information as required in **Annexure-I**

The **'Financial Bid'** will be made and put in a second envelope containing the title 'Financial Bid'. It must include full information as required in **Annexure-II**.

Both bids should be put in a third envelope which should be prominently superscribed as **“Supply of one no vehicle for River Research Institute at Haringhata Nadia under National Hydrology Project”** and addressed to The Executive Engineer, Burdwan I & P Division, Purba Burdwan. It should be dropped in the Tender Box provided at the chamber of the Executive Engineer, Burdwan I & P Division on or before 2.00 PM on or before 11.08.2017.

**The 'Technical Bid' will be evaluated first. The 'Financial Bid' will be evaluated only if the tenderer's 'Technical Bid' is found satisfactory in all respect by the tender committee.** The tenderer will have no rights whatsoever to insist that his 'Financial Bid' be evaluated in the event of the tender committee rejecting his 'Technical Bid' as unsatisfactory. Interested Parties or their authorized representatives who wish to be present at the time of opening of the quotations may remain present.

**2. Period of Contract**

The Contract will be **valid for 2 (two) years** from the date of contract and can be extended at the sole discretion of the authority on mutual consent if service is found satisfactory.

### **3. Scope of Work**

The office requires 1 No vehicle on monthly basis. The vehicle *should be 5 seater or more, should be registered on or after January 2015, have commercial registration number and permit to ply throughout West Bengal.*

### **4. Eligibility Criteria (papers in support to be submitted in the envelope titled “Technical Bid”)**

1. The firm should have **PAN Number** issued by IT Department. (Self-attested copy to be submitted)
2. The firm should have submitted **IT return**. (Latest IT return certificate to be submitted)
3. The firm should have **PT** submission certificate. (Self-attested copy to be submitted)
4. Vehicle proposed to be supplied should have valid papers i.e. **blue book, road tax, pollution certificate & insurance** (self-attested copy to be submitted)

### **5. Earnest Money Deposit (to be submitted in the envelope titled “Technical Bid”)**

The quotations should be accompanied by Earnest Money Deposit of **Rs 5000/- (Rupees Five Thousand Only)** towards earnest money / Bid Security Deposit drawn in favour of "**The Executive Engineer, Burdwan I&P Division**" and payable at **Burdwan** without which the quotations will not be considered. Earnest money of unsuccessful bidders will be returned after finalization of the contract. The offer will stand rejected if the Bid Security deposit / Earnest Money is not deposited along with the bid.

### **6. Terms and Conditions**

1. The vehicle provided must be registered on or after Jan 2015 and properly insured. If the bidder has no vehicle at present, he/she has to submit booking slip of new car along with a declaration that the vehicle would be placed within 30 days from the date of receipt of the Office Order.
2. The driver must have valid driving license.
3. The owner will be solely responsible for any misconduct of drivers.
4. No advance payment will be made.
5. TDS will be deducted at source from the bills as per Government norms as and when applicable.
6. The authority reserves the right to terminate the contract with one month notice without assigning any reason.
7. In case of any loss, damage or accident, the onus will lie with the owner.
8. Parking fee and toll tax will have to be paid by the agency and will be reimbursed at per actual along with the monthly bill.
9. Payment will be made following submission of monthly bills in triplicate by owner for each calendar month.
10. The owner shall comply with all statutory provision as laid down under various Laws to the extent applicable to him and rate quoted should duly take into account the same. In case of violation of any such statutory provision, the owner will be solely responsible.

11. The driver should have at least five years of driving experience and his age should be between 25 and 55 years.
12. The driver should be in properly dressed during duty hours. He should be well aware of traffic rules. The driver should be provided with mobile phone for smooth communication and the cost shall be borne by the owner.
13. The owner will have to provide the replacement of driver in case of any eventuality. The authority has the right to ask the owner for removal of any driver who is not found competent or disciplined.
14. The owner has to provide a similar vehicle as replacement car, in the event of non-reporting of original vehicle.
15. Journeys to be recorded in vehicle log books (to be supplied by EE BI&P Division) and the same is to be maintained by the driver/owner. All entries in log book will be recorded/verified/ countersigned by the concerned officers.
16. The payments shall be made on monthly basis and on submission of bills by the Agency/Firm. All payments shall be made by cheque drawn at Burdwan. All monthly payments to the agency shall attract Tax Deductions at sources in accordance with the GOI guideline from time to time.
17. The owner will have to submit two separate bills — one for vehicle hiring charges and other for claim towards reimbursement of fuel and mobil cost on the basis of actual admissible kilometer run during the month and supported by original fuel bill(s). Such reimbursement will be allowed on the basis of following conditions :-

- a. Payment of cost of Fuel will be made at the following rates:-

Type of fuel	Rate of fuel
Diesel	12 Km per Lt
Mobil	1 Lt per 500 Km run

- a. Hire charges of vehicle will be made at the following rates:-

Description	Payment to be made
Monthly hire charge for Initial 2000 Km run	To be quoted by agency
Hire charge for every Km beyond 2000 Km	Rs 5/-
Extra for Night halt	Rs 200/-
Over time exceeding 10 Hr duty period	30/- per hour

18. Gear Oil, Flushing Oil, Distilled Water, Towel (Good Quality, Preferably white colour), and Duster for vehicle will be supplied by the owner/bidder.
19. In case of night halt Department has got no obligation to provide food & lodging to the driver.
20. Normal working hrs shall be of 10 Hrs. For duty beyond 10 Hrs, overtime allowance will be paid as per rate given above.

21. Vehicle is to report at all working days & also in holidays as per necessity.
22. In case of requirement of temporary inter- state permit, the Deptt will reimburse the actual charges to obtain such permit.
23. The Owner should abide by the West Bengal Motor Vehicle Act, 1989 and Rules and as amended thereof.
24. The garage of the vehicle should be within 5 KM radius of River Research Institute.
25. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
26. The Executive Engineer, Burdwan I&P Division reserve the right to reject or accept any or all the quotations without assigning any reason thereof.

## **7. Risk Clause**

The Executive Engineer, Burdwan I&P Division reserve the right for termination of contract at any time by giving one month written notice, if the services are found unsatisfactory.

Sd/-  
**Executive Engineer**  
**Burdwan Investigation & Planning Division**

**Memo No: 462/NHP-02/02**

**Date: 01.08.2017**

### **Copy forwarded for information and necessary action for wide circulation to:**

1. The Superintending Engineer, Adv Planning & Monitoring Cell & Monitoring Officer SPMU, NHP, I & W Directorate, 2<sup>nd</sup> floor, Jalsampad Bhavan, Bidhannagar, Kolkata-91
2. The Superintending Engineer, Investigation. & Planning circle II & Tender & Implementing Officer SPMU, NHP, I & W Directorate, 5<sup>th</sup> floor, Jalsampad Bhavan, Bidhannagar, Kolkata-91
3. The Director, River Research Institute, P.O. Mohanpur, Block- Haringhata, Nadia, West Bengal
4. The Deputy Director (Engineering), River Research Institute, P.O. Mohanpur, Block- Haringhata, Nadia.
5. The Executive Engineer, Damodar Canals Division/ Burdwan Irrigation Division, Burdwan.
6. The Executive Engineer, DVC Study Cell, I&WD 7<sup>th</sup> Floor, Jalsampad Bhavan, SaltLake with a request to upload the NIQ in the Departmental website.
7. AE - I / II , Burdwan I & P Division, Burdwan
8. Notice Board / Estimating Section / Accounts section of Division

Sd/-  
**Executive Engineer**  
**Burdwan Investigation & Planning Division**

**TECHNICAL BID**

**NIQ No: WBIW/NHP/EE/BIPD/NIQ-02/2017-18**

*(Copies in support of Clause No. 4 should be enclosed herewith)*

**BID FOR:- Supply of one no vehicle for River Research Institute at Haringhata Nadia under National Hydrology Project.**

**BIDDER DETAILS**

- a) Name and Address with PIN Code of the Proprietor / Partners / Directors :
  
- b) Mobile Number, Alternative Mobile/ Land Number :
  
- c) e-mail id of Owner/Proprietor / Partners / Directors :

**DETAILS OF PROPOSED VEHICLE**

Model of proposed vehicle :  
Reg No of proposed vehicle :

**Details of EMD submitted along with Technical Bid:**

Draft No: .....Drawn on: .....

Draft value: .....

DATE:

SIGNATURE WITH SEAL OF THE BIDDER

**FINANCIAL BID**

NIQ No: WBIW/NHP/EE/BIPD/NIQ-02/2017-18

**BID FOR: Supply of one no vehicle for River Research Institute at Haringhata Nadia under National Hydrology Project.****RATE FOR HIRE CHARGE**

Sl no	Description	Payment to be made by Deptt	Remarks
01	Monthly hire charge for Initial 2000 Km run		Agency to quote rate per month both in words and figures
02	Hire charge for every Km beyond 2000 Km	Rs 5/- per Km	Rate Fixed by Deptt
03	Extra for Night halt	Rs 200/-	Rate Fixed by Deptt
04	Over time exceeding 10 Hr duty period	30/- per hour	Rate Fixed by Deptt

We/I have read and understood the terms and conditions stipulated for hiring of the vehicle and agree to abide by the same.

DATE:

SIGNATURE WITH SEAL OF THE OWNER