



**Govt. of West Bengal**  
Irrigation & waterways Directorate  
Office of the Sub-Divisional Officer  
Damodar Canal No.-I Sub-Division  
Court Compound, Purba Bardhaman  
Pin No. - 713101  
e-mail :- [sdodc1sub@gmail.com](mailto:sdodc1sub@gmail.com)

**NOTICE INVITING QUOTATION No.- 02/D.C. No.-I of 2017 – 18.**

Separate sealed quotation in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Damodar Canal No.-I Sub-Division on behalf of the Governor of West Bengal, for the works as per list attached herewith, from eligible reliable experienced firms/ Agencies/Suppliers.

1. a. Separate Quotation should be submitted for each work, as per attached List, in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority.  
b. Submission of Quotation by Post is not allowed.
2. The Quotation documents and other relevant particulars (if any) may be seen by the intending Quotationers or by their duly authorized representatives during office hours **between 11.00 A.M and 4.00 P.M on every working day, till 24-11-2017** in the office of the Sub-Divisional Officer, Damodar Canal No.- I Sub-Division.
3. a. Intending Quotationers should apply for Quotation Papers in their respective Letter Heads enclosing self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, as well as during interview (if any).
  - i. **Professional Tax (PT) deposit challan valid for the current financial year and PAN Card. Application for PAN addressed to the competent authority, subject to production of authenticated receipt, may also be considered.**
  - ii. **Contract carriage permit, Road Tax Certificate, Pollution Certificate, Registration Certificate, Insurance Clearance, Trade license etc. as applicable.**
  - iii. Declaration by the Applicant to the effect that there is no other applications for Quotation Paper for work in this NIQ in which he/she/they has/have common interests. Failure to produce any of the above documents may be considered good and sufficient reason for non-issuance of Quotation paper.
  - b. Any suppression/misrepresentation of fact will automatically debar the applicant from participating in any Quotation under the Sub-Division/Division/Circle for at least 3 (three) years from the date of detection, in addition to such other penal action as the Government may deem proper.
4. Intending Quotationer not satisfied with the decision of the Quotation Paper issuing Authority may prefer an appeal to the next superior Officer, Concerned Chief Engineer will be the Appellate Authority for High value Quotations. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within two working days after the date of issue of Quotation paper, and copy of such communication should also be submitted to the Quotation Paper Issuing Authority within the same period, failing which no such appeal will be entertained.
5. a. No Quotation Paper will be supplied by Post.  
b. No Quotation paper will be issued on the date of opening of Quotations after expiry of date and time mentioned in the notice.
6. When a Quotationer signs his Quotation in an Indian Language. In the case of illiterate Quotationer, the rates Quotationed should be attested by an witness.
7. The Quotationer who will sign on behalf of a company or Firm, must produce the registered documents (within 02 days from the date of opening the Quotation) in support of his competency to enter into an Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Quotation will not be considered.
8. Any letter or other instrument submitted separately in modification of the sealed Quotation may not be entertained.
9. Conditional Quotation, which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.
10. The Quotation Accepting Authority does not bind himself to accept the lowest Quotation and reserves the right to reject any or all of the Quotations received, without assigning any reason whatsoever to the intending Quotationers and also reserves the right to distribute the work amongst more than one Quotationers.

11. The Quotationer will have to, if so desired by the Quotation Accepting Authority, submit his analysis to justify the rate quoted by him.
12. The Quotations will be opened, as specified in the list of works, in presence of the participating Quotationers or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the Quotation opening Register.
13. The successful Quotationer will have to execute formal agreement (Original & Duplicate) in prescribed **W.B. Form No. 2911(ii)** as per rule. Copies of the Forms & other documents will have to obtain at free of cost from the office of the undersigned within 07 days from the date of issue of the work order, failing which the work order will be cancelled.
14. The successful quotationers will have to deposit earnest money @ 2% of the total estimated amount in form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the Executive Engineer/Damodar Canal Division, payable at **Purba Bardhaman**, at the time of executing formal agreement. Payment in any other forms viz. NSC, KVP, cheques etc. will not be accepted.
15. If any Quotationer withdraws his Quotation before its acceptance or refuses / fails to convert it into a contract within a reasonable time, without giving any satisfactory explanation for such withdrawal / refusal / failure, he shall be disqualified for submitting any Quotation in this Division / Circle for a minimum period of one year and his case will be referred to the Government for order as to what further action will be taken against him.
16. The successful Quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
17. In the following cases a Quotation may be declared informal and unacceptable.
  - a. Correction, alterations, additions, etc. if not attested by the Quotationer,
  - c) If the specified pages of the Quotation Document are not signed by the Quotationer.
  - d) If the Quotation is not submitted in a Cover properly sealed and the name of the work is not indicated on the cover.
18. The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained. No advance payment to be selected agency will be made under any circumstances.
19. Normally, Quotation Paper for not more than 50% work in any one NIQ will be issued to an applicant, who may indicate the Sl. Nos. of the work in the order of priority. However, depending on response to various serials in the NIQ, Quotation Paper issuing Authority may issue Quotation Paper for any serial even though it may not be preferred by the applicant.
20. All the pages of the quotation paper including schedule must be signed by the quotationer on the body of the documents with date & seal.

Sd/-  
(P. Patra)  
Sub-Divisional Officer  
Damodar Canal No.-I Sub-Division  
Court Compound, Purba Bardhaman

1. N.I.Q. No. & Date : 02/DC No.-I/2017-18 dt. 15-11-2017.  
2. Last Date of received Quotation : 27-11-2017 till 2.00 PM  
5. Quotation Documents received by : Office of the Sub-Divisional Officer,  
Damodar Canal No.-I Sub-Division,  
Court Compound, Purba Bardhaman.  
6. Date & time of opening Quotation : 27-11-2017 at 2.30 PM.  
7. Quotation Accepting Authority : Superintending Engineer/Damodar Irrigation circle.

**LISTS OF WORKS**

SL No	Name of work	Cost of Quotation Paper plus cost of W.B.F. in (₹)	Working Period
1.	Supplying one no. hired Motor Cab (Non-Air-conditioned) (Diesel) for official use of the Executive Engineer & T. A to Chief Engineer (West), Irrigation & Waterways Directorate, Kanainatsal, Purba Bardhaman.	NIL	12 (Twelve) Months
2.	Supplying one no. hired Motor Cab (Non-Air-conditioned) (Diesel) for official use of the Executive Engineer/Damodar Canal Division, Irrigation & Waterways Directorate, Court Compound, Purba Bardhaman.	NIL	12 (Twelve) Months
3.	Supplying one no. hired Motor Cab (Non-Air-conditioned) (Diesel) for official use of the Sub-Divisional Officer/Damodar Canal No.-I Sub-Division, Irrigation & Waterways Directorate, Court Compound, Purba Bardhaman.	NIL	12 (Twelve) Months

Sd/-  
(P. Patra)  
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**Declaration by the Applicant as per clause no. 3.iii. of standard Form  
for Notice Inviting Quotation for Public Works.**

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I/We do hereby declare that there is no other application for Quotation paper for work in this  
NIQ (NIQ No. - 02/DC No.-I of 2017 - 2018, SL. No. \_\_\_\_\_) in which I/We have common  
interests.

\_\_\_\_\_  
**(Signature of Contractor with Seal)**

### ADDITIONAL TERMS AND CONDITIONS

1. The car will be hired on monthly basis whose payment into made by the Executive Engineer/Damodar Canal Division for hire charge by **e-Payment** in favour of the supplier on the basis of bill submitted at the end of every month duly checked and passed by the Executive Engineer/Damodar Canal Division subject to availability of fund.
2. Normal hours of duty will be 10 hrs. for day (excluding reporting and releasing time). These period may extend occasional as per necessity the area of plying of car will be within the District of Bardwan and may be extended to anywhere in West Bengal for the interest of Govt. works. **Beyond 10 Hrs. duty over time charge allowed as per approved rate from competent authority.**
3. The vehicle will have to be supplied with its Driver who will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign '**Log Book**' on arrival as taken of his report for duty.
4. The vehicle will be hired on daily basis. No payment will be made if the car is in break down condition or with any other mechanical defect which disrupt journey, if no other car is replaced in good condition. In the event of failure of driven with pre-intimation to attend duty as prefixed programme and time recovery at the rate of hire for that day/dates would be effected.
5. Suppliers/Owners of the vehicle will be responsible for all type of repairs and maintenance of the vehicle including periodical servicing and no payment will be made for those period if not replaced by another car in good condition. All types of lubricants other than Mobil oil and fuel (Diesel) will have to supply by the suppliers/owners to keep the car in running condition. The Department will pay the cost of fuel (Diesel- normal) and Mobil oil by monthly bill which will be supplied by the quotationer earlier for minimum 12 km. run per litre and @ 500 km run per litre respectively for all sorts of journey on pucca or kutcha road (congested or no congested).
6. The successful quotationers will have to place the vehicle for a test run and checking by the undersigned at his (Suppliers) own cost.
7. The owners/Suppliers of the vehicle whose quotation will be accepted preferably lowest will have to execute a formal agreement with the **Executive Engineer/Damodar Canal Division** in and all form as per terms and conditions as laid down in the Notice Inviting Quotation.
8. The agreement is terminable with a prior notice of 15(fifteen) days from other side.
9. Acceptance of the quotation lies with Executive Engineer/Damodar Canal Division and he reserves the right to cancel either the lowest or any other quotation without assigning any reason whatsoever the supplier/owner of the vehicle will have to report for testing of car within 7(seven) days of receipt of letter of acceptance.
10. Garage distance allowed maximum (5km.up- 5km.down) 10 km. or the actual distance whichever is less for each day journey forever.
11. The authority will not have any liability arising out of any accident while the car is in use by the authority whether or not the car was caused due to negligence etc. of the Driver. The authority will not be liable to pay any damage to the owner driver or to any 3<sup>rd</sup> party arising out of the car.
12. The authority may terminate the agreement at any time without assigning any reason whatever for which no compensation will be paid.
13. The authority reserve the right to extend the validity of contract of hiring of vehicle with supplier beyond the expiry of contact of period on the same terms, conditions and rates etc. On actual agreement by both the sides.
14. Claim for escalation of rates due to any reasons during the execution of work including extended time period will not be entertained.

**Memo No :- 1Q-1/577/(9)**

**Dated :- 15/11/2017.**

**Copy forwarded for his kind information & having displayed in Notice Board.**

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. The Executive Engineer, Damodar Canal Division, Court Compound, Purba Bardhaman.
3. The Sub-Divisional Officer, Damodar Canal Head Quarter Sub-Division , Kanainatsal, Purba Bardhaman.
4. The Sub-Divisional Officer, Damodar Canal No.-III Sub-Division , Court Compound, Purba Bardhaman.
5. The Sub-Divisional Officer, Edilpur Sub-Division , Edilpur, Purba Bardhaman.
6. Accounts branch/Damodar Canal Division, Court Compound, Purba Bardhaman.
7. Estimating Section/Damodar Canal Division, Court Compound, Purba Bardhaman.
8. Notice Board/Damodar Canal No.-I Sub-Division.
9. Public Relation Cell for Uploading in the I. & W. Dte. Website.

(P. Patra)  
Sub-Divisional Officer  
Damodar Canal No.-I Sub-Division  
Court Compound, Purba Bardhaman.

**Proforma**

1. Name of Agency :
2. Registration No. of the Car :
3. Model with year :
4. Name of Driver with driving licence No.:

**NIQ No. - 02/DC No.-I/2017-18**

**Sl. No. -**

**Schedule for the work :-**

Working Period - 12 (Twelve) months.

Sl. No.	Description of Items	Tentative Required Quantity	Unit	Rate quoted by Agency (₹)
1	Daily hire charges [ <b>Monthly hiring basis</b> ] (Including Salary of Driver with other establishment cost)	365	Per Day	
2	Over time (Beyond 10.00 Hrs. normal duty)	60	Per Hour	

**Sd/-**  
**(P. Patra)**  
Sub-Divisional Officer  
Damodar Canal No.-I Sub-Division  
Court Compound, Purba Bardhaman

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Signature of the Quotationer with Seal  
Phone No. (M)-