



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Assistant Canal Revenue Officer
Burdwan Sadar Revenue Sub-Division
Under Damodar Canal Revenue Division
Court Compound, BURDWAN-713101

Ph: - (0342) 2662348, Fax:- (0342) 2662348, e-mail:- rodcrdbdn@gmail.com

NOTICE INVITING QUOTATION NO-1/DCRD OF 2017-18

Separate Sealed quotation in the prescribed proforma are hereby invited by the undersigned on behalf of the Governor of West Bengal from the eligible reliable firms/Suppliers/Car service provider(Owners) for the works as noted below.

Name of the work:-Sl.No.1)Supplying 1(one) No hired motor cab (Non-air conditioned, Diesel,BS-III) which purchased on or after 01.05.2008 for official use of the Revenue Officer,Damodar Canal Revenue Division,Court Compound,Purba Bardhaman.

Sl.No.2- Supplying 1(one) No hired motor cab (Non-air conditioned, Diesel,BS-III) which purchased on or after 01.05.2008 for official use of the Assistant Canal Revenue Officer,Burdwan Sadar/Bhatar/Katwa Revenue Sub-Division under Damodar Canal Revenue Division,Purba Bardhaman.

Working Period :-12(Twelve) months.

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|--|---------------------------|
| 1.Last date of receiving application | : 02.01.2018 upto 4.00 PM |
| 2.Last date of issuing quotation paper | :04.01.2018 upto 4.00 PM |
| 3.Last date of receiving quotation | :08.01.2018 upto 2.00 PM |
| 4.Date of opening quotation | :08.01.2018 upto 3.00 PM. |

Terms and Conditions :-

1. The Car must have contract carriage permit(Commercial) and Tip Top condition.
2. Daily rates for hiring should be quoted both in words and figure .
3. Duty period of a day is 10 hours in a day and additional charge @ Rs. 20/-per hour(nearest round of) beyond 10 hours normal duty as over time.
4. The consumption of Diesel @ 12 K.M. per litre and Mobil oil @ 2500 K.M. per 5 (five) litre of run will be provided from office.
5. Only one bid per intending bidder will be accepted.
6. Self-attested photocopies of valid contract carriage Permit,Road Tax Certificate,Insurance Clearance, Registration Certificate of the vehicle, Pollution Certificate, Current professional Tax Clearance Certificate, PAN Card, and latest I.T.Return etc.as applicable should be submitted along with the quotation paper as per prescribed proforma.
7. 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 envelop and address to the proper authority.
b)Submission of quotation by post is not allowed.
8. The rate quoted by the Bidder shall be valid for one year only from the date of contract and cannot be changed/alterd by the Bidder under any circumstances.
9. Maximum 05 Kms. between the garage of the vehicle and place of reporting may be admitted. The place of reporting here would mean O/O the Revenue Officer,Damodar Canal Revenue Division, Irrign. & Waterways Deptt.Court Compound, Burdwan,,Dt.Purba Bardhaman, Pin-713101.
10. The vehicle is intended for official use of this Office.
11. There should be a substitute driver always ready in case the approved driver is unavailable for duty at any time.

Contd.....2.

12. Any complaint regarding defect in engine or any other defects in the vehicle should be promptly attended by the vendor at his own cost. In the event of such costs borne by the Govt. while the vehicle is on duty, the same will be recovered from the hire-charge bill of the approved vehicle.
13. The driver should be adequately trained/capable for the purpose of repair works of the Vehicle on duty.
14. In case the vehicle on hire is unavailable due to any reasons, a suitable substitute vehicle in same category & condition should be supplied by the vendor at short notice.
15. Cost of Road Tax, Insurance, and Wages of the driver (as per Minimum wages Act) and other incidental expenses in running and maintenance of the car is to be borne by the owner of the car.
16. Quotations submitted shall remain valid for a period of 90(ninety) days from, the last date specified for submission.
17. Garaging of car is the owner's responsibility.
18. The driver so appointed shall maintain two Log Books provided by the vendor/owner of the Car and duly authenticated by the office.
19. No advance payment shall be made to the selected Bidder, Payment will be made by this office on basis within 15(fifteen) working days after submission of bill, Payment is subject to the availability of fund. No interest is payable on delayed payment.
20. The driver running the car should have valid Driving License.
21. The contract may be terminated with 1(one) month's notice on, either side.
22. The lowest quotationer, whose quotation is accepted, will have to enter into an Agreement in W.B Form No.2911(i)/(ii) at the office of the undersigned accepting terms and condition for hiring of the vehicle. The contract agreement may require to be extended in exigency if both the parties do so at the existing terms & conditions.
23. After placement of order, this office reserves the right to cancel/add/modify the whole order and/or any part thereof at any time without giving opportunity to the vendor for a hearing.
24. This office reserves the right of acceptance or rejection of any quotation and to cancel the bidding process at any time prior to the award of contract without assigning any reasons whatsoever.
25. A separate Annexure(Annexure-A) should be submitted along with the financial bid. The terms and conditions along with the quotation documents and other relevant particulars(if any) may be obtained from the office of the Revenue Officer of Damodar Canal Revenue Division, Burdwan, Purba Bardhaman-713101 during office hours between 11.00 AM and 4.00 PM on every working day free of cost on production of vehicle papers.
26. The successful quotationer will have to abide by the provisions of W.B. Contract labour Regulation and Abolition) Rules,1972 and such other Acts as may be applicable, as will be in force from time to time.
27. The successful quotationer will have to execute formal agreement in duplicate with the Revenue Officer, Damodar Canal Revenue Division and to deposit security money Rs.5000/- (Rupees five thousand) only by bank draft in favour of Revenue Officer, Damodar Canal Revenue Division, Burdwan. Purba Bardhaman.

A. Lal, 26/12/17

Assistant Canal Revenue Officer
Burdwan Sadar Revenue Sub-Division
under Damodar Canal Revenue Division
Burdwan. *26/12/17*

Contd.....3.

3.

Memo No. 770(9)/GR-12

Dated- 27/12/17

Copy forwarded for information and having displayed in the notice board to:-

- 1) The Chief Engineer, West, I & W Dte., D.V.C. Colony, Kanainatsal, PO. Sripally, Purba Bardhaman, Pin-713103
- 2) The Superintending Engineer, D.I. Circle, Kanainatsal, Purba Bardhaman.-713103
- 3) The Revenue Officer, Hd. Qtr. Jalsampad Bhawan, (4th floor), Salt Lake, Kolkata-91
- 4) The Executive Engineer, Damodar Canal Division, Court Compound, Purba Bardhaman
- 5) The Executive Engineer, Burdwan Irrigation Division, Kanainatsal, Sripally, Purba Bardhaman.
- 6) The Revenue Officer, D.I.R.D. No. I, Purta Bhawan, Purba Bardhaman.
- 7) The Revenue Officer, Damodar Canal Revenue Division, Court Compound, Purba Bardhaman.
- 8) Notice Board of Damodar Canal Revenue Division, Court Compound, Purba Bardhaman.
- 9) Public Relation Cell for uploading in the I & W Directorate Website.

(DVC Study Cell)

A. Sel, 26.12.17

Assistant Canal Revenue Officer
Burdwan Sadar Revenue Sub-Division
Under Damodar Canal Revenue Division
Burdwan.

26/12/17

- 1)NIQ No & Date :01/DCRD of 2017-18,dt.22.12.2017
- 2)Last date of received Quotation :08.01.2018 till 2.00 PM
- 3)Quotation Documents Received by :Office of the Assistant Canal Revenue Officer,Burdwan Sadar Revenue Sub-Division under Damodar Canal Revenue Division,Court Compound, Purba Bardhaman.
- 4)Date & time of opening Quotation :08-01-2018 dt.3.00 P.M
- 5)Quotation Accepting Authority :Superintending Engineer,Damodar Irrigation Circle,Kanainatshal,Purba Bardhaman.

LISTS OF WORKS.

Sl.No.	Name of work	Cost of Quotation Paper Plus cost of W.B.F in (Rs.)	Working Period
.1)	Supplying 1(one) no hired Motor Cab(Non Air Conditioned,Diesel BS-III)which purchased on or after 01.05.2008 for official use of the Revenue Officer,Damodar Canal Revenue Division,Court compound, Purba Bardhaman.	NIL	12(Twelve) Months
2)	Supplying 1(one) no hired Motor Cab(Non Air Conditioned,Diesel BS-III)which purchased on or after 01.05.2008 for official use of the Assistant Canal Revenue Officer,Burdwan Sadar/Bhatar/Katwa Revenue Sub-Division under Damodar Canal Revenue Division,Court Compound, Purba Bardhaman.	NIL	12(Twelve) Months

A. Saha, 26.12.17
Assistant Canal Revenue Officer,
Burdwan Sadar Revenue Sub-Division under
Damodar Canal Revenue Division
Court Compound, Purba Bardhaman *26/12/17*

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.-

SI.No.-

Schedule for the work :-

Working Period-12(Twelve) months.

Sl.No.	Description of Items.	Tentative Required Quantity	Unit	Rate quoted by the Agency (Rs.)
1	Daily hire charges[Monthly hiring basis](including Salary of Driver with other Establishment cost)	365	Per day	
2	Overtime(Beyond 10.00 Hrs. normal duty)	60	Per Hour	

A. Sol, 26.12.17

Assistant Canal Revenue Officer
Burdwan Sadar Revenue Sub-Division under
Damodar Canal Revenue Division
Court Compound, Purba Bardhaman

26/12/17

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

Declaration by the Applicant as per clause no.3.iii of standard Form for Notice Inviting Quotation for Public Works.

I/We do hereby declare to abide by all the terms and conditions, specifications etc. as laid down in the Notice and also declare that there is no other application for Quotation paper for the work in this NIQ No. _____ Sl.No. _____ in which I/We have common interests.

Signature of the Quotationer with Seal.

Notice Inviting Quotation No.01/DCRD of 2017-18,Sl.No..... of the Assistant Canal Revenue Officer,Burdwan Sadar Revenue Sub-Division under Damodar Canal Revenue Division,Court Compound,Purba Bardhaman.

ANNEXURE-A (To be submitted along with the bid)

- 1) Per day rate of vehicle hiring(inclusive of all) :
- 2) Copy of "Contract Carriage Permit" :
- 3) Copy of Registration Certificate of the Vehicle :
- 4) Copy of latest Income-Tax Return :
- 5) Copy of Professional tax Clearance Certificate :
- 6) Copy of PAN Card :
- 7) Copy of Insurance Clearance Certificate :
- 8) Copy of Road Tax Certificate :
- 9) Copy of Pollution Certificate :
- 10) Experience certificate(in original) :
- 11) Any other documents :

(Signature of the Bidder)