



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
PURULIA INVESTIGATION & PLANNING SUB-DIVISION
PURULIA, Email-sdopipsubdivision@gmail.com

Memo No. 240

Dated 19.09.18

Notice Inviting Quotation
NIQ No -02/SDO/PIPSD/2018-19

Sealed quotations are hereby invited on prescribed format by the undersigned on behalf of Hon'ble Governor of West Bengal from bonafied vehicle owner having vehicle with commercial number for "Hiring of Diesel driven Non-A.C Maxi Cab (Bolero) Inspection Vehicle for official use of the Sub-Divisional Officer, Purulia Investigation and Planning Sub- Division on monthly hire basis for the period of one year". Before submitting quotation, the quotationers have to satisfy the terms and conditions, specification etc. and accordingly certificate should also be furnished at the end of the quotation that "I /We do hereby declare that I/We shall abide by all the terms and condition, specification etc. as laid down in the notice".

LIST OF WORK

Sl.No.	Description of item	Quantity	Quoted rate per month	Remarks
1.	Hiring of Diesel driven Non-A.C Maxi Cab (Bolero) Inspection Vehicle for official use of the Sub-Divisional Officer, Purulia Investigation and Planning Sub-Division on monthly hire basis for the period of one year.	1 No.		<i>Minimum Diesel consumption 1 litre for 10KM run & minimum Mobil consumption 1litre for 500 K.M. run.</i> <i>Diesel & Mobil will be provide from office separately.</i>

TIME SCHEDULE OF QUOTATION

- i) Last date & time of receiving application: 25.09.2018 up to 12:00 P.M.
- ii) Last date & time of collecting quotation paper: 26.09.2018 up to 5:00 P.M.
- iii) Last date & time of receiving quotation: 27.09.2018 up to 2:00 P.M.
- iv) Date & time of opening quotation: 27.09.2018 at to 3:00 P.M.

1. The intending quotationer should apply for quotation papers in respective Letter Heads enclosing self-attested photocopies of valid PAN Card, G.S.T. Identification Number, Commercial Registration Certificate (Blue Book), Up to date Fitness Certificate, Permit, Pollution Certificate, Tax token, Insurance Clearance Certificate. Quotation paper will be issued at **free of cost**.

2. The quotationer should quote their rate both in words and figure including of all taxes, G.S.T, wages of driver, maintenance cost of vehicle and any other incidental charges but excluding the cost of fuel and engine oil. In case of partnership firm, the Quotation must have to be signed by all the partners furnishing a copy of partnership deed.
3. Last date & time of receiving quotation will be on **27.09.2018 up to 2.00 P.M** and same will be opened on the same day i.e. on **27.09.2018 at 3.00 P.M** in presence of the participating quotationers at the office chamber of the Sub-Divisional Officer, Purulia Investigation and Planning Sub- Division.
4. The rate of the quotation will be accepted by the Officer- On- Special Duty (SE), I & W Dte, Purulia. The undersigned reserves all the rights to reject any or all of the quotations without showing any reasons thereto.
5. Earnest Money for an amount of Rs. 5000.00 (Rupees five thousand) only in the shape of Bank Draft of Any Nationalized Bank in favour of the Executive Engineer, Purulia Investigation & Planning Division must have to be submitted together with the quotation. **Quotation without accompanying such Earnest money will be treated as informal.**
- Earnest money of the successful quotationer will be retained in the office of the Executive Engineer, Purulia Investigation & Planning Division as performance security deposit till completion of contractual period.
 - Earnest money of the unsuccessful quotationer will be refunded at an earliest convenient after issuance of Work-Order to the successful quotationer.
- 6) The owner of the vehicle, whose quotation will be accepted, will have to execute a formal agreement as per terms and conditions laid down in the notice inviting Quotation. in WBF Form No. 2911 with the undersigned /Executive Engineer, P.I. & P. Divn. within Seven days after issuing of work order.

THE TERMS AND CONDITIONS ARE AS FOLLOWS

- The car will be hired monthly basis whose payment will be made in favour of the owner on the basis of bill submitted to the Executive Engineer, P.I. & P. Divn. through the undersigned at the end of every month subject to the availability of fund.
- The consumption of diesel @10KM per litre of fuel and 1 litre of engine oil for every 500 K.M of run will be provided from office as per G.O. No. 3564-WT/3M-81/98 Dated 24.11.2008 of the Additional Chief Secretary to the Government of West Bengal.
- The vehicle must have contract carriage permit for whole West Bengal.
- The vehicle should be in good condition as regards to body and engine with necessary accessories and to be provided with an efficient driver having valid vehicle driving license. The wages and allowance of the driver will have to be paid by the owner of the vehicle including overtime allowance if necessary. The vehicle should be Maxi Cab (Bolero, Diesel Engine) purchased on or after 31.12.2014
- Normal hours of duty will be 10 hours per day (excluding reporting & releasing time). Generally the vehicle will ply on week days but however, if required should have to ply during holidays. Duty hours may be extended on emergent duty if required in irrigation period or any important reasons.
- 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 has to be capable of well driving even at night. Driver with capricious, erratic arrogant attitude or alcohol addiction should be replaced immediately.

- 7) The driver must be well conversant with the mechanism of automobile so that instant repairing works on road may immediately be taken by him. He should be custodian of valid driving license, Blue book, Tax token, insurance, pollution certificate & other relevant documents as required and have to be kept with the vehicle.
- 8) The vehicle may have to undertake journey for long hours in other district. The driver of the car shall be prepared to halt with his own arrangement and cost.
- 9) Though the vehicle will be hired on monthly basis, payment will not be made for the day if the car is on break down or any other mechanical fault/or due to personal cause of driver himself. In the event of failure of the driver to attend duty as per prefixed program and time, recovery at double the rate of hire charges for that day/days would be imposed.
- 10) In case of breakdown of the vehicle, the supplier has to replace a suitable substitute vehicle so that Government work would not be hampered.
- 11) Owner of the vehicle will be responsible for all types of repair and maintenance of the vehicle including periodical servicing and no payment will be made for that period, if not replaced by another car in good condition.
- 12) This office will not bear any responsibility in case of accident of the vehicle.
- 13) Any penalty imposed by the police authority for violating traffic rules or any other reason should be borne by the supplier of the vehicle.
- 14) The Speedo meter and fuel meter should always be in proper working condition.
- 15) Maximum 10 K.M shall be allowed for to & fro each journey from garage to reporting place.
- 16) Day to day log book will have to be maintained and signed by the driver and the officer using the car.
- 17) The successful quotationer will have to arrange for garage for his vehicle after duty period at his own cost and risk.
- 18) The authority may terminate the agreement at any time without showing any reason. One month's notice will be given for termination of the agreement from either side.
- 19) If the agreement is terminated without notice of one month by the supplier, then he will have to arrange a separate car for official duties.
- 20) Initial contract period will be one year .However on satisfactory service, the contact period may be extended further.
- 21) Claim for escalation of rate due to any reason during the validity of the contact period, if any will not be entertained.


19/9/18

**Sub-Divisional Officer,
Purulia Investigation and Planning Sub- Division,
I & W Dte., Purulia**

Copy forward to:-

1. The Officer- On- Special Duty (SE), I & W Dte, Bhatbandh Irrigation Colony, Purulia.
2. The Executive Engineer, Purulia Investigation & Planning Division with a request to arrange for uploading the NIQ in the Departmental website
3. The Divisional Accounts Officer, Purulia Investigation & Planning Division.
4. The A.E.-I, Purulia Investigation & Planning Division
5. The A.E.-II, Purulia Investigation & Planning Division
6. Estimating Branch
7. Office Notice Board.

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**Sub-Divisional Officer,
Purulia Investigation and Planning Sub- Division,
I & W Dte., Purulia**