



सत्यमेव जयते

GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER,  
BARASAT DRAINAGE-SUB DIVISION.  
TAKI ROAD, BARASAT, NORTH 24-PARGANAS.

Memo no. 421

Dated, 31.10.18

NOTICE INVITING QUOTATION NO.-02/ B.D.S.D OF 2018-2019

Sealed Quotation in the prescribed **FORMAT** are invited by the undersigned from the reliable & resourceful authorized owners for supply of **NON A.C. diesel Motor cab** on the hire basis for the official use for a period of one year.

The terms and condition attached herewith must be followed by the Quotationer during submission of their Quotation.

The quotations will be received by Office of the undersigned in his office up to **3.00 P.m. on 19/11/2018** and will be opened on the **same day at 3.30 p.m.** in presence of the Quotationer who desired present at that time. The rates should be quoted both in words and figures.

The rates should be quoted inclusive of all taxes, Royalties, Cess, VAT, Excise duty, G.S.T etc. and other charges with pay & allowances of the driver. Photocopy (Self-Attested) of all the documents i.e. W.B.M.V Tax, Car Registration, Route permit, fitness certificate, Pollution certificate etc. should be submitted with the quotation.

The undersigned or higher authority reserves the rights to accept or to reject any or all the quotations without assigning any reasons. No conditional quotations will be accepted.

NAME OF THE WORK: "Supplying of diesel motor cab on the Monthly hire (per day) basis for Office use of Barasat Drainage Sub Division, Barasat, North 24 Parganas for a period of one year." ---- 01(One) No.

*Estimator RDD*  
*[Signature]*

*[Signature]* 31/10/18

Sub Divisional Officer  
Barasat Drainage Sub Division  
Barasat, North 24 Parganas

Memo no. 421(8)

Dated, 31, 10, 18

~~31.10.18~~

Copy forwarded to:-

- 1) The Superintending Engineer, Greater Calcutta Drainage Circle, Kolkata for kind information.
- 2) The Executive Engineer, Bidyadhari Drainage Division, Barasat, Kolkata, for kind information.
- 3) The Sub-Divisional Officer, Bidyadhari Drainage Sub Division, Barasat, for information.
- 4) The Sub-Divisional Officer, Basirhat Drainage Sub Division, Basirhat, for information.
- 5) The Sub-Divisional Officer, Yamuna Drainage Sub Division, Banipur, for information.
- 6) Accounts Section, Bidyadhari Drainage Division, Barasat, for information.
- 7) The Divisional Estimator, Bidyadhari Drainage Division, Barasat.
- 8) NOTICE BOARD.

*Kindly upload the same in departmental website at the earliest.*

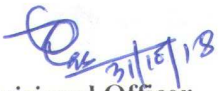
*[Signature]* 31/10/18

Sub Divisional Officer  
Barasat Drainage Sub Division  
Barasat, North 24 Parganas

## TERMS AND CONDITIONS FOR HIRING OF DIESEL MOTOR CAB

- 1) The rate should be quoted both in figures and words. The rate should be including supply of spare parts for repairing, hire charges of garage, pay and all kinds of allowances of the Driver and Cleaner and other unforeseen expenditure.
- 2) The car along with the driver will be at the disposal of the undersigned for the period of agreement. The period of agreement may be increased or decreased if any. The car will be well furnished, i.e., out show of the car, condition of seats, foot mat, inner light, door and ceiling lining, lifting of window glass, looking arrangements, condition of tyre etc. The Speedometer and Km. reading meter should be always in running condition.
- 3) The car will have to run in any kind of motorable road, including Kutchha road, river bed and hilly roads. The Quotationer must arrange for permit for running the car within the district of Malda. If required the vehicle will have to run within the state of West Bengal and have to be stay at outside the District or as directed by the Engineer-in-charge.  
**The car must be purchased on and after 01/05/2008 .**
- 4) Any complaints regarding defects in the Engine or other defects of the car must be properly attended and defects repaired forthwith by the Quotationer.
- 5) Average consumption of Diesel must not be less than 12 (Twelve) Km. Per liter, average consumption of Mobil oil will be treated as 1 (one) liter for a run of 500 KM. and payment of fuel and lubricant will be paid as per consumption producing the LOG BOOK
- 6) If the quotationer wishes to replace the accepted car by another car due to break down or any other reason during the period of agreement, the alternative vehicle should be got approved by the undersigned prior to replacement of the same.
- 7) Normally on Saturday, Sundays and public holidays the vehicle will not be required. No hire charge will be paid for those days, unless the vehicle is specially required. Hire charge will be paid only for the days of use of the Vehicle. No hire charge will also be paid for idle period due to break down of the vehicle or absence of driver etc.
- 8) The car will have to make long tour and the driver must be prepared to halt frequently outside the Head Quarters. The driver must follow instructions of the officer using the Car.
- 9) The car and driver must be physically fit to execute run even up to 500 Km. per day on occasions. The Driver of the Car must be well conversant with the mechanism of Automobile, so that instant repair works on road may be immediately taken up by him. The Driver of the Car must be brought his driving license with all requisite documents of vehicle i.e., Blue Book, clearance of pollution control (smoke) etc.
- 10) The responsibility of maintaining departmental log Book always in up to date condition as per instruction and Proforma will rest with the driver and no monthly hire charge will be entertained for incomplete log book in any respect.
- 11) At least 15 (fifteen) days notice will be given before the final withdrawal of the vehicle from the Departmental service.

Signature of the car owner

  
Sub Divisional Officer  
Barasat Drainage Sub Division  
Barasat, North 24 Parganas

**PROFORMA FOR OFFERING RATE FOR HIREING DIESEL MOTOR CAB**

1. Car No. & Date of purchased.....
2. (a) Name of the Owner.....  
(b) Address.....
3. Model of the car with Registration  
No. & year.....
4. Name and address of the driver  
with Licence No.....
5. Hire charge per day inclusive of all charges  
and wages of Driver excluding fuel & lubricant  
(In figure & word).....
6. Any other feature of vehicle.....
7. Permit No. issued by the Motor Vehicle  
Department with validity....
8. Pollution Under Control Certificate valid up to .....
9. M.V.Tax valid up to.....
10. Fitness certificate valid up to....
11. Insurance validity.....
12. IT/PAN.....

I do hereby agree to abide the all terms & condition as mentioned in the Notice Inviting Quotation.

Signature of the car owner/contractor  
Car No.....