



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Asansol Irrigation Division  
Asansol, Paschim Bardhaman  
[eeasansoldivisioniwd@gmail.com](mailto:eeasansoldivisioniwd@gmail.com)**

**Memo No.90**

**Date : 19.03.2019**

**Notice Inviting Quotation No.07/Asansol Irrigation Division / 2018-19 ( 3rd call)**

Separate Sealed quotations in prescribed bid proforma (as per attached with notice of NIQ ) are hereby invited by the Executive Engineer, Asansol Irrigation Division, Asansol, Paschim Bardhaman on behalf of the Governor of West Bengal, from eligible Firms/Agencies/Suppliers for the work, "Supplying a Motor Cab ( Non- Air conditioned, Diesel engine) on hire charge for official use of the Assistant Engineer, Asansol Irrigation Division, Asansol for 12 (twelve) months."

**A) Eligibility criteria for participating in the quotation :**

- 1) The quotationer must have ownership of the vehicle.
- 2) The quotationer must have trade license, Professional Tax deposit challan valid for the current financial year and PAN card.
- 2) There should be valid registration no. and Bluebook of the vehicle.
- 3) The purchasing date of the vehicle should be on and after 01-05-2008.
- 4) Mass Emission standard of the vehicle should be BS-III or BS-IV.
- 5) There should be diesel engine.
- 6) The permit of vehicle should be valid for West Bengal.
- 7) The vehicle must have commercial permit.
- 8) There should be valid certificate of pollution under control, road tax certificate, Insurance clearance, Trade license, fitness certificate.
- 9) The vehicle should be in good condition.
- 10) The driver should have valid driving license.

**B) Terms and Conditions:**

- (1) The Quotations will be received in prescribed bid proforma and data sheet as attached with the notice. The bid proforma and other document will be issued free of cost to the eligible applicants. The quotationer may submit quotation in plain paper as per prescribed bid proforma and data sheet as attached with the notice. The bid proforma and data sheet may be downloaded from the website of I & W Deptt. ( [www.wbiwd.gov.in](http://www.wbiwd.gov.in)).
- (2) The intending Quotationer must have ownership of vehicle, Commercial permit of vehicle for West Bengal, Registration and Blue Book, Valid Certificates of Pollution Control Board, Road Taxes and insurance of vehicle. The Quotationer shall have to submit copies with application. The Quotationer shall also have to enclose copies of Profession Tax, Income Tax and Sales Tax clearance certificate. The original copies of the relevant documents will have to be produced during scrutiny, if required.

The Quotationer will have to quote the rate for daily hire charge( for monthly hiring basis) in figure and words both in prescribed bid Proforma as attached with notice. The bid proforma and data sheet should be properly filled by the Quotationer. The Bid proforma, data sheet and other

document should be duly filled up and signed by the quotationer enclosed in a sealed envelope should be dropped in tender box as per prescribed time and date. The Quotationer must sign in the bid proforma with his name and full address. Incomplete and illegible quotations will be treated as cancelled. Conditional quotation will also be rejected.


- (3) The Quotationer should be acquainted with all terms and conditions regarding the work before quoting the rate.
- (4) If the lowest quoted rate is fare, reasonable and as per Govt. rule, then it will be approved by the Superintending Engineer, Damodar Irrigation Circle.
- (5) The Executive Engineer, Asansol Irrigation Division reserves the right to reject one or all the quotations received without assigning any reason.
- (6) The successful quotationer will have to place the vehicle for test run and checking.
- (7) The successful quotationer will have to execute an agreement in W.B. Form No. 2911(ii) within Seven days from the date of the issue of acceptance of his quotation.
- (8) The successful Quotationer will have to deposit earnest money @ 2% of the total estimated amount in favour of the Executive Engineer, Asansol Irrigation Division, asansol in form of Bank Draft/ Bankers cheque/ Deposit call receipt of any scheduled commercial Bank in India approved by RBI and having a branch in West Bengal of India during execution of formal agreement. Payment in any other form will not be accepted.
- (9) If any quotationer withdraws his quotation before its acceptance or refuses to convert into contract, without any satisfactory explanation, then he shall be disqualified for submitting any quotation in the Division or Circle for minimum period of one year.
- (10) The terms and conditions of the notice will be the part of the agreement.
- (11) The quotationer who will sign on behalf of a company or firm must produce the registered documents in support of his competency to enter into an agreement on behalf of the company or firm under the Indian Partnership Act, failing which the quotation will not be considered.
- (12) The rate should be quoted both in figures and words. The rate should be inclusive of hire charge, repair and maintenance charge, all taxes, pay and allowances of the driver and other expenditures etc.  
The cost of diesel (fuel) as per consumption @ 1 litre per 12 km run and cost of Mobil (lubricant) as per consumption @ 1 litre per 500 km run, at par prevailing market rate will be paid from this end. Kilometer run for private purpose will not be taken in account for consumption of fuel and lubricant.
- (13) The vehicle will be hired on daily basis for 10 (ten) hours a day. The additional charge @ Rs.18.00 (Rupees Eighteen) only per hour beyond 10 hours a day will be paid from this end.
- (14) The contract may be cancelled from either side in one month notice on valid ground.
- (15) The vehicle will be utilized by the Assistant Engineer, Asansol Irrigation Division. The vehicle may be utilized by the other officers as per direction of the Executive Engineer, Asansol Irrigation Division.
- (16) If the vehicle is utilized or standby for duty on holidays for official purpose as per direction of the Executive Engineer, Asansol Irrigation Division, then hire charge of those days will also be paid as per accepted rate.
- (17) If the vehicle is not utilized on holidays, the hire charge will not be paid.
- (18) Any Suppression / Misrepresentation of fact will be liable for rejection.
- (19) Submission of quotation by post or e-mail shall not be accepted.
- (20) The quotations are invited for hiring the vehicle for one year.
- (21) The vehicle will have to be replaced by another vehicle without any extra cost if the vehicle becomes unusable due to break down or due to any other causes.
- (22) The vehicle will have to tour in any kind of motor able road including katcha roads.
- (23) In the event of non compliance, the undersigned will make necessary repair of the vehicle and realize the cost of such repair works from the hire charges bill of the quotationer.
- (24) If the quotationer wishes to replace the accepted vehicle by another one due to break down or any other reason during the period of agreement, the alternative vehicle should get to be approved by the undersigned prior to replacement of the same.
- (25) The vehicle will have to make long tour and the driver must be prepared to halt frequently outside the Head-Quarter. The driver must follow instructions of the officer using the vehicle.

- (26) The driver must be well conversant with the mechanism of automobile. So that instant repairing works on road may immediately be taken up by him.
- (27) The log book should be maintained properly.
- (28) If the vehicle remains out of order for any particular period, the same is to be replaced by another vehicle, if no replacement is made, no hire charge will be paid for the idle period. If the vehicle is in running condition but remain idle due to non-availability of driver, no hire charge will be paid.
- (29) Approved driver should not be changed except for urgent reason.
- (30) The vehicle should be made available within 7 (Seven) days of the acceptance of the quotation, failing which quotation may be treated as cancelled.
- (31) The successful quotationer will have to arrange for garage for parking his vehicle after duty period at his own cost and risk near Asansol irrigation division office within 5 K.M. from Asansol Irrigation Division office.
- (32) 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.
- (33) The payment will be made on production of the bill as per availability of fund.
- (34) The statutory deduction from the bill will be made as per Govt. rule.

#### Time schedule of the NIQ

- i) Last date of receiving application : 28-03-2019 upto 16.00 Hrs.
- ii) Last date of issuing proforma : 29-03-2019 upto 16.00 Hrs.
- iii) Date of receiving sealed quotation in tender box kept in the chamber of the Executive Engineer, Asansol Irrigation Division : from 10.00 hrs to 15.00 Hrs. on 02.04.2019.
- iv) Date of opening of the quotations 02.04.2019 at 15.30 Hrs.

Encl. : Bid proforma and Data Sheet


  
19.03.2019  
Executive Engineer  
Asansol Irrigation Division  
Asansol, Paschim Bardhaman

**Memo No.90/1(10)**

**Date : 19.03.2019**

Copy forwarded for information and necessary action for circulation to :

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.
2. The SDM, Asansol.
3. The Executive Engineer & TA to the Chief Engineer (West), I&W Dte., Kanainatsal, Burdwan.
4. The Executive Engineer, Damodar Head Works Division, Durgapur, Paschim Bardhaman.
5. The Executive Engineer-I, Damodar Canal Division, Purba Bardhaman
6. The Executive Engineer-II, Damodar Canal Division, Purba Bardhaman
7. The Executive Engineer, Burdwan Irrigation Division, Purba Bardhaman.
8. The Executive Engineer, DVC Study Cell, Jalasampad Bhaban, Kolkata-91.
9. The Account Section of Asansol Irrigation Division.
10. Notice Board of Asansol Irrigation Division.

  
19.03.2019  
Executive Engineer  
Asansol Irrigation Division  
Asansol, Paschim Bardhaman

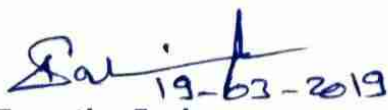
## BID PROFORMA

### [Notice Inviting Quotation No.07/Asansol Irrigation Division/2018-19]

Name of Work: **Supplying a Motor Cab ( Non- Air conditioned, Diesel engine) on hire charge for official use of the Assistant Engineer, Asansol Irrigation Division, Asansol for 12 (twelve) months.**

1.	Particulars		
a)	Name of the owner of the vehicle	:	
b)	Address of the owner	:	
c)	Permanent Account Number ( PAN No.) of the owner	:	
d)	Trade license details	:	
e)	Registration No. and date of registration of the vehicle	:	
f)	Model with year	:	
g.	Emission standard of the vehicle	:	

Sl. No.	Description of Item	Quantity	Unit	Rate quoted by Agency for Hire Charge per day (in Rs.)	Amount in Rs.
1	Hire charge of vehicle (monthly hiring basis)	365	Day		

  
19-63-2019

Executive Engineer  
Asansol Irrigation Division


Signature of quotationer with full name and address

## DATA SHEET

[Notice Inviting Quotation No.07/Asansol Irrigation Division/2018-19]

Name of Work: **Supplying a Motor Cab (Non- Air conditioned, diesel engine) on hire charge for official use of the Assistant Engineer, Asansol Irrigation Division, Asansol for 12 (twelve) months.**

1.	Particulars		
	a) Name of owner of the vehicle	:	
	b) Registration No. and date of the vehicle	:	
	c) Name of driver with driving license number	:	
	d) Validity of Registration of the vehicle	:	
	e) Manufacturing year of the vehicle	:	
	f) Manufacturer Name, Model & Class of the vehicle	:	
	g. Emission standard of the vehicle	:	
2.	Road Tax renewed / valid upto	:	
3.	Fitness renewed / valid upto	:	
4.	Insurance renewed / valid upto	:	
5.	Pollution under control certificate renewed / valid upto	:	
6.	Details of permit of the vehicle and trade license of the vehicle owner	:	
	a) Permit details	:	
	b) Trade license details Permit renewed / valid upto	:	
	c) Trade license details	:	
7.	Professional Tax renewed / valid upto	:	

  
19-03-2019  
Executive Engineer  
Asansol Irrigation Division

Signature of quotationer with full name and address