



email ID: sdo.jbdsd@gmail.com

**NOTICE INVITING QUOTATION**

**Notice Inviting Quotation No. 01/SDO/JBDSD of 2019-20.**

Sealed Quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs for and on behalf of the Governor of the State of West Bengal from bonafied or resourceful car owner/ suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

Sl. No.	Name of work	Eligibility of supplier	Time Period	Cost of Quotation document.
1.	Supplying 1 (one) no. commercial car (non AC), on daily rental basis with driver for the use of the Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs.	Bonafied or resourceful car owners/ suppliers	01 (one) year.	Free of cost.

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

1. Last & time date of Application : - 18.04.2019 up to 3.00 P.M.
2. Last date & time of issue of quotation paper : - 18.04.2019 after 3.00 P.M.
3. Date & time of dropping : - 22.04.2019 up to 3.00 P.M.
4. Date & time of opening : - 22.04.2019 after 3.30 P.M.

Intending quotationer (s) or his / their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

The quotationer(s) should quote their daily hire rate for hire charges taking into account the following Departmental terms and condition:-

1. The vehicle should have **contract carriage permit** from Regional Transport Authority.
2. The vehicle should be in good running condition.

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3. The quotationer must produce in original copy of PAN, P. Tax paid up to date all necessary original documents of vehicle i.e. Blue Book of the vehicles, Certificate of pollution, Valid permit, valid insurance certificate etc. at the time of application and one set Xerox copy should be attached with the application.
4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis both in figures and words in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes / charges whatsoever and covering the wages of Driver / Helper including overtime and Tiffin allowance, insurance charges etc but excluding the cost of diesel & mobile.
5. Diesel and Mobile will be issued by the Department as per consumption schedule.
  - A) **Diesel consumption – 12 KM run per liter of Diesel.**
  - B) **Mobil consumption – 500 KM run per liter of Mobil.**
6. All types of Major / Minors repair and maintenance work of the vehicle including cleaning / washing etc. will have to be arranged by the owner at his own cost with due intimation to the Department.
7. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure on the part of the owner to provide substitute vehicle. Otherwise, the under signed will have to right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.
8. The car owner will arrange the garage at his own cost and the same should not be located beyond **4 Km.** from the Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs.
9. Day to day log book will have to maintained and signed by Driver and submitted to the Sub-Divisional Officer or concerned Junior Engineer. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
10. While on journey, the officer /office person/persons using the vehicle will not the responsible for any occurrence of accident. All liabilities on this account will have to be borne by the driver and owner of the vehicle.
11. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
12. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will also be invalidated the quotation. All correction should be initialed and dated by the quotationers.
13. After acceptance of the quotations, the quotationers shall have no resume that work within three 3( three) days from the date of issuing work order from the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs. He must execute the agreement as per rule.
14. The quoted rate ( Amount quoted per day/ maximum monthly duty days ) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. **3564-WT/3M- 81/98 dated 24.11.2008**

15. After acceptance of quotation the quotationer has to execute a formal agreement with the department.
16. Payment will be made as per availability of fund.
17. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
18. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
19. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
20. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle.
21. 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.
22. Approved driver should not be changed except for urgent reason.
23. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
24. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete logbook in any respect.
25. The period of agreement will be only **1 (one) year** and it may increase or decrease if necessary.
26. Any application and sealed quotation paper sent by post will not be entertained.

**Sd/-**

**(U K Malakar)**  
Sub-Divisional Officer  
Jamuna Basin Drainage Sub-Division  
Banipur, Habra, North 24 Pgs

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**Memo No. 124(12)**

**Date: 11/04/2019**

Copy forwarded for information & wide circulation to:

- 1) The Chief Engineer (South), Jalsampad Bhawan, Salt Lake, Kol -700091.
- 2) The Superintending Engineer, GCDC, Jalsampad Bhawan, Salt Lake, Kol -700091.
- 3) The Superintending Engineer, Eastern Circle, Jalsampad Bhawan, Salt Lake, Kol -700091.
- 4) The Superintending Engineer, Western Circle, Jalsampad Bhawan, Salt Lake, Kol -700091.
- 5) The Executive Engineer, Bidyadhari Drainage Division, Barasat, N 24 Parganas. This has reference to his memo no. 398 dated: 02.04.2019 and request for uploading in departmental website & publishing in any reckoned newspaper.
- 6) The Sub-Divisional Officer, Bidyadhari Drainage Sub-Division, Barasat, N 24 Parganas.
- 7) The Sub-Divisional Officer, Bidyadhari Drainage Sub-Division, Bongaon, N 24 Parganas.
- 8) The Sub-Divisional Officer, Bidyadhari Drainage Sub-Division, Bashirhat, N 24 Parganas.
- 9) The Block Development Officer, Habra-I, N 24 Parganas.
- 10) Estimating Section, Bidyadhari Drainage Division, Barasat, N 24 Parganas.
- 11) Accounts Section, Bidyadhari Drainage Division, Barasat, N 24 Parganas.
- 12) Office notice board.

**Sd/-**

**(U K Malakar)**

Sub-Divisional Officer  
Jamuna Basin Drainage Sub-Division  
Banipur, Habra, North 24 Pgs

**FORMAT FOR QUOTATION**  
**Notice Inviting Quotation No. 01/SDO/JBDS of 2019-20.**

**Name of Work:** Supplying 1 (one) no. commercial car (non AC), on daily rental basis with driver for the use of the Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs.

**Issued to** :- .....

Sub-Divisional Officer  
Jamuna Basin Drainage Sub-Division  
Banipur, Habra, North 24 Pgs

**QUOTATION FOR VEHICLE ( DIESEL DRIVEN )**

**A) PARTICULARS OF THE VEHICLE:**

i) A) Name of Owner & Address :

B) Mobile no. :

ii) Registration No. of the Vehicle :

iii) Year of Manufacture :

**B) RATE – PER DAY :- ( In figures) Rs.....**

(In words) Rupees.....

**C) Overtime allowance/charge per hour beyond the actual duty hours**

**including reporting & releasing time : Rs. ..../- per hour.**

(In words) Rupees :.....

**D) Consumption of fuel (Diesel) :- .....KM run per liter.**

**E) Consumption of Mobile :-.....KM run per liter.**

**Signature of the Owner**