

**GOVERNMENT OF WEST - BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**SINGUR IRRIGATION SUB-DIVISION**

Memo No. - 444

Dated - 07-06-2019

**NOTICE INVITING QUOTATION NO- 01 OF 2019-20**

Sealed quotation in plain paper in the prescribed proforma are here by invited by the Sub-Divisional Officer, Singur (I) Sub-Division, Singur, Hooghly from reliable and resourceful firm / owner / agency for the work: -  
**"Supplying one no. Motor Cab/ Maxi Cab vehicle Diesel engine along with driver and registered as commercial vehicle on daily hire charge basis / monthly basis for a period of one year for the use of Sub-Divisional Officer, Singur(I) Sub-Division at Singur, Hooghly".**

The prescribed proforma and additional terms & condition will be available from the S.D.O. Singur (I) Sub-Division up to 14.00 hours on working days.

- |                                       |     |                           |
|---------------------------------------|-----|---------------------------|
| 1) Last date of receiving application | : - | 17/06/2019 up to 14.00 pm |
| 2) Last date of issuing Quotation.    | : - | 18/06/2019 up to 14.00 pm |
| 3) Last date of receiving Quotation.  | : - | 20/06/2019 up to 14.00 pm |
| 4) Date of opening Quotation.         | : - | 20/06/2019 after 14.30 pm |

The vehicle must be in good condition on road with **up-to-date fitness certificate, Pollution control certificate, Tax clearance, Insurance clearance certificate with Blue book.** The successful quotationer shall have to place the car within a day for a test run and checking at Quotationers own cost. The quotationer shall have to bear all expenditure for servicing maintenance and repair including cost of spare parts and labour charges. The Quotationer shall have to pay all taxes to keep the vehicle in road worthy condition.

Fuel and other lubricants shall have to be supplied by the owner of the vehicle, payment for which will be made only for Diesel and Motor oil (Mobil) at the prevailing market rate on the basis of R.T.A. rules payment in respect of Driver's wages, T.A., D.A., etc. shall have to be borne by the supplier and hire charges of said diesel car shall be inclusive of these expenditures.

The successfull quotationer shall have to arrange for garaging facility of the vehicle at his own cost and the vehicle will have to be placed as per instruction. The quotationer shall have to replace Diesel car of identical specification with driver in event supplied car being out of order / under servicing and repair failing which hire charge for that / those day(s) will not be paid.

The acceptance of quotation will fully lies on the Executive Engineer- II, Lower Damodar (I) Division who reserves the right to reject or accept the lowest quotationer or any of the Quotationer without assigning any reasons there to.

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Sub-Divisional Officer  
Singur Irrigation Sub-Division  
Singur, Hooghly

Meme No: - 444/1(7)

Date: -07-06-2019

Copy for information and display on Notice Board to the: -

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. Executive Engineer- II, Lower Damodar (I) Division.
3. Executive Engineer- I, Lower Damodar (I) Division.
4. DVC Study Cell & Public Relation & Statistical Cell, I & W. Dte. Govt. of West Bengal, Jalasampad Bhaban (7<sup>th</sup> floor), Bidhannagar, Kolkata-91, for publication in the state web portal [www.wbiwd.gov.in](http://www.wbiwd.gov.in).
- 5-6. S.D.O. / Chinsurah / Chandannagore (I) Sub-Division

Notice Board of Singur (I) Sub-Division Office

*Dham*  
*07/06/19*  
Sub-Divisional Officer  
Singur Irrigation Sub-Division  
Singur, Hooghly


## ADDITIONAL TERMS AND CONDITIONS

- 1) The vehicle will be hired on daily / monthly basis for which payment will be made by the EE-I/ II of L.D.I.D by online through Chandannagar Treasury in favour of the supplier on the basis of the bill submitted.
- 2) Normal hours of duty will be 10 hours per day (Excluding reporting & releasing time). This period may be extended as and when required as per necessity. The area of plying of the vehicle is normally within Hooghly District but may be extended to anywhere within West Bengal in the interest of Govt. Works.
- 3) The vehicle shall have to be supplied with Driver with Mobile No. who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign log Book at arrival as token of his reporting for duty.
- 4) No payment will be made for hire charge of the vehicle if the car in break down condition or having any other defect (Mechanical or Electrical) which disrupts journey, if another car of similar specification in good running condition is not provided for replacement. In the event of failure of Driver to attend duty as per prefixed programme without any re-intimation, recovery at the rate of hire charges to that day / days will be effected.
- 5) Supplier / Owner of the vehicle shall be responsible for all type of repair, servicing and maintenance of the vehicle and no payment will be made for the period of repair of the vehicle if not provided as replacement another car of similar specification with driver. The fuel and lubricant shall have to be supplied by the supplier/ Owner of the vehicle for running of the vehicle. The Authority / Deptt. Shall however pay the cost of Diesel and Mobile only at the prevailing market rate for the consumption calculated on the basis of Kilometer run by the vehicle and the rate of Consumption agreed for in the contract with the bill for hire charge submitted by the Owner / Supplier.
- 6) Fuel and Lubricant like Diesel, Motor Oil, Break Oil and Gear Oil shall have to be supplied by the supplier / Owner for which payment will be made at the prevailing market rate on the basis of agreed consumption quoted by the supplier.
- 7) For payment of cost of diesel and motor oil and other lubricant consumed in running the vehicle daily records of Kilometer run will be recorded in the log book of vehicle with the signature of the officer making journey and the driver. At the end of every month total kilometer of journey made during the month will be calculated and the consumption of Diesel and motor oil and lubricant will be worked out on the basis of rate of consumption contracted for not on basis of fuel and lubricant purchased / supplied by the supplier only a copy of relevant voucher will be supplied for verification of current market rate.
- 8) The owner of the vehicle whose quotation will be accepted shall have to execute a formal tender in W.B. Form with the Executive Engineer-II, Lower Damodar Irrigation Division as per terms and conditions laid down in the Notice Inviting Quotation with other additional terms and conditions.
- 9) Acceptance of quotation lies with the Executive Engineer-II, Lower Damodar Irrigation Division and he reserves the right to accept any quotation or reject any or all the quotations without assigning any reason therefore. The supplier / Owner of the vehicle have to report for testing of the vehicle within a day of accepting of quotation with his own cost.
- 10) The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5 km. of the respective headquarters.

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Full Signature of the quotationer with date

- 11) Over time charge in excess of 10 hours per day will be allowed. Maximum half an hour will be allowed for reporting and also after releasing in calculating over time allowance. The usual service time is 10 (Ten) hours beyond which the quotationer will be paid for over time @ Rs. 20/- per hour.
- 12) The authority shall not have any liability arising out of any accident while the car in use by the authority where or not the accident was caused due to negligence of the Driver. The authority shall not be liable to pay any damages compensation to the owner / driver or any other person who may be affected by the accident.
- 13) The authority may terminate the agreement at any time without assigning any reason. Therefore, for which no compensation with one-month notice will be given normally for termination of the agreement from either side.
- 14) The vehicle may have to undertake journey for long hours in the Districts. The Driver of the car shall be prepared to halt outside Hooghly District with his own arrangement and cost. In case of the vehicle halting outside of Kolkata no halting charges will be paid in addition to the usual hire charges.
- 15) The authority reserves the right to extend the validity of contract for hiring of vehicle with the supplier, beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both side.
- 16) Claim for escalation of rate of hire charge, overtime charge, halting charge due to any reason during the validity of contract period including extended time period, if any, will not be entertained.
- 17) The lowest rate will be calculated on the basis of hire charges per day/ month plus cost of the fuel and Lubricant.
- 18) The vehicle must be placed within 3 days after receiving work order from the competent authority.
- 19) The vehicle should be operated by diesel. It should be good road worthy & comfortable condition. If any petty repair is made by the touring officer or the competent authority during his tour, the cost of repair will have to be paid by the owner. Oiling, cleaning, servicing of the vehicle should be done preferably on Sunday and holidays with prior permission from the competent authority.
- 20) Driver with capricious erratic arrogant attitude or drug or alcohol addiction should be replaced immediately. Otherwise the contract will be terminated at any time.
- 21) Usual recovery as per rule will be made from the running bills on a/c of Security Deposit, Income Tax etc. as applicable.
- 22) Minimum Consumption of (i) Fuel (Diesel) - 1Ltr. / 12 km. run.  
(ii) Lubricant - 5 Ltr. / 2500 km. run.

  
Sub-Divisional Officer  
Singur Irrigation Sub-Division  
Singur, Hooghly

I agree to abide by the terms & conditions as stated above.

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Full Signature of the quotationer with date

**QUOTATION PROFORMA FOR SUPPLYING OF ONE NO. MOTOR CAB/MAXI CAB  
VEHICLE DIESEL ENGINE ON DAILY/MONTHLY HIRE CHARGE BASIS.**

1. (a) Name of Quotationer :-  
(b) Full address of Quotationer :-
  
2. (a) Driver's Name, in Full :-  
(b) Address & Phone No. (if any) :-  
  
(c) Driving License No. :-
  
3. Registration No. of the vehicle  
with attested copy of Blue book :-
  
4. Daily Hire charges :-
  
5. Over time Rate per hour beyond  
10 hours of normal duty hours. :-
  
6. Minimum consumption of-  
(a) Fuel Diesel @12 Km/Lit. :-  
  
(b) Lubricant (Mobile) @500 Km/Lit. :-

Full Signature of the Quotationer with date.

*Dhanu*  
*07/03/19*  
Sub-Divisional Officer  
Singur Irrigation Sub-Division  
Singur, Hooghly