



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**SAINTHIA IRRIGATION SUB-DIVISION**  
SAINTHIA \*BIRBHUM Phone: (03462) 262208

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**Memo No:- 522.**

**Dated: Sainthia, the 26<sup>th</sup> August, 2019.**

**Notice Inviting Quotation No.-01 of 2019-20**  
**of S.D.O., Sainthia Irrigation Sub-Division.**

Sealed Quotations are hereby invited by the Sub-Divisional Officer, Sainthia (I) Sub-Division, from reliable persons & firms for “Supply of 1 (one) no. Diesel driven Maxi Cab (Not Air- Conditioned) with valid commercial permit Mass Emission Standard BS-III(Preferable) purchased on or after 01-05-2008, on monthly hiring basis following G.O No. 3564-WT/3M-81/98 Dated-24.11.2008 for the official use of Sub-Divisional Officer; Sainthia (I) Sub-Division , Sainthia, Birbhumi for one year”. The period of hiring may be extended if necessary.

**Time Schedule of Quotation :**

- i) Last date & time of receiving application: 02.09.2019 up to 5:00 P.M.
- ii) Last date & time of issue of quotation paper: 03.09.2019 up to 3:00 P.M.
- iii) Last date & time of dropping quotation: 04.09.2019 up to 3:00 P.M.
- iv) Date & time of opening quotation: 04.09.2019 at 3:30 P.M.

**Terms & Conditions :**

1. The intending quotationers should apply to the undersigned in respective Letter Head for issue of specific format for quoting rate on production of all necessary original documents of vehicle i.e. Commercial Registration Certificate (Blue Book), Up to date Fitness Certificate, up to date clearance certificate of Road Tax, Insurance, Permit, Pollution certificate, valid driving license of the concerned Driver etc., and must submit the self attested photocopy of all these documents along with self attested photocopy of valid PAN Card, G.S.T. Identification Number, Professional Tax Payment Certificate (PTPC) or the PT payment challan /receipt, Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever is latest available. The application will be received at the office of the undersigned on all working days within office hours up to **5:00 P.M. of 02-09-2019.**
2. The copy of this notice as well as the specific format for quoting rate, both will be supplied free of cost from the office of the undersigned upto **3:00 P.M. of 03-09-2019** to the eligible quotationers. The quotationers must sign each page of this notice and specific format for quoting rate and submit in a sealed cover quoting **N. I. Q.** No. and date on the top of the envelop at the office of the undersigned upto **3:00 P.M. of 04-09-2019** after which no quotation will be entertained. The quotations will be opened in the same date i.e., on **04-09-2019** at **3.30 P.M** in presence of the quotationers or their authorized representatives who will be available at that time. A bid may be called for on the same day in presence of intending quotationers if reasonable rate is not arrived.

3. The acceptance of the quotation will rest with the S.E. /M.C.C. who does not bind himself to accept the lowest quotation and reserve the right to reject any or all quotations without assigning any reason there to. After acceptance of the lowest quotation, the successful quotationer must have to execute formal agreement in prescribed form at the office of the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum by depositing a token Earnest money of **Rs. 4,000.00 (Rupees four thousand only) in the form of Bank Draft only of any Nationalized Bank in favour of the Executive Engineer / Mayurakshi Head Quarters Division, Suri, Birbhum, payable at Suri.**
4. Fuel, other lubricants, brake oil, gear oil etc. shall have to be supplied by the quotationer, payment will be made only for normal Diesel and Mobil at the prevailing market rate & on the basis of the existing Govt.Order. If at any stage it is found that the consumption of fuel has been made beyond the permissible limit, the recovery will be made from his bill in full. The hire charge of the Diesel driven Maxi Cab shall be inclusive of payment of the Driver wages & all related expenditure. Monthly rate is for 10 hours a day and additional charge for over time beyond 10 hours will be made following G.O No. 3564-WT/3M-81/98 Dated-24.11.2008.
5. The quotationer shall have to bear expenditures for all kinds of washing, repairing, servicing, supply of spare parts for repairing of the vehicle, hire charges of garage etc.
6. All kind of taxes must be paid by the quotationer.
7. The vehicle along with the driver will be at the disposal of the undersigned officer for performing duty till the period of duty ceases. The vehicle will have to be replaced immediately by another diesel car of same specification without any extra cost, if the earlier car becomes unserviceable due to break down or any other causes.
8. The department will not be held responsible for any damage by car. It will ply entirely at the risk of the owner of the vehicle. Normally the vehicle will not be used on Govt. holidays and no payment for those days will be made. In case of emergency of work the car can be used on holidays also and payment for such days will be made as per terms and conditions. No standby payment will be allowed.
9. The vehicle must be in good condition and with commercial permit. The car may be placed for servicing once in a month at the own cost of the supplier and fitness certificate should be produced to the undersigned in regular course.
10. The driver of the vehicle should be instructed and responsible for day to day reporting to the undersigned with the vehicle as per time and requirement. Log book will be maintained for which will be issued by the department.
11. The payment will be made through e-Billing system from the office of the Executive Engineer/ Mayurakshi Head Quarters Division, Suri, Birbhum in favour of the supplier on the basis of the bill submitted. Payment will be made as per availability of fund.
12. The contract may be terminated with a one month notice from either end.

Sd/-  
Sub-Divisional Officer  
Sainthia Irrigation Sub-Division  
Sainthia, Birbhum

*N.B.:- Details can also be obtained from the departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) .*

**Memo No. 522/1(9)**

**Dated: Sainthia, the 26<sup>th</sup> August, 2019.**

*Copy Submitted for information and wide circulation to*

1. The Chief Engineer (North). I&W Directorate, Malda, West Bengal.
2. The Superintending Engineer; Mayurakshi Canal Circle, Suri, Birbhum.
3. The District Magistrate, Birbhum, Suri, Birbhum.
4. The Sabhadhipati, Birbhum Zilla Parishad, Suri, Birbhum
5. The Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum with request to please arrange for uploading the NIQ in Departmental Website.
6. The District Information & cultural officer, Birbhum, Suri, Birbhum.
7. Notice Board , Sainthia(I) Sub Division, Sainthia, Birbhum.
8. The Accounts Section, Suri, Birbhum.
9. The Sectional Officer, Head Qrtr's (I) Section.

Sd/-

**Sub-Divisional Officer  
Sainthia Irrigation Sub-Division  
Sainthia, Birbhum**