



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Bankura Irrigation Division  
Kenduadihi, Bankura**

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**Notice Inviting Quotation.**

**NIQ NO-05 of EE/BID/2019-20**

**Memo No : 254**

**Dated : 14/02/2020**

Sealed Quotations are hereby invited on prescribed format by the undersigned from the reputed owners of Motor Cab/ Maxi Cab having Engine capacity less than or equal to 2000 c.c., with commercial registration and contract carriage permit for "Hiring of one no Motor Cab/ Maxi Cab (Non A/C) having Engine capacity less than or equal to 2000 c.c., along with driver on monthly hiring basis for use of the **Executive Engineer, Bankura Irrigation Division, Bankura** for official purpose in the interest of Public Works" as per following terms and condition.

1. Monthly rate of hire charge excluding fuel should be offered by the quotationer. Cost of fuel, will be paid as per Government rules i.e. 1 liter of HSD per 12 k.m run and 1(one) liter of mobil per 500 k.m of run. Monthly rate to be quoted in both word and figures. No other charges apart from hiring charges, cost of fuel and mobil will be given to the successful Quotationer except OT charges as per Government rule.
2. Intending quotationers should apply for 'Prescribed Quotation Documents' in their respective Letter Heads enclosing self attested copies of the valid documents for ownership and contract carriage permit, Certificate of registration viz. Blue book, Road tax clearance Certificate up to date, Pollution Certificate up to date, Insurance Certificate up to date, PAN etc. Any other related documents may be asked for if required.
3. Additional charge @ Rs.20/- per hour will be admissible beyond 10 hours of original duty.
4. The vehicles may have to run along metal/ non-metal road, inspection path of canal/river bank also.
5. The vehicle must have suitable insurance. The undersigned will not take any responsibility in case of any type of accident, if occurred. The entire responsibility is to be borne by the owner of the vehicle.
6. All taxes and other relevant charges as per government rule must have to be cleared at the cost and responsibility of the owners in due time.

7. Vehicle may have to be provided on all working days and even on holidays and also as or when necessary depending upon the necessity of the office.
8. Monthly contract will initially be for one year and subsequently it may be renewed on the basis of prayer of the quotationer and satisfactory service and with same terms and condition. The contract will be temporary in nature and may be terminated on one month notice from either end.
9. Repair work, if required, on any day may be done with prior approval of the authority (i.e. EE, BID, I & W Dte., Bankura) and one vehicle of same condition is to be provided to the office during the period of repair.
10. Maintenance of vehicle, payment of all taxes, etc., should be borne by the owner of the vehicle.
11. Vehicle should be kept ready as per instruction of **Executive Engineer, Bankura Irrigation Division, Bankura** for movement to any place on each day.
12. Driver with or without vehicle should not move anywhere during duty hours without prior permission of the **Executive Engineer, Bankura Irrigation Division** and suitable substitute Driver should be provided if the regular driver is not able to perform the duties due to his illness or otherwise.
13. The Driver must have valid driving license for driving such vehicle and should possess a mobile phone at his own cost/ at vehicle's owner cost.
14. Printed Log Book issued by the Executive Engineer, Bankura Irrigation Division, Bankura, should be maintained by the Driver with authentication of the journey performed by the concerned officer.
15. The Quotationer will submit the Quotation in sealed cover. The Quotation Box is lying in the Chamber of Executive Engineer, Bankura Irrigation Division and Quotationer may remain present at the time of opening of Quotation.
16. Documents like attested copies of PAN, G.S.T, Trade License etc are to be submitted with quotation. Bidder must have to submit all relevant documents like Registration Certificate of Vehicle, Driving license, Pollution Certificate, Fitness Certificate, Insurance Certificate, etc. at the time of submission of Quotation.
17. All original papers of L1 bidder will be verified by the Executive Engineer, Bankura Irrigation Division at the time of issue of LOA/Work Order.
18. Lowest Quotationer will have to execute formal agreement within 15 (fifteen) days after the intimation of acceptance / approval of the quotation by competent authority.
19. The guide lines of Transport Department, circulated vide notification no-3564-WT/3M-81/98 dated 24-11-2008 will be followed during acceptance of the quoted rate.
20. Quotation with imposition of certain condition by the Quotationer will summarily be rejected.
21. The Superintending Engineer, Kangsabati Circle 1, Bankura reserves the right to accept or reject any or all the Quotations without assigning reason thereof.

22. Quotation must have to be signed by the owner(s) and in case of partnership firm the same must have to be signed by all partners or duly authorized person as per registered Deed. Copy of partnership Deed should be submitted along with application in case of partnership farm.
23. Day to day Logbook will have to be maintained and signed by the Driver and the Officer using the Vehicle.
24. The owner will be required to produce the bill in triplicate for payment after the end of each calendar month.
25. Payment of Hire charges, fuel bill & OT bill, if any will be made subject to the availability of fund. No claim will be entertained for delay of payment.

<b>Last Date of Application</b>	:	<b>25-02-2020 upto 3-00 PM</b>
<b>Last Date of Issuing Quotation documents</b>	:	<b>26-02-2020 upto 3-00 PM</b>
<b>Last Date of Submission of Quotation</b>	:	<b>28-02-2020 upto 12-00 Hours</b>
<b>Time of Opening of Quotation</b>	:	<b>28-02-2020 at 12-30 Hours.</b>

Sd/-

**Executive Engineer  
Bankura Irrigation Division  
Bankura**

**Memo No : 254 /1(9)**

**Dated : 14/02/2020**

**Copy submitted for favour of kind information, with request for wide circulation, to the:-**

1. Superintending Engineer, Kangsabati Circle-I, I&W Dte., Bankura.
2. Sub-Divisional Officer, Bankura Irrigation Sub-Division, Bankura/K.C.Sub-Division No XVIII, Bankura/ K.C.Sub-Division No-VI, Taldangra, Bankura/ K.L.B.Sub-Division No-V, Bankura/ Vishnupur Irrigation Sub-Division, Bishnupur, Bankura.
3. Estimating /Accounts Section of Division.
4. Notice Board of Bankura Irrigation Division.

Sd/-

**Executive Engineer  
Bankura Irrigation Division  
Bankura**

Issued to.....

**QUOTATION FORMAT**

**NOTICE INVITING QUOTATION NO. 02 OF 2019-2020 of DIVISIONAL OFFICER /BANKURA IRRIGATION DIVISION..**

1. **Name of the owner** :
2. **Address with contact no.** :
3. **Vehicle Registration No** :
4. **Name of the Driver with address** :
5. **Driver's License No.** :
6. **Monthly Hire charge** :
7. **Minimum consumption of**
  - i) **Fuel : diesel 12 Km/Lt. (Minimum)**
  - ii) **Lubricants: 5 Lt./2500 Km. (Minimum)**

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**Full Signature of the Quotationer with date**