

**GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
LOWER DAMODAR SUB-DIVISION NO- I  
MAHISREKHA :::: HOWRAH**

**MEMO NO: 202**

**DATED : 29/06/2020**

**NOTICE INVITING QUOTATION NO : 01 / L.D. OF 2020 – 2021**

Sealed quotation are hereby invited from the agencies / companies / bonafied outsiders in their letter headed Pad by the Sub-Divisional Officer, Lower Damodar Sub-Division No-I, Mahisrekha, Howrah for the work specified below;

Name of work : **Supplying Non-A.C. Diesel Car for the use of Project work of WBMIFMP under jurisdiction of Lower Damodar Sub Division No.-I, Mahisrekha, Howrah.**

- |                                            |                                                                                     |
|--------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Last Date of receiving application      | : 07.07.2020 up to 2.00 PM                                                          |
| 2. Place of receiving application          | : Sub-Divisional Officer, L.D.Sub-Div. No.-I, Mahisrekha, Howrah.                   |
| 3. Last date of issuing quotation paper    | : 07.07.2020 From 2:30 PM to 5.00 PM                                                |
| 4. Date & time of dropping quotation paper | : 08.07.2020 up to 2.30 PM                                                          |
| 5. Date & time of opening quotation        | : 08.07.2020 at 3.00 PM                                                             |
| 6. Quotation accepting authority           | : The Additional Project Director-IV , DPMU-II , Irrigation & Waterways Directorate |

**Terms & Conditions :**

- 1) The rates shall be quoted both in figure & in word & shall be inclusive of all taxes and no extra rate will be entertained.
- 2) The quotation will be addressed to in favour of the Sub- Divisional Officer , Lower Damodar Sub Division No-I, Mahisrekha , Howrah.
- 3) No conditional quotation will be entertained, valid PAN Card, Vehicle Regn. Certificate Etc. should be produce in original / Attested photo copies of those certificates should be submitted during submitting quotation papers.
- 4) No quotation will be allowed by post.
- 5) The Additional Project Director-IV , DPMU-II, I & W.Dte. reserves the right to accept or cancel any quotation without assigning reason what so ever.
- 6) Time allowed for the work should strictly be adhered to.

Sd/- S.Bag  
Sub Divisional Officer,  
Lower Damodar Sub Division No.-I ,  
Mahisrekha , Howrah

**Memo No. 202 /1(6)**

**Dated: 29 /06/2020**

Copy forwarded for information and wide circulation to the .....

- 1) The Additional Project Director-IV , DPMU-II, I & W.Dte.
- 2) The Executive Engineer, Howrah Irrigation Division.
- 3-5) The S.D.O / .T.D.D Sub Division/ L.D.C- Sub-Division No.-III.
- 6). Notice board / L.D. Sub-Division No-I , Mahisrekha , , Howrah .

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Sub Divisional Officer,  
Lower Damodar Sub Division No.-I ,  
Mahisrekha , Howrah

**TERMS & CONDITION FOR HIRING OF NON-AC VEHICLE ( DIESEL)**

- 1) The Supply of Luxury Taxi (Bharat Stage III/IV) should have hire carriage permit. The rate should be inclusive of all repairs , supply of spare parts, pay & all kinds of allowances of Driver & cleaner and all taxes etc.
- 2) The car along with the driver will be at the disposal of the Sub-Divisional Officer, Lower Damodar Sub-Division No-I, Mahisrekha, Howrah. The car will have to be replaced by another Luxury Taxi ( Diesel) without any extra cost when the existing car becomes unserviceable due to break down or any other cause.
- 3) The car will have to run in any motorable road including kancha road. The car and the Driver must be physically fit to undertake a journey or run 500 k.m. per day at a stretch. The Driver must prepare to halt frequently outside the head quarters & must follow the instruction of the officer using the car. The Driver of the car must be conversant with the mechanism of automobiles so that instant repair work may immediately be taken up by him.
- 4) The dept. will not provide the arrangement for garage of the vehicle. The owner deserves to keep the vehicle in his own garage. The garage should be very nearer ( with in 5 k.m.) to office of the Sub-Divisional Officer, Lower Damodar Sub-Division No-I, Mahisrekha, Howrah.
- 5) Diesel will be issued at the maximum rate of 1(one) litre per 12 k.m run & Mobile will be issued at the maximum rate of 1(one) litre per 500 k.m run of the vehicle. The O.T. in excess 10hrs. of duty, will be provided at a rate of Rs 20.00 per hr.
- 6) The Vehicle will be taken up on monthly hire basis but to be paid at daily rate basis. No hire charges of the vehicle will be paid for any idle period due to break down of the vehicle or absence of the Driver.
- 7) The car must be maintained in tip top condition in every respect particularly the seats, foot mats, inner light, fitting arrangement of window glasses, locking arrangement etc. must be in good condition all the time.
- 8) Any complain regarding defects in the car must be promptly attended and defects must be repaired forthwith by the owners of the car. In the event of non- compliance the undersigned will make necessary arrangements for repair of the defects and the cost thereof for such work may be realized from the hire charges of the owners.
- 9) The Road tax , Insurance premium , P.U.C certificate , Hire carriage Permit & all other relevant papers should be renewed by the owner , in time during period of contract at the cost of owner.
- 10) To maintaining the Deptt. Log book up to date as per actual journey will remain custody of the driver of the car.
- 11) The condition of the contract may be terminated with one month notice, if required without any precondition.
- 12) No payment will be made for the day on which the vehicle has no run. The bill in triplicate addressed to the office of undersigned to be submitted after completion of one month run.
- 13) The vehicle should satisfy Bharat stage – III / IV emission norms by automobiles.
- 14) Acceptance of the quotations will vest with the The Additional Project Director-IV , DPMU-II, Irrigation and Waterways Directorate., Jalasampad Bhavan , Salt Lake City, Kolkata – 91 who reserve the right to accept or reject any of the Quotation (s) as received without assigning any reason.
- 15) No subsequent letter other than contract in proper form will be entertained and this will not only invalidate but also call for disciplinary action against the quotationers.
- 16) The successful quotationers will have to produce valid clearance certificate of P.Tax., Income Tax and carriage permit at the time of acceptance of the quotation by The Additional Project Director-IV , DPMU-II, Irrigation and Waterways Directorate. The quotation which contains over writing manipulation liable to be rejected . All corrections should be attested under the dated initial of quotationers.
- 17) No advance payment will be made for hire charge & fuel etc. Payment will be made subject to availability of fund.

Signature of Quotationer

Sd/- S.Bag  
Sub- Divisional Officer,  
Lower Damodar Sub- Division No – I  
Mahisrekha, Howrah

**Schedule of terms & Condition**  
**( To be filled by the quotationers )**

- 1) Name of owner / Supplier :  
With full address & Phone No.
- 2) Driver's Name , with full address :
- 3) Registration No. of the car :
- 4) Model with year :
- 5) Daily Hire Charge :  
( Calendar days )
- 6) Overtime charges per hour :  
Beyond the normal duty hours  
( 10 hrs.)
- 7) Consumption of Motor oil ( *Mobil* ) :
- 8) Consumption of Fuel ( Diesel ) :

NB: Consumption of P.L.O. will be calculated on the basis of Item No. 7 & 8 above & in case of any excess consumption P.O.L. the cost will be realised from the respective hire charges Bill.

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Lower Damodar Sub- Division No – I  
Mahisrekha, Howrah

Signature of Quotationer  
Dated :