



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DEPARTMENT**  
 Office of the Sub-Divisional Officer  
 Ranaghat Irrigation Sub-Division  
 Ranaghat::Nadia

**N.I.Q NO.- 01 of 2020-21 of S.D.O/ Ranaghat Irrigation Sub Division**

Memo. No. 263

Dated. 14/05/2020

Sealed quotations in prescribed format are hereby invited by the Sub-Division Officer, Ranaghat Irrigation Sub-Division, Ranaghat, Nadia on the behalf of the Governor of West Bengal from the bonafied owner/supplier of vehicle(s) 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	"Hiring of 1 (ONE) no. Non A.C. MAXI CAB vehicle (Diesel) along with driver on monthly hiring (per Day) basis for official use of the S.D.O., Ranaghat Irrigation Sub-Division, Ranaghat, Nadia."	Bonafied and resourceful car owners/ suppliers	01 (one) year	Nil

**DATE AND TIME LIMIT:**

I	Last Date & Time for receiving application seeking issue of Quotation paper from Quotationers.	<b>29.05.2020 upto 3:30 p.m.</b>
II	Last Date & Time for issuing Quotation paper.	<b>29.05.2020 upto 4:30 p.m.</b>
III	Last Date & Time for receiving Sealed Quotation paper	<b>01.06.2020 upto 2:00 p.m.</b>
IV	Date & Time for opening sealed Quotations	<b>01.06.2020 on 3:30 p.m.</b>

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.

**Eligibility of the Quotationer:**

- (i) The intending Quotationers must have to be the owner of the vehicle.
- (ii) The intending Quotationers must have to submit an application on his/her/their letter head along with the valid documents for ownership and contract Carriage Permit / Certificate of Registration viz. Blue Book, Tax clearance Certificate up-to date, Pollution Certificate, Insurance Certificate up-to Date etc. for verification.

**1. Status of the vehicle:**

- (i) The vehicle should be in good condition as regard to body and engine with necessary accessories and purchased on or after 01.09.2008 with Diesel/ L.P.G./ C.N.G. Engine and to be provided with an efficient driver having vehicle driving license. The wages and allowances of the driver will have to be paid by the owner of the vehicle including overtime allowance if necessary.
- (ii) The vehicle must have a valid Contract Carriage Permit at the cost and responsibility of the owner(s). In case such license is not obtained before submission of offer, the owner(s)/tenderer(s)/ Quotationer(s) will be bound to obtain such license immediately (maximum period to be allowed is 30 (thirty) days) after acceptance of his/her/their offer, If the applicant is yet to receive the permit before issuance of work order he is to submit temporary permit in case he is found lowest and the work is awarded to him.
- (iii) The vehicle must be insured against accident at the cost and responsibility of owner(s).
- (iv) The vehicle MAXI CAB have to run along metal/ non-metal road & Inspection path over canal bank also.
- (v) All taxes and other relevant charges as per Govt. rules must have to be cleared up at the cost and the responsibility of owner(s).
- (vi) One good speedometer must have to be provided with the vehicle at the cost and responsibility of the owner(s) to show the kilometer of journey.
- (vi) Cost of Contract carriage permit/temporary permit as mentioned in Para -2 (ii) above should also be borne by the Owner of the vehicle and applicable in case of vehicle to be used for specially Howrah/ Kolkata/Salt Lake/Murshidabad Journey.
- (vii) The vehicle will be hired on monthly hiring (per day) basis whose payment will be made by e-payment in favor of the owner on the basis of bill submitted at the end of every month duly checked and passed by **the Executive Engineer/Nadia Irrigation Division, Krishnagar, Nadia** and payment subject to availability of fund.
- (viii) In the case of any emergency during Irrigation period, during Major/Minor work execution period and visiting of V.I.P. s etc. the vehicle with driver should also be kept ready at any time if required. The undersigned will not take any sorts of responsibilities for extra overtime payment for the purpose.
- (ix) Normally hours of duty will be 10(ten) hours per day (after reporting and up to releasing time). But hours may be extended on emergency duty if required as mentioned in para-5 (xvii).
- (x) The vehicle will have to be placed with its driver who will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The driver has to be capable of good drive during long period. The nature of driver should be good in behave and manners.
- (xi) Through the vehicle will be hired on monthly basis, payment will be made for the day if vehicle is on breakdown or any other mechanical fault/or/ and due to the driver. In the event of failure of the driver to attend duty as per prefixed date and time, recovery at double the rate of hire charges for that day/days would be affected.
- (xii) In case of every day journey to & from between the 'place of reporting' and 'Garage of the vehicle', the actual KM journey will be applicable on demand with proper justification as per exiting Government Order.

**2. QUOTATION:**

- i) 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 upto date, Pollution Certificate, Insurance Certificate upto date, PAN etc. any other related documents may be asked for if required.
- ii) Prescribed Quotation Documents consisting of schedule and terms & conditions can be obtained free from the office of the undersigned, within the specified date & time as mentioned below by the intending Tenderers/Quotationers or by their duly authorized Representatives subject to fulfilling eligibility criteria.
- iii) The quotation for rate must have to be submitted only on the Prescribed Quotation Documents in the tender box of the Sub-Divisional Officer, Ranaghat Irrigation Sub-Division, Ranaghat, Nadia with putting full signature within the specified Date & Time.
- iv) Quotation imposing condition by the Quotationer will summarily be rejected.
- v) 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 the partners or duly authorized person as per registered deed. Copy of partnership deed should be submitted along with application in case of partnership firm.

**3. TERMS AND CONDITIONS:**

- i) The rate is to be quoted both in figures and in words without any overwriting. Any correction therein must have to be attested with the signature of the Owner(s)/ Quotationer(s).
- ii) The rate shall have to be quoted for hire charges per day which should be inclusive of all taxes and incidental charges, whatever may be, but excluding the cost of fuel i.e. diesel and mobil oil only for the journey by Departmental Officer.
- iii) The accepted lowest rate will remain valid One Year from the date of acceptance of the Quotation. The period of contract beyond the specified one year may be extended for another period of 1 year on same terms and condition as well as rate should such extension is mutually agreed upon by both the parties i.e. the employer and the contractor.
- iv) Quotation imposing condition by the Quotationers will summarily rejected.
- v) The consumption of diesel is allowed **@ 12 K.M. (Ten kilometer) per liter and @ 500 (Five hundred) K.M. per liter of Mobil.** The owner will have to bear the cost of fuels and lubricants initially during journey and the cost will be reimbursed at the time of payment within availability of fund.
- vi) The engagement is purely temporary basis and may be discontinued within one-month notice without assigning any reasons what so ever which no compensation will be paid.
- vii) No stand by payment is allowed.
- viii) The owner(s)/ successful Quotationer(s) will have to replace another vehicle having proper License & certificates in case of non-placement of vehicle for repairing or other reasons.
- ix) The undersign reserves the right to accept/ reject any or all of the Quotations without assigning reason thereof.
- x) The successful Quotationers will have to execute formal agreement with the undersigned in appropriate format and relevant documents within 15 (Fifteen) days from the date of issue of letter of acceptance failing which letter of acceptance will be treated as cancelled.
- xi) If the agreement is terminated without notice of the one month by the owner, then he will have to pay compensation.
- xii) The authority will not have any liability arising out of any accident in running the vehicle whether or not same was caused due to negligence etc. of the driver. The authority will not be liable any damage to the owner, driver or any third party arising out the use of the vehicle.
- xiii) Day to day Logbook will have to be maintained and signed by the driver and the officer using the vehicle.
- xiv) The owner will be required to produce the bill in triplicate for payment after end of each calendar month.
- xv) Payment of hire charge of vehicle will be made subject to availability of fund.
- xvi) Any further details may be obtained from the office of the Undersigned during the office hours of any working days.
- xvii) **DUTY HOURS :** Duty hours are fixed by the transport Department's notification No:-3564-WT/3M-81/98, dated.24.11.2008, but the vehicle should be kept ready for duty any time as and when required by the employer and that too even for Sundays and other holidays.
- xviii) **EARMARKING VEHICLE:** The vehicle should permanently be earmarked with suitable caption both on front and would be advised by the employer so as to ensure its proper identification during duty hours.

Sd/-

Sub-Divisional Officer (I&WD)  
Ranaghat Irrigation Sub-Division

Memo. No. 263/1(5)

Dated. 14/05/2020

Copy to: -

- 1) The Superintending Engineer/North Irrigation Circle-II/Berhampore, MSD for his kind information.
- 2) The Executive Engineer/Nadia Irrigation Division/ Krishnagar, Nadia for his kind information, which was discuss in his chamber on 06/12/19.
- 3) The S.D.O/ Krishnagar (I) Sub-Division & Debagram (I) Sub-Division for his information.
- 4) The D.A.O./Gr.-I/ Nadia Irrigation Division /Krishnagar for his information.
- 5) Notice Board of the Nadia Irrigation Division & Ranaghat (I) Sub-Division

Sd/-

Sub-Divisional Officer (I&WD)  
Ranaghat Irrigation Sub-Division

## Annexure -A

Name of Work/ Supply: **"Hiring of 1 (ONE) no. Non A.C. MOTOR CAB/MAXI CAB vehicle (Diesel) along with driver on monthly hiring (per Day) basis for official use of the S.D.O., Ranaghat Irrigation Sub-Division, Ranaghat, Nadia."**

**N.I.Q. NO.: 01 of 2020-21 of the S.D.O / Ranaghat Irrigation Sub-Division, Ranaghat, Nadia.**

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Name of Owner/ Suppliers	
Address of owner	
Bank Account No.	
Bank IFS Code No.	

### STATUS OF VEHICLE

Brand Name of the vehicle	
Car No.	
Year of Manufacture	
Reference to carriage contract Permit	
Registration No. and Date	
Permit valid up to	
Insurance Period covered up to	
Nature of insurance	
Tax clearance up to	

### CONTRACT DETAILS

Security Money	
Period of Contract	
Rate Offer Daily charges basis	

I/We do hereby agree to place above mentioned vehicle for rendering service I performing duties in full satisfaction on hire basis  
@ ₹ .....(.....)  
only per day in all.

Dated the .....

Witness  
Address  
Occupation

**Signature of the quotationer** .....

Name in full ( In BLOCK letters) .....

**(N.B.: The Quotationer/Bidder will have to submit attested copies of relevant documents in support of information given for with this quotation / Bid.)**

This quotation/ tender be accepted I/We hereby agree by and fulfill all the terms and provisions of the said condition of contract annexed here to so far applicable or in default thereof to forfeit and pay to the Governor or his successors in office the sums of money mentioned in the said conditions.

I/We do also hereby declare that information given in the memorandum are true in all respects to the best of my/our knowledge and having possession of valid carriage contract permit to lend the vehicle on hire basis from the competent authority of the Government under relevant and prevailing motor Vehicle Act do hereby exercise the quotation/bid and also I/We do declared that in the event of anything found incorrect and insufficient to the requisite qualification of placement of the vehicle and I/We shall remain liable to commensurate any/all loss. If any, sustained by the Government for such demerits/defaults and/or incompleteness etc.

Dated:-  
Bidder (s)Name

***Signature of the Quotationer***

The above Tender/Quotationer is hereby accepted by me for and on behalf of the Government of the State of the Government of the State of West Bengal.

Dated:-.....

***Signature of the Officer by whom accepted***