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**Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional officer
Digha Irrigation Sub-Division.
Ramnagar :: Purba Medinipur :: 721441**

Memo no 281E

Dated 4/11/2020

NOTICE INVITING QUOTATION NO.- 04/DISD OF 2020-21.

Sealed quotations are invited by the undersigned for "Monthly Hiring (per day basis) of a diesel driven Non A.C Motor Cab/Luxury Taxi (minimum 4 seat capacity) for official use of Digha Irrigation Sub Division, Ramnagar" from eligible supplier / agencies as per following terms & conditions.

Terms & Conditions.

1. The vehicle should be Bharat Stage-III or above purchased on or after 01.05.2008.
2. The rate should be quoted for dry vehicle per day considering 10 hours a day and also additional rate per hour beyond 10 hours. The both rates should exclude the cost of fuel and lubricant.
3. Fuel & lubricant will be supplied by agency and consumption will be considered as per existing rule of Transport Department Govt. of W.B notification memo no. 3564-WT/3M-81/98 dated 24.11.2008. Cost of fuel & lubricant will be paid extra as per market price on calculation in log book.
4. Pay of driver, cost of repair, maintenance, servicing and other allied & incidental cost should be borne by the supplier of the vehicle.
5. The vehicle should be in tip-top condition
6. The vehicle should normally ply during weekdays, but however, if required, should have to be ply during Saturday, Sunday & holydays (for the exigency of the work, as this office is related with emergency nature of works of different Dam, Barrages, Embankments, Sluices, Offices etc) at the same rate.
7. In case of breakdown of the vehicle, the supplier has to place a substitute vehicle so that in no case Govt. work is hampered.
8. The driver should possess his valid license, blue book, tax token, insurance, pollution certificate & other relevant documents as required and are to be kept along with the vehicle.
9. Any penalty imposed by the police authority for violating traffic rule or any other reason should be borne by the supplier of the vehicle.
10. The contract is for one year but due to any unavoidable circumstance, it may be cancelled with prior one month's notice on either side.
11. This office will not bear any responsibility in case of accident of the vehicle.
12. The vehicle should have valid commercial registration (valid contract carriage permit), road tax, insurance coverage, pollution certificate & other necessary documents as required and copy of the same should be submitted with the quotation. Original copies with driver's license should be produced by the successful quotationer before issuance of work order.

13. If the vehicle is proposed to be purchased, the vehicle should be made available with all its necessary papers within one month of issuing letter of acceptance.
14. Supplier has to maintain two numbers logbooks (issued by the department) and one is to be submitted alternatively along with every occasion.
15. Maximum of 10 km shall be allowed for to & fro each journey from garage to reporting place.
16. Date of commencement and period would be intimated in the work order and no enhancement of rates will be allowed in any case.
17. Payment will be made on monthly basis after expiry of the month and submission of signed log book with bill in triplicate to which claim relates subject to the availability of fund.
18. Date of submission of Quotation is **26.11.2020 up to 14:00 hrs and will be opened at 14:30 hrs** on the same day. Rate should be quoted in letter head & in the format prescribed in the enclosed schedule.
19. The undersigned reserves the right to reject any or all the quotations so received without assigning any reason what -so-ever.

(Schedule enclosed)

Handwritten signature
4/11/20
**Sub-Divisional Officer
Digha Irrigation Sub-Division
Ramnagar :: Purba Medinipur**

Memo no 281E/1(5) Dated 4/11/2020

Copy forwarded for information & wide circulation to :-

- 1) **The Executive Engineer**, Contai Irrigation Division, Contai, Purba Medinipur.
The action taken from this end as per his kind verbal order may kindly be approved.
- 2) **The Sub-Divisional Officer**, Contai / Egra / Etamogra Irrigation Sub-Division under Contai (I) Division.
- 3) **Notice Board of this office.**

Handwritten signature
4/11/20
**Sub-Divisional Officer
Digha Irrigation Sub-Division
Ramnagar :: Purba Medinipur.**

Schedule

(For NIQ No. 04/DISD OF 2018-19)

Name of Work: Monthly Hiring (per day basis) of a diesel driven Non-A.C Motor Cab (Luxury Taxi) (minimum 4 seat capacity) on daily basis for official use of Digha Irrigation Sub-Division, Ramnagar, Purba Medinipur.

A. Particulars of the Vehicle:

SL. No.	Particular	
1.	Name and Address of the owner	
2.	Registration no. of the vehicle	
3.	Year of manufacture	
4.	Engine no.	
5.	Chassis no.	
6.	Any other feature	

B. Rate per day: (In figures) Rs.....

(In words) Rupees.....

Signature of the owner

Sund
4/11/20
Sub-Divisional Officer
Digha Irrigation Sub-Division
Ramnagar :: Purba Medinipur.