



Government of West Bengal  
Irrigation and Waterways Directorate  
Office of the Sub Divisional Officer  
Baruipur Drainage Sub Division  
Baruipur, Puratan Bazar,  
South 24 Parganas, Kolkata- 700144  
E- Mail ID – [sdobdsd@gmail.com](mailto:sdobdsd@gmail.com)

**NOTICE INVITING QUOTATION**  
**N.I.Q. No. – 01/SDO/BDSO OF 2020-21**

Memo. No : 655

Dated : 04 / 11 / 2020

Sealed quotations in Prescribed Proforma is hereby invited by The Sub-Divisional Officer, Baruipur Drainage Sub-Division, Baruipur South 24 Parganas from bonafide vehicle owner/suppliers having vehicle with commercial number for supplying Diesel driven Motor cab on temporary basis for the work:

**“Hiring of 1(one) no. inspection vehicle (Diesel Driven Motor cab, Non Air conditioned) on daily rated but monthly hire basis for the use in the office of the Sub-Divisional Officer, Baruipur Drainage Sub-Division, Baruipur South 24 Parganas.”**

The supplier should quote their rates (excluding the cost of Fuel and lubricant) **strictly as per prescribed form (ANNEXTURE – I)** which will be available in the office of undersigned **free of cost**, along with terms and conditions.

The rate should be quoted both in figure as well as in words. The quotation will be received upto 2:00 pm on **12/11/2020** and will be opened by the undersigned at 3.00 pm. on the same day in presence of quotationers who may be present at this time.

The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotation without assigning any reason.

The successful quotationer will have to execute formal agreement in WB Form No. 2911(ii) (in duplicate) or in Non-Judicial stamp paper having value of Rs. 50.00 at his own cost.

- |  |                             |
|--|-----------------------------|
| i) Last Date & Time of receiving quotation paper | - 12/11/2020 upto 2.00 P.M. |
| ii) Date & Time of opening of quotation paper    | - 12/11/2020 at 3.00 P.M.   |

Dropping Centre: Office of The Sub-Divisional Officer, Baruipur Drainage Sub-Division, Baruipur South 24 Parganas.

## TERMS AND CONDITIONS

1. The vehicle must be in good working condition and can be driven on rocky road or river bed. The vehicle must have good ground clearance from the ground. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents:-

- a) Certificate of Registration from appropriate authority.
- b) Tax clearance certificate from tax officer of M.V. Department.
- c) Contract carriage permit of Motor cab issued by the competent authority.
- d) Auto emission testing certificate.
- e) Certificate of Insurance of passenger carrying commercial vehicle.
- f) PAN Card.
- g) Commercial Driving Licence of the driver.

The acknowledgement receipt of above mentioned documents also to be granted.

2. The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a Motor car will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.

3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.

4. Each page of the documents supplied by the department related to the above mentioned NIQ is to be signed by the owner/ partner/ authorized representatives having legal authority to do so in favour of the individual/company failing which the quotation will be treated as "Informal".

5. The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier, subject to availability of fund. The vehicle may run on Saturday and Sunday and the govt. holiday if required.

6. The maintenance and repair of the vehicles is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.

i) Diesel and Mobil and all other types of fuel/ Oil/ Lubricant for running the vehicle will have to be supplied by the supplier/ owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed by the Department

) Diesel and Mobil and all other types of fuel/ Oil/ Lubricant for running the vehicle will have to be supplied by the supplier/ owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed by the Department as per actual consumption basis, subject to the condition of minimum prescribed limit of run of the vehicle per liter of fuel as given below :-

<i>Type of vehicle</i>	<i>Fuel</i>	<i>Minimum permissible limit of run</i>
Motor cab	Diesel	12 (Twelve) Km. per litre
	Mobil	500 (Five Hundred) Km. per litre

ii) The cost of pay and allowances at the driver of the vehicle should be borne by the owner of the vehicle.

7. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsible for any

- i) Damage caused to the car due to any accident,
- ii) For any court case of compensation arising out of the vehicle and its driver,
- iii) Any taxes/or charges that may be levied by the state/Central Govt.

8. The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfil any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3 (three) days' notice without any financial implication.

9. Maximum 10 Kilometre between the garage of the vehicle and the place of reporting or one hour hiring charge (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.

10. a. Normal duty hours will be 10 hours per day.

b. Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.

c. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs. 20/- (twenty) per hour.

11. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work.

12. 2 (two) machine numbered log-books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties.

a. Vehicle for any day when the supplier will fail to supply the vehicle on requisition, for whatever reasons, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.

b. A halting charges as extra over the usual hiring rate @ Rs. 80/~ (Rupees eighty) only per night halt will be payable to the supplier of the hired vehicle in the case of outstation journeys with halt.

14. Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.

15. The supplier must quote telephone no. for communication of message of the garage attending calls.

16. The supplier can apply only for one of the works listed above and quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.

17. Initial contract period will be for 1 (one) year. However on satisfactory service the contract period may be extended further.

18. Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.

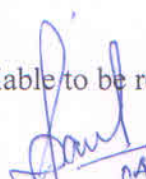
19. If the quoted rates are not found reasonable for the works of a bid may be held amongst the participating tenderers on the date of opening tender just after opening or other day as deemed fit. The participants should present positively on that date to participate in the Bid if so arises.

20. In case of any dispute arise the contract may be terminated by the undersigned with one week notice to the supplier.

21. Qualified motor cab should be equipped with all accessories such as fire extinguisher, freshener, towel cover etc. and should be kept in good and workable condition, failure of which, the contract may be terminated by the competent authority.

22. Claim for escalation of rate of hire vehicle, diesel, lubricant etc. due to any reason during the validity of the contract period if any will not be entertained.

23. In case of violation of the above terms and conditions the quotation will be liable to be rejected.

  
09/11/2020  
**Sub Divisional Officer**  
**Baruipur Drainage Sub Division**  
**Baruipur, South 24 Parganas**


I agree to abide by terms and conditions as stated above

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**Signature of the Quotationers**

Copy for information and wide circulation to:-

1. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhawan. Salt lake - 91
2. The Executive Engineer, Mograhat Drainage Division, Baruipur South 24 Parganas
3. The Sub-Divisional Officer, Mograhat Drainage Outfall Sub Division, Baruipur, South 24 Parganas
4. The Sub-Divisional Officer, Mograhat Irrigation Sub Division, Mograhat, South 24 Parganas
5. Office Notice Board, Baruipur Drainage Sub Division, Baruipur, South 24 Parganas
6. Official website [www.wbiwd.in](http://www.wbiwd.in), I & W Dte, Govt. of West Bengal.

  
04/11/2020

**Sub Divisional Officer  
Baruipur Drainage Sub Division  
Baruipur, South 24 Parganas**

# PROFORMA (ANNEXTURE – I)

N.I.Q. No. – 01 /SDO / BDSO OF 2020-21  
SCHEDULE TO BE FILLED UP BY THE QUOTATIONER

- 1) Name of the Owner :
- 2) Address with contact no :
- 3) Vehicle Registration No. :
- 4) Brand of the vehicle :
- 5) Monthly hiring charge (per day) (inRs) :  
to be quoted in figure & words
- 6) Mobil Consumption rate (per ltr.) (inRs) :  
to be quoted in figure & words
- 7) Overtime Rate/Hrs. beyond 10 Hrs. :  
of normal duty hours.
- 8) Name & contact No of the Drivers :
- 9) Minimum Consumption of : a) ..... Km run per 1 Litre Diesel  
b) ..... Km run per 1 Litre Lubricants
- 10) Attested copies of Blue book/ Smart card, fitness certificate, permit, tax token, insurance certificate etc. are enclosed herewith.

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Signature of the Quotationers