



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer,**  
**Kangsabati Canals Sub-Division No. XXI**  
**PO+Dist: Jhargram:: PIN:721507**  
***Ph No: 03221-255097; Email:sdokcsd21@gmail.com***

**Memo No: - 02<sup>a</sup>-XXI**

**Dated: -04.01.2021**

**NOTICE INVITING QUOTATION NO - WBIW/SDO/02/KCSD XXI OF 2020-21**

Sealed quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, Kangsabati Canals Sub-Division No. XXI, Jhargram for and on behalf of the Hon'ble Governor of West Bengal from bonafied and resourceful car owner/ suppliers for supplying **Diesel driven Maxi Cab (Non AC)** having valid contract carriage permit for the following work–

| Sl. No. | Name of Work   | Eligibility of supplier                        | Time Period  | Cost of quotation document |
|---------|--|--|--------------|----------------------------|
| 1.      | Supplying 1(One) no. Maxi Cab (Diesel Driven, Non-AC) with suitable driver in good condition on daily basis for use in the office of the Executive Engineer, Kangsabati Canals Division No. V, Ghoradhara, Jhargram. | Bonafied and resourceful car owners/ suppliers | 1 (One) Year | Free of cost.              |

The supplier should quote their rates (excluding the cost of Fuel and lubricant) strictly as per prescribed form 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 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 an Agreement in **W.B.Form No.- 2911** accepting terms and condition for hire of the vehicle within **07 (Seven) days** from the issue of acceptance letter positively. Failure of which agreement will be treated as cancelled.

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

- |      |  |                                    |
|------|--|------------------------------------|
| i)   | <b>Last Date &amp; Time of application</b>                 | <b>- 11.01.2021 upto 4.30 P.M.</b> |
| ii)  | <b>Last Date &amp; Time of Issue of quotation paper</b>    | <b>- 13.01.2021 upto 4.30 P.M.</b> |
| iii) | <b>Last Date &amp; Time of dropping of quotation paper</b> | <b>- 15.01.2021 upto 3.00 P.M.</b> |
| iv)  | <b>Date &amp; Time of opening of quotation paper</b>       | <b>- 15.01.2021 at 3.30 P.M.</b>   |

**Dropping Centre : Office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No. XXI, Ghoradhara, Jhargram.**

**TERMS & CONDITIONS OF QUOTATION**

1. The vehicle must be in good working condition. 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 (photo copy should have to submit with prescribed performa and have to verified with original on submission time) :-
  - a) Certificate of Registration from appropriate authority.
  - b) Tax clearance certificate from appropriate authority.
  - c) Contract carriage permit of vehicle issued by the competent authority.
  - d) Auto emission testing certificate.
  - e) PAN Card.
  - f) Aadhar Card/Voter Card.
2. In case of new vehicle (the vehicle will purchase within 30 (Thirty) days from the date of issue of the acceptance letter, if the offered rate is accepted)
  - a) Declaration of vehicle purchase confirmation in Non-Judicial stamp paper in presence of 1st class Judicial Magistrate or Notary Public.
  - b) PAN Card.
  - c) Aadhar Card/Voter Card
  - d) Quotation from vehicle showroom
3. As per **Order No:6649-F(Y), Dtd:26.10.2018** of the Finance Deptt, GoWB, **GST registration** is not required for owners of vehicles whose aggregate annual turnover does not exceed **Rs.20Lakhs**. A self-declaration (attached herewith) needs to be submitted along with the quotation papers or else the quotation will be declared invalid.
4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis **both in figures and words** in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes / charges whatsoever and covering the wages of Driver / Helper including Tiffin allowance, insurance charges etc but excluding the cost of diesel & mobile.
5. All types of Major / Minors repair and maintenance work of the vehicle including cleaning / washing etc. will have to be arranged by the owner at his own cost with due intimation to this office. 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) 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 litre of fuel as given below:-

| Type of vehicle   | Fuel   | Minimum permissible limit of run |
|-------------------|--------|----------------------------------|
| Maxi Cab (Non AC) | Diesel | 10 (Ten) Km. per litre           |
|                   | Mobil  | 500 (Five Hundred) Km. per litre |

\* As per circular no. 3564-WT/3M- 81/98 dated 24.11.2008 of Transport Deptt., GoWB.

6. **If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute diesel run vehicle at his own cost. Otherwise, the under signed reserves the right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.**
7. The car owner will arrange the garage at his own cost and the same should not be located beyond 4 Km. from the place of office of the reporting officer.
8. Day to day log book will have to maintained and signed by Driver and submitted to the Sub-Divisional Officer or concerned Junior Engineer. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
9. While on journey, the officer /office person/persons using the vehicle will not be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the driver and owner of the vehicle.
10. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
11. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will invalidate the quotation. All correction should be initialled and dated by the quotationers.
12. The acceptance of the quotations will rest with the **Superintending Engineer, Kangsabati Circle– II, Abas, Khasjungle, Midnapore, Paschim Medinipur**, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.
13. After acceptance of the quotation, the quotationer is required to take up the works within **3 (Three) days** from date of issuing of work order from the **Executive Engineer, Kangsabati Canals Division No. V, Jhargram**. The quotationer must execute the work as per rule.
14. *The quoted rate (Amount quoted per day/ maximum monthly duty days) should be followed as per the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M- 81/98 dated 24.11.2008.*
15. Payment will be made as per availability of fund. Price escalation clause will not be admissible.
16. Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.
17. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
18. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
19. The vehicle will have to tour in any kind of motorable road including katcha roads. The department will not be held responsible for any loss or damage to parts of vehicle.

20. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
- 21. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle. Haltage charge etc. of the driver must have to be paid by the owner.**
22. The driver must be well conversant with the mechanism of automobile, so that, instant repairing works on road may immediately be taken up by him.
23. The vehicle (in good condition) and driver (found suitable) placed under the disposal of the department should not be changed without prior approval of the department except in the case of major repairs.
24. The vehicle must be in tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, speedometer (kilometer) and fuel-meter should always be in working conditions. The running capacity per day should not be less than 500 km.
- 25. Driver with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time with imposition of penalty as per Clause 3 of WBF No. 2911.**
26. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
27. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete logbook in any respect.
28. Initial contract period will be for **1(one)** year. It may be extended beyond the expiry of the contract period on the same terms and conditions and rate etc. on mutual arrangement by the both sides.
29. Any application and sealed quotation paper sent by post will not be entertained.
30. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
31. The owner will be required to produce the bill in triplicate for processing of payment through the Head Quarter Section under Kangsabati Canal Sub-Division No-XXI after the end of each calendar month.

**(Sd/-S.Choudhury)**  
SUB-DIVISIONAL OFFICER  
KANGSABATI CANALS SUB-DIVISION NO-XXI  
JHARGRAM.

**Memo No: - 02<sup>a</sup>-XXI/11**

**Dated: -04.01.2021**

**Copy forwarded for information & wide circulation to:-**

1. The Superintending Engineer, Kangsabati Circle- II, Khas Jungle, Abas, Midnapore, Paschim Medinipur.
2. The Executive Engineer, Kangsabati Canals Division No. V. Jhargram, w.r.t your Memo No.1098, Dt:29.12.2020
3. The Executive Engineer, Jhargram Flood Management & Planning Division, Jhargram.
4. The Executive Engineer, DVC Study Cell, with request to host the NIT in the departmental website (e-mail sent).
- 5-7. The Sub-Divisional Officer, Kangsabati Canals Sub-Div.No.XIII./ XIX / Silabati Sub-Division.
8. The District Information & Cultural Officer, Jhargram, -with request to wall up the NIT in his office for wide circulation.
- 9-10. The Divisional Accountant/Estimator, Kangsabati Canals Division No V, Jhargram.
11. Office Notice Board.

**(Sd/-S.Choudhury)**  
SUB-DIVISIONAL OFFICER  
KANGSABATI CANALS SUB-DIVISION NO-XXI  
JHARGRAM

Issued to :- .....

NIQ No- :- **WBIW/SDO/02/KCSD XXI OF 2020-21 circulated vide Memo No: - 02<sup>q</sup>-XXI, Dtd: 04.01.2021**

Name of Work: - **“Supplying 1(One) no. Maxi Cab (Diesel Driven, Non-AC) with suitable driver in good condition on daily basis for use in the office of the Executive Engineer, Kangsabati Canals Division No. V, Ghoradhara, Jhargram.”**

**(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)**

**A. Particulars of Vehicle**

- 1. Name of the owner :
- 2. Full Address :
- 3. Phone No. :
- 4. Driver’s Full Name :
- 5. Driver’s License :
- 6. Registration no. of the Vehicle & date of Registration :
- 7. Model with Year :
- 8. Engine No. :
- 9. Chasis No. :

**B. RATE OF HIRE CHARGE PER DAY:-**

(In figures) Rs.....

(In words) Rupees.....

.....

*“I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation: **WBIW/SDO/02/KCSD XXI OF 2020-21**”*

Full Signature of the Quotationer with date.

SUB-DIVISIONAL OFFICER  
KANGSABATI CANALS SUB-DIVISION NO-XXI  
JHARGRAM

**SELF DECLARATION BY SUPPLIER OF CAR RENTAL SERVICES TO  
GOVT.DEPARTMENTS/LOCALAUTHORITIES**

**as per Order No:6649-F(Y), Dtd:26.10.2018 of the Finance Department, Govt. of West Bengal.**

To,

The Executive Engineer,  
Kangsabati Canals Division No.V  
Irrigation & Waterways Directorate,  
Ghoradhara, Jhargram.

I, the undersigned, do hereby state that I am engaged in providing the following vehicle(s) bearing Registration Number (s) as mentioned below on rental basis to the following Offices:

| Sl. No. | Vehicle Registration Number | Name of Office where the vehicle is used |
|---------|-----------------------------|--|
|         |                             |  |
|         |                             |  |
|         |                             |  |
|         |                             |  |
|         |                             |  |
|         |                             |  |

In this context, I do hereby declare that:

1. Other than those mentioned above, I have no other vehicle(s) to provide on rent to any other person or Office.
2. The aggregate turnover of the car rental services provided by the undersigned has not exceeded Rs. 20 lakhs either in the previous Financial Year ..... or in the current Financial Year till date.
3. I do not have any income from such rental services or any other business, other than from those provided to Offices as stated above.
4. I am bound to obtain a GST registration on the occasion of my Turnover exceeding the threshold of Rs. 20 lakhs in a particular Financial Year and provide such GST Registration Number (GSTIN) to the DDO(s) for continuation of the contract of the car rental service as currently provided by me.

The above-stated information as provided by me is true and correct to the best of my knowledge.

**Date:**

**Place:**

**Signature:** \_\_\_\_\_

**Name of the vehicle(s)owner/ supplier:** \_\_\_\_\_