



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
Office of the Sub-Divisional Officer
Investigation Sub-Division No-I
Tamluk, Purba Medinipur

Memo. No.196

Dated 08.06.2021

NOTICE INVITING QUOTATION NO.-01 of 2021-2022 of S.D.O/Investigation Sub- Division No-I

Sealed quotations in prescribed format are hereby invited by the A.E/Sub-Divisional Officer, Investigation Sub-Division No-I, from the bonafide owner of vehicle(s) for ***"Supply a Non A.C diesel driven Motor Cab on monthly hire (daily rate) basis as and when necessary for the use of office of the Sub-Divisional Officer, Investigation Sub-Division No-I under the office of the East Midnapore Division, I & W Dte. Tamluk, Purba Medinipur."*** The vehicle has to run along metal/ non-metal road & Inspection path over embankment also.

1. ELEGIBILITY 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/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.

2. 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 01.05.2008 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 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 permitting 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) 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).
- (V) 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 Journey..
- (vii) 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.

- (viii) 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).
- (ix) 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 well drive during long period. The nature of driver should be good in behave and manners.
- (x) 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.
- (xi) In case of every day journey to & fro 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.

3. 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 up to date, pollution certificate, Insurance Certificate up to date, P.A.N. etc. any other related documents may be asked for if required.
- ii) The Quotationer for rate must have to be submitted only on the **Prescribed Quotation Documents** in the tender box of the Sub-Divisional Officer, Investigation Sub-Division No-I with putting full signature within the specified Date & Time.
- iii) Quotation imposing condition by the Quotationer will summarily be rejected.
- iv) Lowest Quotationer must submitted Security deposit for an amount of Rs. 3000.00 (Rupees Three Thousand) only **in the shape of Bank Draft** of any Scheduled/ Nationalized Bank payable at Tamluk in **favour of the Executive Engineer, East Midnapore Division, Tamluk, Purba Medinipur.**
- v) The Security deposit of successful quotationer will be retained in the office of the Executive Engineer East Midnapore Division, Tamluk, Purba Medinipur as performance Security deposit till completion of the contractual period.
- vi) 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.


4. DATE AND TIME LIMIT:

I	Last Date & Time for receiving application and issuing Quotation paper.	14.06.2021 upto 3:30 p.m.
II	Last Date & Time for receiving sealed Quotation paper	15.06.2021 upto 2:00 p.m.
III	Date & Time for opening sealed Quotations	15.06.2021 upto 3:30 p.m.

5. 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 issuing work Order.
- iv) Quotation imposing condition by the Quotationers will be summarily rejected.

- v) The consumption of diesel is allowed @ 12 K.M. (twelve 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 three months.
- vi) The car will be engaged for 10(Ten) hours per day and additional charge @ Rs. 20/- per hour beyond 10(Ten) hours.
- vii) 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.
- viii) No standby payment is allowed.
- ix) The owner(s)/ successful Quotationer(s) will have to replace another vehicle having proper License & certificates in case of no placement of vehicle for repairing or other reasons.
- x) The Executive Engineer, East Midnapore Division, Tamluk, Purba Medinipur, reserves the right to accept/ reject any or all of the Quotations without assigning reason thereof.
- xi) The successful Quotationers will have to **execute a formal agreement** with the undersigned in duplicate in W.B form no. 2911 within 15 (Fifteen) days from the date of issue of letter of acceptance failing which letter of acceptance will be treated as cancelled.
- xii) If the agreement is terminated without notice of the one month by the owner, then he will have to pay compensation and that case the sum of Rs.3000.00 (Two Thousand) only will as deposited with the quotation and will be forfeited.
- xiii) 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.
- xiv) **Day to day Logbook will have to be maintained and signed by the driver and the officer using the vehicle.**
- xv) The owner will be required to produce the bill in triplicate for payment after end of each calendar month.
- xvi) Payment of hire charge of vehicle will be made subject to availability of fund.
- xvii) Any further details may be obtained from the office of the Undersigned during the office hours of any working days.
- xviii) **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.
- xix) **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.


 08/6/2021
Sub Divisional Officer
Investigation Sub-Division No-I
Tamluk, Purba Medinipur

Memo No.- 196/1(3)

Date- 08.06.2021

Copy Forwarded for kind information & wide circulation to:-

- 1) The Executive Engineer/East Midnapore Division (I & W Dte.), Tamluk, Purba Medinipur.
- 2) The S.D.O-Panskura(I) Sub-div-I/Panskura(I) Sub-Div-II/ Tamluk Irrigation Sub-division
- 3) Notice Board of the Investigation Sub-Division No. I


Sub-Divisional Officer
Investigation Sub-Division No-I
Tamluk, Purba Medinipur.

PROFORMA FOR SUBMISSION OF QUOTATION

NIQ NO. 01 of 2021-2022 of S.D.O/Investigation Sub- Division No-I

1. Name of the vehicle Owner/Supplier (In Block Letters):-

2. Postal address with PIN & Telephone No.:-

3. Year of Registration of the vehicle:-

4. Address of the registration authority and registration no.:-

5. Hire charges rate offered on daily basis :- Rs. per Day

6. Fuel service offered
 - a) Diesel :- km per litter

 - b) Mobil :- km per litter

7. OT charges rate offered :- Rs. per Hour

Date.....

Signature of the Vehicle Owner/Supplier