



**Govt. of West Bengal**  
**Irrigation & waterways directorate**  
**Office of the Executive Engineer**  
**Ganga Anti Erosion Division No- II**  
**Berhampore, Murshidabad**  
**Pin- 742101**

Phone & Fax No- 03482-263545

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**NOTICE INVITING QUOTATION**

**N.I.Q. No – 01/EE/G.A.E.D.-II of 2021-22, Dated –16.07.2021**

Sealed Quotations are invited from the bonafide, resourceful and dependable persons/ agencies for the following work.

**List of Work**

Sl. No.	Name of work
1.	Hiring one no. Motor Cab (Diesel, non A.C.) for official use of the Office of the Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No-V, Berhampore, Murshidabad.
2.	Hiring one no. Motor Cab (Diesel, non A.C.) for official use of the Office of the Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No-VI, Domkal, Murshidabad.
3.	Hiring one no. Motor Cab (Diesel, non A.C.) for official use of the Office of the Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No-VII, Jalangi, Murshidabad.

Intending Quotationers will have to submit in advance an application with the duly self-attested copies of the following Certificates eventual for being entitled to receive the Quotation documents for the aforesaid work to the "Executive Engineer, Ganga Anti Erosion Division No-II, Berhampore, Murshidabad".

- a) Valid Trade Licence Certificate.
- b) Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial year.
- c) Valid PAN Card in the name of the Quotationer.
- d) Income Tax Return of current Assessment year.
- e) Valid GSTIN under GST Act & Rules.
- f) Certificates of Registration from Competent Authority, Valid contract carriage permit, Certificate of Insurance, Pollution under Control Certificate & Fitness Certificate etc. in respect of the car.

Original of the above documents should also be produced to the office of the undersigned for checking if necessary.

Receiving application for Quotation paper, issue of Quotation documents and dropping & opening the Quotation documents at the office of the Executive Engineer, Ganga Anti Erosion Division No-II, Berhampore, Murshidabad are as per the following dates and times: -

- a) Last date & time for application: 23.07.2021 up to 3.00 P.M.
- b) Last date & time for issue of Quotation documents: 28.07.2021 up to 3.00 P.M.
- c) Last date & time for submitting the Quotation documents: 30.07.2021 up to 2.00 P.M.
- d) Date & time opening the Quotation documents: 30.07.2021 at 3.00 P.M. onward.

**Memo No – 418/(11)/1Q-1**

**Dated-16.07.2021.**

Copy forwarded for favour of information with request to publish in the Notice Board to the:-

1. Chief Engineer (North), Irrigation & Waterways Directorate, Green Park, Malda,
2. Superintending Engineer, North Irrigation Circle-II, Berhampore, Murshidabad.
3. Sabhadhipati, Murshidabad Zilla Parishad, Berhampore, Murshidabad.
4. Executive Engineer, Berhampore Irrigation Division, Berhampore, Murshidabad.
5. District Information & Cultural Officer, Murshidabad, P.O- Berhampore.
6. Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No. V/VI/VII.
7. Notice Board of Ganga Anti Erosion Division No-II
8. Estimate Section, Ganga Anti Erosion Division No-II
9. Account Section, Ganga Anti Erosion Division No-II




**Executive Engineer  
Ganga Anti Erosion Division No-II  
Berhampore, Murshidabad**

**Terms and Conditions**

1. The Quotation paper including terms & conditions will be issued to the agencies after production of the desired documents to this office of the undersigned for scrutinisation by the undersigned and only the qualified agencies will be eligible to issue Quotation documents free of cost.
2. Regarding issue of Quotation paper, decision of the Executive Engineer, Ganga Anti Erosion Division No-II (I & W. Directorate) is final and binding, Agency having any adverse report with this Department or any other Govt. department will not be invited to participate.
3. The sealed Quotation documents to be dropped in the Tender Box kept in the chamber of the Executive Engineer, Ganga Anti Erosion Division No-II, I & W Directorate and may call open bid or sealed bid after opening of the Quotation paper to lower down the rate further if it is required.
4. The successful agency will be liable to pay minimum wages to the driver at the rate as notified from time to time by the labour Department, Govt. of West Bengal.
5. The successful agency will be liable to pay Bonus to the driver at per existing Govt. rule.
6. The Car should be Mass Emission standard of Bharat Stage –II/III/IV purchased on or after 01.05.2010 with Diesel Engine having valid contract carriage permit.
7. The rates should be quoted both in figures and in words and should be inclusive pay and all kinds of allowances to the driver and of all charges of repairing, spare parts, increase in market price, escalation etc. within the contractual period.
8. The lowest quotationer whose quotation is accepted, will have to executed an agreement in W.B. Form No. 2911(i)/(ii) in the office of the undersigned accepting the terms and conditions for hiring the vehicle.
9. The acceptance of the quotation will rest with the Superintending Engineer, North Irrigation Circle-II, Berhampore who does not bind himself to accept either the lowest of any of the quotations without assigning any reason.
10. The vehicle should be placed at the disposal of concerned office as per instruction mentioned in the work order failing which the quotation may be treated as cancelled.
11. The car owner has to ensure that the driver is physically fit and has a valid driving license.
12. The vehicle owner will have to arrange fuel and lubricants by his own cost for which cost will be paid the MRP on producing bill with cash memo as per consumption schedule. a) Diesel consumption –1 litre/12 KM. b) Mobil consumption –1 litre/500Km. Cost of brake fluid, gear oil, grease, distilled water etc will not be paid from the office authority.
13. All types of Major / Minor repairs 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 the Department.
14. If the original car fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure on the part of the owner to provide substitute vehicle. Otherwise, the undersigned will have 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.
15. The car owner will arrange the garage at his own cost and the same should not be located beyond 3 KM from the office of the concerned officer. If the garage is situated beyond 3Km of the head quarters, the cost of fuel for extra journey in this connection shall have to borne by the owner of the vehicle.
16. Day –to–Day Logbook will have to maintained and signed by the Driver and to be submitted to the concerned officer or his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.
17. While on journey, the officer / office person /persons using the vehicle will no way 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.
18. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.

19. Normally the vehicle would be used on working days only but in emergency, the vehicle will have to be placed on Saturday / Sunday & holidays and no extra claim over hire charges is admissible on this account.
20. The vehicle will have to make long tour off and on and the driver must remain prepared to halt frequently outside the Head Quarters. The driver must follow the instructions of the officer using the vehicle.
21. The vehicle must be a tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, speedometer (kilometre) and fuel-meter should always be in working conditions. The running capacity per day should not be less than 500 km.
22. The vehicle has to ply on any kind of motorable road including Kutcha road, river-beds etc.
23. The driver must be conversant with the mechanism of automobiles so that instant repairing works on road may immediately be taken up by him.
24. Approved driver should not be changed except for urgent reasons.
25. Any complaint regarding defect in the engine or any other defect of the vehicle must be promptly attended and defects must be repaired forthwith by the quotationer at his own cost. In the event of non-compliance, the undersigned will get the necessary repair work of the vehicle done and recover the cost of such repair-work from the hire-charge bill of quotationer.
26. The contract may be cancelled by a notice of one month in advance from either party.
27. Any sort of canvassing in connection with the quotation is strictly prohibited. No relevant paper will be issued on the date of opening of quotations.
28. The contract agreement may require to be extended in exigency, if both the parties agree to do so at the existing terms and conditions of contract.
29. The vehicle will be hired on daily higher on daily higher charges basis. The normal duty hours is 10 hours a day. In unavoidable circumstances if the duty period exceeds 10 hours an additional charges of Rs. 20.00 (Rupees Twenty) only per hour or part thereof will be paid.

  
**Executive Engineer**  
**Ganga Anti Erosion Division No-II**  
**Berhampore, Murshidabad**