



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur

Memo No. :144/1Q-1

Dated: 02.08.2021

NOTICE INVITING QUOTATION NO: WBIW/EE/MEDM/N.I.Q-02/2021-22

Sealed quotations in prescribed proforma are hereby invited by the Assistant Engineer-II Attached to Executive Engineer Mechanical & Electrical Division, Midnapore, Khasjungle, P.O-Abas, District- Paschim Medinipur from bonafied 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 of the Assistant Engineer-II Attached to Executive Engineer Mechanical & Electrical Division Midnapore, Khasjungle, P.O-Abas, District- Paschim Medinipur.”

The supplier should quote their rates (excluding the cost of fuel and lubricant) strictly as per prescribed form (ANNEXURE-I) which will be available in the office of the undersigned free of cost along with terms and conditions or downloadable from the departmental website: www.wbiwd.gov.in.

The rate should be quoted both in figure as well as in words. The quotation will be received up to 2:00 P.M on 23.08.2021 and will be opened by the undersigned at 3.00P.M 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 Non-Judicial stamp paper having value of Rs.50.00 at his own cost.

- i) Last Date & Time of receiving quotation paper : 23.08.2021 up to 2.00P.M.
ii) Date & time of opening quotation paper : 23.08.2021 at 3.00P.M.

Dropping centre: Office of the Executive Engineer, Mechanical & Electrical Division, Midnapore, Khasjungle, P.O-Abas, District- Paschim Medinipur

The applicant should abide by the following terms and conditions:-

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 competent authority.
- d) Auto emission testing certificate.
- e) Certificate of Insurance of passenger carrying commercial vehicle.
- f) PAN Card.
- g) Commercial driving License of the driver.


The acknowledgement receipt of the above mentioned documents will be accepted.

2. The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid document 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 rates by the authority.
3. The vehicle should be diesel driven of any make.
4. The quotationer(s) should quote the rate on the following basis. i) Rate of the vehicle per day excluding cost of fuel and lubricant. ii) Rate for overtime per hour excluding cost of fuel and lubricant. The rate should be quoted both in figures and words.
5. **Minimum Fuel consumption would be: a) Diesel: - 12(twelve) K.M per liter. b) Mobil:-5 (Five) liter per 2500 (two thousand five hundred) K.M run.**
6. A suitable vehicle should be placed forthwith if the vehicle is withdrawn for any short of repairing work / break-down with prior intimation to the office so that in no case Govt. work is hampered.
7. The cost of pay and allowances of driver of the vehicle should be borne by the owner of the vehicle.
8. 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 state/central Govt.
9. **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 fulfill 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.**
10. Maximum 10 Km 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 will be allowed.
11. The vehicle will be required to ply in the district of Paschim Medinipur, Purba Medinipur, Jhargram and Bankura of West Bengal.
12. Normally the vehicle will ply for 10(ten) hours a day. If the vehicle runs more than the stipulated hours will be considered as overtime. Overtime will be paid at the rate of Rs.20.00 (twenty) per hour. A halting charges as extra over the usual hiring rate @Rs.80/- (Eighty) only per night halt will be payable to the supplier of the hired vehicle in case of outstation journey with halt.
13. 2(two) logbook will be supplied from this office for recording journeys when the vehicle is on Govt. Duty.

14. The driver of the vehicle should be efficient, well experienced in driving in big towns, villages as well as canal site, polite in nature, and should possess his own license, blue book, tax token certificate and other documents of the vehicle are to be kept along with the vehicle. Driver/owner of the vehicle will be responsible for **maintaining /monitoring the log book**. One logbook (out of two) is to be submitted alternatively along with the bills (to be submitted in triplicate) on every occasion.
15. **The owner will be bound to obey the instruction of the concerning officer using the vehicle for placement of the vehicle at any time and any place irrespective of weekday and holiday. Vehicle for any day when the supplier will fail to supply the vehicle on requisition for whatever reason, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.**
16. a) Cost of repair, maintenance & servicing, and other allied charges should be borne by the owner in all cases.
b) Servicing of the vehicle should be done by the supplier with prior intimation so that duty may be adjusted.
17. The cost of fuels and lubricants at the rate mentioned in para-5 would be paid subject to availability of fund along with hire charge bill on monthly basis against the fuels and lubricants supplied by the owner and the bill should be submitted within 5th of each month supported with original cash memo of the fuels & lubricants purchased by the owner.
18. The supplier must quote telephone no for communication of message of the garage attending calls. Address of garage should also be mentioned in the quotation.
19. The vehicle should be placed within 48 hours after issue of the work order.
20. While under the use of Assistant Engineer-II Attached to Executive Engineer Mechanical & Electrical Division,, Midnapore and its subordinate officer's will not bear any liability for any losses, damages or accident sustained by the vehicle and the cost of penalty may be imposed by the police or any other authority for violating traffic or other rules should be borne by the owner.
21. The lowest quotationer/ Owner, at his own cost will make necessary arrangement for auto emission testing(Smoke testing) at an interval of six months and will keep the auto emission check certificate ready with the driver to be produced if required.
22. The Speedo meter and fuel meter should always be in perfect working condition.
23. Initial contract period will be for 1(one) year. However on satisfactory service the contract period may be extended further.
24. Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.
25. In case of dispute arise; the contract may be terminated by the undersigned with one week notice to the supplier.
26. Claim for escalation of rate of hire vehicle due to any reason during the validity of the contract period, if any, will not be entertained.
27. Successful quotationer will have to deposit an amount Rs 2000.00(Rupees two thousand) only as earnest money deposit(EMD) in the form of Demand draft on any Nationalized Bank drawn in favour of Executive Engineer, Mechanical & Electrical Division, Midnapore, Khasjungle, P.O-Abas, District- Paschim Medinipur, within 07(seven) days from the date of receipt of intimation of approval for acceptance of his Quotation or prior to making agreement(duplicate/triplicate) whichever is earlier. Failing which the letter of approval of the quotation will be considered as automatically cancelled

28. Violation of the above terms & conditions, the quotation will be liable to be rejected.

Enclosure: As stated (Annexure-I).


Assistant Engineer-II
Attached to Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur.

I agree to abide by terms and conditions as stated above


Signature of the quotationer

Memo No. : 144/5/1Q-1

Dated: 02.08.2021

Copy submitted for favour of kind information to the :-

- i) Superintending Engineer, South-West Mechanical & Electrical Circle, Irrigation & Waterways Directorate, Govt. Of West Bengal, New DVC Colony, Durgapur-2, Paschim Bardhaman.
- ii) Superintending Engineer, Kangsabati Circle-II, Irrigation & Waterways Directorate, Khasjungle, P.O-Abas, District- Paschim Medinipur
- iii) Executive Engineer, Kangsabati Canal Division No-IV, Midnapore, Paschim Medinipur.
- iv) Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura.
- v) Executive Engineer, West Midnapore Irrigation Division, Midnapore, Paschim Medinipur.



Assistant Engineer-II
Attached to Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur

Memo No. : 144/5/4/1Q-1

Dated: 02.08.2021

Copy forwarded for information and necessary action to the:

- i) Executive Engineer, Mechanical & Electrical Division, Midnapore.
- ii) Divisional Accountant, Mechanical & Electrical Division, Midnapore.
- iii) Notice Board of this office
- iv) Official website of I&W Dept. i.e. www.wbiwd.gov.in.


Assistant Engineer-II
Attached to Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur

[Enclosure to N.I.Q NO: WBIW/EE/MEDM/N.I.Q-02/2021-22 circulated vide Memo No. 144/1Q-1 Dated:02.08.2021 of Assistant Engineer-II, Attached to Executive Engineer, Mechanical & Electrical Division, Midnapore]

PROFORMA FOR SUBMISSION OF QUOTATION:

Name of the quotationer (in block letter):-

1. Postal address with telephone number :-
2. Year of registration of the vehicle:-
3. Address of registration Authority and registration No:-
4. Name and address of driver with mobile no. (with documentation proof) :-
5. Address of garage of the vehicle, where the vehicle is to be kept with telephone no.:-
6. Hire charge on daily basis , specify in words also :-
7. Over time charge per hour specify in words also :-
8. Fuel service offered: a) Diesel (Kilometers/Liter) _____ b)
Mobil(Kilometers/Liter) _____
9. Attested photocopies of Blue book, Fitness certificate, Commercial permit, Tax Token, Insurance, Pan card of quotationer, Copy of driving license of the driver, Auto emission testing certificate etc. are enclosed herewith.

Signature of the quotationer

Date:

Place: