



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER  
PURULIA MECHANICAL & ELECTRICAL DIVISION  
BHATBANDH, PURULIA

E-mail: pmed.purulia@gmail.com

NOTICE INVITING QUOTATION

NIQ NO. 01/EE/PMED OF 2021-22

Memo No.:- 129/T

Dated:- 07/09/21

Sealed quotation is hereby invited by the Executive Engineer, Purulia Mechanical & Electrical Division on behalf of the Governor of the State of West Bengal, from reliable owner for hiring 01 (one) no. Maxi cab (Diesel driven luxury Taxi, non air-conditioned) on daily basis as and when required.

The rate to be also quoted in the prescribed Proforma of the quotation document which will be available at the office of the Executive Engineer, Purulia Mechanical & Electrical Division, Bhatbandh, Purulia as well as Govt. website portal [www.wbiwd.gov.in](http://www.wbiwd.gov.in)

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

**Name of work:-** "Hiring 01 (one) no. Maxi cab (Diesel driven luxury Taxi, non air-conditioned) on daily basis for use of the office of the Executive Engineer, Purulia Mechanical & Electrical Division, Purulia.

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|---|----------------------------|
| 1) Date of publication :                          | 07.09.2021                 |
| 2) Last Date of receiving application :           | 13.09.2021 upto 04.00PM    |
| 3) Last Date of issuing quotation paper :         | 16.09.2021 upto 04.00PM    |
| 4) Last Date of receiving quotation :             | 21.09.2021 upto 02.00PM    |
| 5) Date of opening quotation :                    | 21.09.2021 after 02.15PM   |
| 6) Venue of issuing & receiving sealed quotation: | Office of the undersigned. |

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 quotation will be received upto 2:00 pm on 21.09.2021 and will be opened by the undersigned at 2:15 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 an Agreement ( in Non-Judicial stamp paper having value of Rs. 50.00 at his own cost) 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.

## Terms and Conditions

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 tax officer of M.V. Department.
- c) Contract carriage permit issued by the competent authority.
- d) Auto emission testing certificate.
- e) Certificate of Insurance of passenger carrying commercial vehicle.
- f) PAN Card.

2) The vehicle shall have to be supplied with Driver who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign Log-Book at arrival as token of his reporting for duty.

3) The fuel and mobil only will be supplied by the Department at the rate of 10Km/liter of Diesel and mobil oil @5Lit. /2500Km. The record of kilometer will be recorded in the Log-Book with the signature of the Officer making journey. At the end of every month total kilometer run of journey made during the month will be calculated and the consumption of Diesel & Mobile will be worked out. Copy of relevant voucher for Diesel & Mobile will have to be furnished for verification of cost of the office for recoupment of cost thereof at the prevailing market rate.

4) No payment will be made for the vehicle if the same is in break-down condition or any other mechanical default develops which disrupts the journey after it begins, unless the car is immediately replaced by another Car of similar specification and in good running condition.

5) In case of failure to replace the defaulted vehicle immediate or in the event of failure of the Driver to attend duty for any reason whatsoever, if the department is required to arrange any other vehicle on its own for the sake of journey, any excess cost involved for undertaking such journey by other vehicle departmentally arrange, shall be recovered from the running bills of the owner as per agreement.

6) Supplier/owner of the vehicle shall be responsible for the all type of repair, servicing and maintenance of the vehicle and no payment will be made for the period for the repair of the vehicle.

7) Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority. The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5Km. of the respective Head Quarter.

8) The authority shall not have any liability arising out of any accident while the car is in use by the authority where or not the accident would cause due to negligence etc. of the driver. The authority shall not be liable to pay damages / consumption to the owner/driver or any other person who may be affected by the accident.

9) The authority may terminate the agreement at any time without assigning any reason, for which no compensation will be paid. One month's notice will be given for termination of the agreement from either side.



- 10) The authority reserves the right to extend the validity of contract with the supplier beyond the expiry of contract period at the same terms & conditions and rate under mutual agreement by both the side.
- 11) Claim for escalation of rate due to any reason during the validity of contract period, if any will not be entertained.
- 12) The usual service time is 10(Ten) hours beyond which additional charge @ Rs.20/- per hour will be paid.
- 13) 2 (two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties.
- 14) a. Vehicle will not usually be used on Sundays and holidays if not specially requisitioned. And 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.
- 15) The vehicle will have to make long tour including kacha roads & hilly roads and the driver must be prepared to halt frequently outside the headquarter . The driver must follow instruction of the officer using the vehicle .
- 16) The Mobile / Cell nos. of the driver/ owner should be made available and accessible round the clock to the concerned officers .
- 15) Initial contract period will be for 01 (one) year. However, on satisfactory service the contract period may be extended further.

  
Executive Engineer  
Purulia Mechanical & Electrical Division  
Bhatbandh, Purulia

Memo No: 129/T

Date: 07/09/21

Copy forwarded for favour of kind information and taking necessary action for wide Circulation to :-

1. The Chief engineer(M&E),Jalsampad Bhawan,Kol-91
2. The Superintending Engineer, south-west Mechanical &Electrical Circle,DVC colony,Durgapur.
3. Divisional Accountant, Purulia Mechanical & Electrical Division Bhatbandh, Purulia.
4. Estimating Section of this office.
5. Office Notice Board.

  
Executive Engineer  
Purulia Mechanical & Electrical Division  
Bhatbandh, Purulia

Issued to :

**Notice Inviting Quotation No.- 01/EE/PMED of 2021-22**

**NAME OF WORK :-** "Hiring 01(one) no. Maxi cab (Diesel driven luxury Taxi, non air-conditioned) on daily basis for use of the office of the Executive Engineer ,Purulia Mechanical & Electrical Division, Purulia".

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

**A. Particulars of Vehicle**

1. i) Name of the owner :
- ii) Full address :
- iii) Owner phone No. :
2. i) Driver's full name :
- ii) Driver's full address :
- iii) Driving License No. :
- iv) Driver's Contact No. :
3. Registration no. of the Vehicle & date of Registration. :
4. Model with Year :
5. Engine No. :
6. Chasis No. :
7. Rate of Hire Charge per day :..... (in words)

Sd/  
Executive Engineer  
Purulia Mechanical & Electrical Division  
Bhatbandh, Purulia

"I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation"

.....  
**Full Signature of the quotationer with date.**