



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
D.C. NO-III SUB-DIVISION
COURT COMPOUND, PURBA BARDHAMAN.

Notice Inviting quotation No. 01/ D.C. No-III Sub-Division/2021-22

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Damodar Canal No-III Sub- Division, Court Compound, Burdwan from reliable owner for supplying an diesel Car purchased not before 2015 Motor Cab & Maruti Omni (Standard) (Non Air Conditioned) on daily hire charges basis for a period of 12 months & performing whole time duty.

The prescribed proforma or the quotation document will be available at the office of The Sub-Divisional Officer, Damodar Canal No-III Sub- Division, Court Compound, Burdwan.

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 the Work : Supplying a Non Air-conditioned diesel driven Motor Cab / Maruti Omni including driver on daily basis monthly hire for official use of the Sub- Divisional officer, Damodar Canal No. III Sub-Division, Court Compound, Purba Bardhaman.

1)Last Date of receiving application	: 26/10/2021	upto 16.00 Hrs.
2)Last Date of issuing quotation paper	: 28/10/2021	upto 16.00 Hrs.
3)Last Date of receiving quotation	: 02/11/2021	upto 14.00 Hrs.
4)Date of opening quotation	: 02/11/2021	At 14.30 Hrs.,

The vehicle must be in good/road worthy condition with appropriate certificate and shall have **up-to-date fitness, Trade License, pollution control Tax clearance, Insurance clearance certificate with Blue book.**

The successful quotationer shall have to place the Diesel Car within a day for a test run and checking at the quotationer's own cost. The quotationer shall have to bear all expenditures for servicing, maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all the Taxes to keep the vehicle in road worthy condition.

Fuel and other lubricants shall have to be supplied by the owner of the vehicle, payment will be made only for Diesel and Mobil at the prevailing market rate on the basis of R.T.A. rules. Payment in respect of Driver's wages, T.A., D.A. etc. shall have to be borne by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditures. The successful quotationer shall have to arrange for Garaging facility of the vehicle at his own cost and the vehicle will have to be placed as per instructions.

The quotationer shall have to replace a Diesel Car of identical specification with Driver in the event of supplied Car being out of order/under servicing maintenance and repair, failing which hire charge for that/those day(s) will not be paid.

The acceptance of quotation will fully lie on the **Sub-Divisional Officer, D.C. No-III Sub-Division.** who reserves the right to reject any of the quotationer without assigning any reason.

Terms & Conditions

1) The vehicle will be hired on daily basis as and when required. Quotationers shall quote their rates per day mentioning no. of the vehicle and must be accompany all the papers like **Blue-Book, Tax token, Insurance Certificate, PAN Card** etc, which will have to be produced along with the quotation. The payment will be made monthly on production of bill to the Executive Engineer, Damodar Canal Division, through the Sub-Divisional Officer in-charge of the vehicle.

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) Fuel and Lubricant will be supplied by agency and consumption will be considered as per existing rule of Transport Department Govt. of west Bengal notification memo no. 3564-WT/3M-81/98 dated 24.11.2008. Cost of fuel & lubricant will be paid extra as per market price on calculation in Log Book.

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 immediately 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 arranged, shall be recovered from the running bills of the owner as per agreement.

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

6) Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority.

7) 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 caused 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.

8)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.

9) 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 sides.

10) Claim for escalation of rate due to any reason during the validity of contract period, if any, will not be entertained.

11) 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.

12) Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.

13) The successful quotationer will have to execute a formal agreement in **W.B.F.No.-2911** Within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the **Sub-Divisional Officer, D.C. No-III Sub-Division**, on free of cost.

14) Declaration by the Applicant to the effect that there is no other applications for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.

15) Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.

16) Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

17) No quotation paper will be supplied by Post.

18) No quotation paper will be issued after expiry of date and time mentioned in the notice.

19) The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.

20) All corrections are to be attested under the dated signature of the quotationer.

21) All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorised representative on the body of the documents with date and seal.

22) The quotationers who will sign on behalf of a company or firm must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.

23) Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

24) Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

25) The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.

26) Vat, Royalty, Building & other constructional workers, Cess and all other statutory Levy/Cess etc. will have to borne by the contractor(He/she will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work). It may further be noted that if VAT registration certificate is produced before receiving payment, 3% deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made, other-wise such deduction shall be 5% as per present norms, or as may be prescribed by the Finance Department(If applicable).

27) The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.

28) The successful quotationers will have to deposit earnest money @ 2% of the estimated amount at the time of executing formal agreement as per Govt. Rules. Anybody desirous of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement. (If applicable).

29) No advance Payment to the selected agency will be made under any circumstances.

30) The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

31) In the following cases a quotation may be unacceptable.

- a. Correction, alterations, additions, etc. if not attested by the quotationer.
- b. If the quotation paper is not properly filled in respect of the general description of the work. To verify the competency, capacity and financial stability of the Intending quotationer (s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deem necessary.
- c. Canvassing in connection with the quotation will be liable to rejection.
- d. Any quotation containing over writing is liable to be rejected.



Sub-Divisional Officer
D.C. No-III Sub-Division
Court Compound, Purba Bardhaman


N.I.Q No & Date : 01/ D.C. No-III Sub-Division/2021-22

- 1) Last Date of receiving application : 26/10/2021 upto 16.00 Hrs.
- 2) Last Date of issuing quotation paper : 28/10/2021 upto 16.00 Hrs.
- 3) Last Date of receiving quotation : 02/11/2021 upto 14.00 Hrs.
- 4) Date of opening quotation : 02/11/2021 At 14.30 Hrs.,

Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar Canal No-III Sub-Division, Court Compound, Purba Bardhaman**

Quotation Accepting Authority :

Name of the Work : **Supplying a Non Air-conditioned diesel driven Motor Cab / Maruti Omni including driver on daily basis monthly hire for official use of the Sub- Divisional officer, Damodar Canal No. III Sub-Division, Court Compound, Purba Bardhaman.**


Sub-Divisional Officer
D.C. No-III Sub-Division
Court Compound, Purba Bardhaman

Declaration by the Applicant as per clause 1.c of standard Form for
Notice Inviting Quotation for Public Works

I/We do hereby declared that there is no other application for quotation
paper for work in this NIQ (NIQ No. 01/ D.C. No-III Sub-Division/2021-22) in which
I/We have common interests.

(Signature of contractor with seal)

Memo No: 521(11)

Dated: 04.10.2021


Copy forwarded to

1. The Superintending Engineer, Damodar Irrigation Circle, Kana'natsal, Purba Bardhaman.
2. Executive Engineer-I & II, Damodar Canal Division, Purba Bardhaman.
3. Sub-Divisional Officer, D.C. Hd. Qr./D.C. No.I/Edilpur / Katwa Sub-Division
4. Account Section, Damodar Canal Division.
5. Estimating Section, Damodar Canal Division.
6. Notice Board of Damodar Canal No-III Sub-Division.
7. Public Relation Cell for Uploading in the I & W. Dte. Website.


Sub-Divisional Officer
D.C. No-III Sub-Division
Court Compound, Purba Bardhaman


LIST OF WORK
NOTICE INVITING QUOTATION
01/ D.C. No-III Sub-Division/2021-22

Sl. No.	Name of Work	Time period	Eligibility criteria of contractor
I.	Name of the Work : Supplying a Non Air-conditioned diesel driven Motor Cab / Maruti Omni including driver on daily basis monthly hire for official use of the Sub- Divisional officer, Damodar Canal No. III Sub-Division, Court Compound, Purba Bardhaman.	12 Months	Reliable owner


Sub-Divisional Officer
D.C. No-III Sub-Division
Court Compound, Purba Bardhaman

LIST OF WORK
NOTICE INVITING QUOTATION
01/ D.C. No-III Sub-Division/2021-22

Sl. No.	Name of Work:-	Time period	Rate per day including GST	Amount
1.	Name of the Work : Supplying a Non Air-conditioned diesel driven Motor Cab / Maruti Omni including driver on daily basis monthly hire for official use of the Sub- Divisional officer, Damodar Canal No. III Sub-Division, Court Compound, Purba Bardhaman.	12 Months		


Sub-Divisional Officer
D.C. No-III Sub-Division
Court Compound, Purba Bardhaman

PRESCRIBED PROFORMA

1. Name of the Owner :

2. Address :

3. Vehicle Registration No. :

4. Name of the Driver with address :

5. Driver's License No. :

6. Daily Hire charge :

7. Overtime rate per hour beyond 10hrs of normal duty :

8. Night Halt charge :

I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice.

Signature of the Quotationer

CHECK LIST FOR HIRING OF INSPECTION VEHICLE

NIQ No. _____

Vehicle No. _____

1.	Designation of officer /s for whom the vehicle will be hired	:	
2.	Details of vehicle	:	
	a) Registration No. of the vehicle	:	
	b) Name & address of registered owner of the vehicle	:	
	c) Date of Registration of the vehicle	:	
	d) Validity of Registration of the vehicle	:	
	e) Manufacturing year of the vehicle	:	
	f) Manufacturer Name, Model & Class of the vehicle	:	
	g. Emission standard of the vehicle	:	
3.	Road Tax renewed / valid upto	:	
4.	Fitness renewed / valid upto	:	
5.	Insurance renewed / valid upto	:	
6.	Pollution under control certificate renewed / valid upto	:	
7.	Details of vehicle's permit	:	
	a) Name of owner of the vehicle's permit	:	
	b) Area / Zone for which permit is granted	:	
	c) Permit renewed / valid upto	:	
8.	P.Tax renewed / valid upto	:	
9.	Permanent Account No. (PAN)	:	
10.	Signature of the quotationer	:	

Original documents in respect of the vehicle
verified and found correct


Recommended

Designation

Designation

ADDITIONAL TERMS AND CONDITIONS

1. The car will be hired on monthly basis whose payment in to made by the Executive Engineer/Damodar Canal Division for hire charge for e-Payment in favour of the supplier on the basis of bill subltitted at the end of every month duly checked and passed by the Executive Engineer/Damodar Canal Division subject to availability of fund.
2. Normal hours of duty will be 10 hours. for day(excluding reporting and releasing time). These period may extend occasional as per necessity the area of pluing of car will be within the District of Bardwan and may e extended to anywhere in West Bengal for the interest of Govt. works. Beyond 10. Hrs. duty over time charge allowed as per approved rate from competent authority.
3. The vehicle will have to be supplied 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 with vehicle in running condition will have to sign 'Log bOok' on arrival as taken of his report for duty.
4. The vehicle will be hired on daily basis. No payment will be made if the car is in breakdown condition or with any other mechanical defect which disrupt journey, if no other car is replaced in good condition. In the event of failure of driven with pre-intimation to attend duty as prefixed programe and time recovery at the rate for hire for that day/dates would be effected.
5. Suppliers/Owners of the vehicle will be responsible for all types of repairs and maintenance of the vehicle including periodical servicing and no payments will be made for those period if not replaced by another car in good condition. All types of lubricants other than Mobil oil and fuel (Diesel) will have to supply by the suppliers/owners to keep the car in running condition. The Department will pay the cost of fuel (Diesel-normal) and mobil will by monthly bill which will be supplied by the quotationer by the earlier for minium 12th Km. run per litre and @ 500 Km. run per litre respectively for all sorts of journey on pucca or kutchra road(congested or not congested).
6. The successful quotationers will have to place the vehicle for a test run and checking by the undersigned all his (Suppliers) own cost.
7. The owners/suppliers of the vehicle whose quotation will be accepted preferably lowest will have to execute a formal agreement with the Executive Engineer/Damodar Canal Division in and all form as per terms and conditions as laid down in the Notice Inviting Quotation.
8. The agreement is terminable with a prior notice of 15(fifteen) days from other side.
9. Acceptance of the quotation lies with Executive Engineer/ Damodar Canal Division and he reserves the right to cancel either the lowest or any other quotation without assigning any reason whatsoever the supplier/owner of the vehicle will have to report for testing the car within 7(seven) days of receipt of letter of acceptance.
10. Garage distance allowed maxium (5km. up-5km. down) 10km. or the actual distance whichever is less for which day journey forever.
11. The authority will not have any liability arising out of any accident while the car is in use by the authority whether or not the car was caused due to negligence etc.
12. The authority may terminate the agreement at any time without assigning any reason whatever for which no compensation will be paid.
13. The authority reserve the right to extend the validity of contract of hiring of vehicle with supplier the beyond the expiry of contact of period on the same terms, conditions of rates etc. On actual agreement by both the sides.
14. Claim for escalation of rates due to any reasons during the execution of work including extended time period will not be entertained.


Sub-Divisional Officer
Damodar Canal Division
Court Compound, Purba Bardhaman