



GOVERNMENT OF WEST BENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE  
OFFICE OF THE ASSISTANT ENGINEER  
(Sub- Divisional Officer)  
KANGSABATI ELECTRICAL SUB-DIVISION  
POST- Khatra, Dist – Bankura

Memo No. 155

Dated 18-11-2021

**NOTICE INVITING QUOTATION NO. 02 OF 2021-22 OF ASSISTANT ENGINEER, KANGSABATI ELECTRICAL SUB-DIVISION, KHATRA, BANKURA.**

Sealed quotations are hereby invited by the Assistant Engineer, Kangsabati Electrical Sub-Division, Khatra, Bankura for "Hiring an inspection vehicle for Official use of The Assistant Engineer, Kangsabati Electrical Sub-Division, Khatra, Bankura, I & W. Directorate, Government of West Bengal". The application should abide by the following terms and condition.

**Terms and condition: -**

01. The vehicle should be with motor cab (Luxury car) registration.
02. The vehicle should be diesel driven of any make.
03. 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.
04. **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.**
05. A suitable vehicle should be placed forthwith if the vehicle is withdrawn for any short of repairing work / break down with prior intimation to the Office so that in no case GOVT.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.
06. Total time limit for placing of substitute vehicle with lumury car registration instead of original is 30 (Thirty) days.
07. **Last date of submission of quotation is on 06.12.2021 up to 3:00 P.M. and the quotation will be opened at 3:30 P.M. on 06.12.2021 at the Office of the undersigned. Where willing participants may be present. No quotation will be entertained by post.**
08. Successful quotationer will have to execute an agreement for a period of one year with Executive Engineer, Kangsabati Mechanical Division before placing the vehicle in WBF No. 2908 in triplicate which will be available from the Office of the Executive Engineer, Kangsabati Mechanical Division.
09. The vehicle should have valid Road tax token, valid insurance coverage, pollution permit, commercial permit, fitness certificate. The driver of the vehicle should have proper Driving license issued by appropriate authority. The quotationer should have valid PAN card. Copy of all the documents are to be submitted along with the quotation, failing which the quotation is liable to be rejected.
10. Valid document in connection with First Registration of vehicle is to be produced by the successful quotationer.
11. **The Assistant Engineer, Kangsabati Electrical Sub-Division, Khatra, Bankura reserves the right to accept or reject the lowest or any other quotation without assigning any reason thereof.**
12. The vehicle should be in Tip-Top/Road worthy condition, preferably new one/latest model with having date of purchase on or after 01.01.2012.
13. The owner should have his garage with mobile connection within 5 K.M. from the Kangsabati Electrical Sub-Division Office.
14. To and fro journey from garage to reporting place maximum for 5 (Five) KM will be allowed.
15. The vehicle will be required to ply in the district of Bankura of West Bengal.
16. Normally the vehicle will play for 10 (Ten) hours a day. If the vehicle runs more than the stipulated hours will be considered as overtime.
17. The driver of the vehicle should be efficient, will be experienced in driving in the 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 is to be kept along with the vehicle.
18. The owner will be bound to obey the instruction of the concerning Officer using the vehicle for placement of the vehicle at any time at any place irrespective weekday any holiday.
19. Pay of the drive, cost of repair, maintenance & servicing and other allied charges should be borne by the owner in all cases.

20. The cost fuels and lubricants at the rate mentioned in para-4 would be paid with hire charge bill on monthly basis against the fuels and lubricants supplied by the owner and the bill should be submitted within 5<sup>th</sup> of each month supported with original cash Memo of the fuel & lubricants purchased by the owner.
21. The vehicle should be placed within 48 hours after issued of the Work Order.
22. While under the use of the Office of the Assistant Engineer, Kangsabati Electrical Sub-Division, Khatra, Bankura and its Sub-Ordinate Office will be bearing 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.
23. The lowest quotationer/ owner, at his own cost will make necessary arrangement for auto emission tasting (Smoke tasting) at an interval of six months and will keep the auto emission check certificate ready with the driver to be produced if required.
24. The Speedo meter and fuel meter should always be in perfect working condition.
25. Owner of the vehicle has to be maintained 02 (Two) Nos. Log Book (As per proforma given by the Department). One is to be submitted alternatively along with the bills (To be submitted in triplicate) on every occasion.
26. The address of garage and the owner with phone no. of the vehicle should also be mentioned in the quotation.
27. Vehicle will be hired for 1 (One) year only and prayer for enhancement of any rate will not be entertained at any stage.
28. Successful quotationer will have to deposit an amount Rs. 2500/= (Rupees Two thousand five hundred) only in the form of demand draft on any nationalized Bank drawn in favour of Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura within 07 (Seven) days from the date of receipt of information of approval for acceptance of his Quotation or prior to making agreement (Duplicate/Triplicate) whichever is earlier. Failing which the latter of approval of the quotation will be considered as automatically cancelled.

Enclosure: - As Stated.

*o/c*

*Sweepa*  
Assistant Engineer  
Sub-Divisional Officer  
Kangsabati Electrical Sub-Division  
Khatra, Bankura  
18/11/21

Memo No. 155/5

Dated. 18-11-2021

Copy submitted for information and necessary action:

- 1) Executive Engineer, Kangsabati Mechanical Division, Khatra, Bankura.
- 2) Divisional Accountant, Kangsabati Mechanical Division.
- 3) Estimate Section, Kangsabati Mechanical Division, Khatra, Bankura.
- 4) The R.T.O., Bankura.
- 5) Notice board of this office.

*o/c*

*Sweepa*  
Assistant Engineer  
Sub-Divisional Officer  
Kangsabati Electrical Sub-Division  
Khatra, Bankura  
18/11/21

**PROFORMA FOR SUBMISSION OF QUOTATION**

1. Name of the Quotationer (In block letter)
2. Postal address with telephone number :-
3. Year of registration of the vehicle :-
4. Address of registration Authority and registration No. :-
5. Name and address of driver with mobile no. :-
6. Address of garage of the vehicle where the vehicle is to be kept with telephone no. :-
7. Hire charge on daily basis, specify in words also :-
8. Over time charge per hour specify in words also :-
9. Fuel service offered a) Diesel (Kilometers/Liter) \_\_\_\_\_ b)  
Mobil (Kilometers/Liter) \_\_\_\_\_
10. List of Documents to be submitted along with the quotation :-  
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.

Signature of the quotationer.

Date :-

Place :-

