



**GOVERNMENT OF WEST BENGAL
IRRIGATION AND WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
MALDA INVESTIGATION SUB-DIVISION
GREEN PARK, MALDA**

NOTICE INVITING QUOTATION
Notice Inviting Quotation No. 01/S.D.O/M. Inv. S.D. of 2021-2022

Sealed Quotations in prescribed proforma are hereby invited by the **Sub-Divisional Officer, Malda Investigation Sub-Division, Green Park, Malda** for and on behalf of the Governor of the State of West Bengal from bonafied and resourceful car owner/ suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

Sl. No.	Name of work	Eligibility of supplier	Time Period	Cost of Quotation document.
1.	Hiring 1(one) no. Maxi Cab (Diesel Driven, Non AC), on daily basis for using under the office of the Sub-Divisional Officer, Malda Investigation Sub-Division, Green Park, Malda	Bonafied and resourceful car owners/ suppliers	One Year	Free of cost.

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

1. Last date of Application :- 01.12.2021 up to 4.00 P.M.
2. Date of issue of quotation paper :- 02.12.2021 up to 4.00 P.M.
3. Date of dropping :- 06.12.2021 up to 3.00 P.M.
4. Date of opening :- 06.12.2021 at 4:00 P.M.

(Contd.....P/2)

Intending quotationer(s) or his / their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

The quotationer(s) should quote their daily hire rate for hire charges taking into account the following Departmental terms and condition:-

1. The vehicle should have **contract carriage permit** from Regional Transport Authority for movement in the district of Malda (preferably All Bengal permit) of West Bengal.
2. The vehicle should be in good running condition and should preferably conform to the BS-V or higher emission norms.
3. The quotationer must produce in original copy of PAN, P.Tax paid up to date all necessary original documents of vehicle i.e. Blue Book of the vehicles, Certificate of pollution under control, Valid permit for Malda District (preferably All Bengal permit), valid insurance certificate etc. at the time of application and one set Photo copy should be attached with the application.
4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis both in figures and words in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes / charges whatsoever and covering the wages of Driver / Helper including overtime and Tiffin allowance, insurance charges etc but excluding the cost of diesel & mobile.
5. Cost of Diesel and Mobil will have to be borne by the owner as per the following consumption schedule. Necessary receipt of fuel and mobil consumption have to be produced during submission of bills.
 - A) Diesel consumption – **10 KM run per liter** of Diesel.
 - B) Mobil consumption – **500 KM run per liter** of Mobil.
6. All types of Major / Minors repair 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. Cost of Tolls will have to be borne by the owner and can be claimed with proper receipts while submitting the bill.
7. The amount of Toll Tax involved during the journey may be paid by the Car Owner and claimed the same in that month's Vehicle Bill with necessary Toll Tax receipt.
8. If the original vehicle 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 under signed will have to 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.
9. The car owner will arrange the garage at his own cost and the same should not be located beyond 4 Km. from the Office of the Sub-Divisional Officer, Malda Investigation Sub-Division, Green Park, Malda.
10. Day to day log book will have to maintained and signed by Driver and submitted to the Sub-Divisional Officer or concerned Junior Engineer. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
11. While on journey, the officer /office person/persons using the vehicle will not 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.

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12. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
13. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will also be invalidated the quotation. All correction should be initialed and dated by the quotationers.
14. The acceptance of the quotation will rest with the S.E/ North Irrigation Circle-I, Green Park, Malda who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.
15. After acceptance of the quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Sub-Divisional Officer, Malda Investigation Sub-Division, Green Park, Malda. He must execute the agreement as per rule.
16. The quoted rate (Amount quoted per day/ maximum monthly duty days) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. **3564-WT/3M- 81/98** dated **24.11.2008**.
17. After acceptance of quotation the quotationer must execute a formal agreement with the department.
18. Payment will be made as per availability of fund.
19. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
20. The contract is terminable with 1 (one) month prior notice from the departmental side and one-month prior notice from the owner side also.
21. The vehicle will have to tour in any kind of motorable road including katcha roads. The quotationer must arrange for permit for running the vehicle within any area of West Bengal. He will also have to furnish necessary clearance of the Motor Vehicle Department / appropriate authority as required in the case of placing the vehicle to Government Department on hire basis.
22. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
23. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle.
24. The driver must be well conversant with the mechanism of automobile, so that, instant repairing works on road may immediately be taken up by him.
25. Approved driver should not be changed except for urgent reason.

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26. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
27. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete logbook in any respect.
28. The period of agreement will be for one (1) year only.
29. Any application and sealed quotation paper sent by post will not be entertained.

Sd/-
(S. Roy)
Sub-Divisional Officer
Malda Investigation Sub-Division
Green Park, Malda.

Memo No.- 190/1(15)

Date : 16.11.2021

Copy forwarded for kind information & wide circulation to the:-

- 1) Chief Engineer (North), Irrigation & Waterways Directorate, Green Park, Malda.
- 2) Superintending Engineer, North Irrigation Circle-I, Green Park, Malda.
- 3) Executive Engineer, Malda Irrigation Division, Green Park, Malda.
- 4) Executive Engineer, Mahananda Embankment Division, Green Park, Malda.
- 5) Estimating Section/Accounts Section, Malda Irrigation Division, Green Park, Malda.
- 7) Sub-Divisional Officer, English Bazar (Sadar), Malda
- 8) Block Development Officer, English Bazar, Malda.
- 9) Sub-Divisional Officer, Malda Irrigation Sub-Division, Green Park, Malda.
- 10) Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No. I, Green Park, Malda.
- 11) Sub-Divisional Officer, Ganga Anti Erosion Sub-Division No. II, Green Park, Malda.
- 12) Sub-Divisional Officer, Mahananda Embankment Sub-Division No-I, Bhaluka, Malda.
- 13) Sub-Divisional Officer, Mahananda Embankment Sub-Division No-II, Harishchandrapur, Malda.
- 14) Sub-Divisional Officer, Mahananda Embankment Sub-Division No-III, Green Park, Malda.
- 15) Notice Board.

Sd/-
(S. Roy)
Sub-Divisional Officer
Malda Investigation Sub-Division
Green Park, Malda.

Issued to :-

NIQ No- :-.....

Name of Work :-.....

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Sd/-
(S. Roy)
Sub-Divisional Officer
Malda Investigation Sub-Division
Green Park, Malda.

QUOTATION FOR VEHICLE (DIESEL DRIVEN)

A) PARTICULARS OF THE VEHICLE:

i) Name of Owner & Address :

ii) Registration No. of the Vehicle :

iii) Year of Manufacture :

iv) Engine No. :

v) Chassis No :

vi) Any other features :

B) RATE – PER DAY :- (In figures) Rs.....

(In words) Rupees.....

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Signature of the Owner