

Govt. of West Bengal
Irrigation & waterways Directorate
Office of the Sub-Divisional Officer
Hinglow (I) Sub-Division
Khayrasole, Birbhum

NOTICE INVITING QUOTATION

NIQ NO-02/S.D.O./Hinglow(I) Sub-Division of 2021-22

Sealed quotation in prescribed format are hereby invited by the Sub-Divisional officer, Hinglow (I) Sub-Division from the bonafied owner of vehicle(s) for "Hiring of one no. Non-Air condition MOTOR CAB/MAXI CAB Vehicle(Diesel jeep) as inspection vehicle along with driver on monthly hiring(per day) basis for use by the office of the Sub-Divisional officer, Hinglow(I) Sub-Division, Khoyrasole, Birbhum for a period of one year" The vehicle: MOTOR CAB/MAXI CAB have to run along metal/non metal road & inspection path over canal bank & river embankment also.

1. ELIGIBILITY OF THE QUOTATIONER:

- (i) The intending quotationers must have to be the owner(s) of the Vehicle.
- (ii) The intending quotationers must obtain prior permission from the undersigned before rendering quotation of rate.
- (iii) Quotationers have to submit an application on his/their letter head along with the valid documents for ownership & contract carriage permit/certificate of registration viz. Blue book, Tax clearance certificate up to date, pollution certificate, insurance certificate up to date etc for verification.

2. STATUS OF THE VEHICLE:

(I) The vehicle should be in good condition as regards to body & engine with necessary accessories & to be provided with an efficient driver having vehicle driving license. The wages & allowances of the driver will have to be paid by the owner of the vehicle in/c overtime allowance if necessary.

(ii) The vehicle must have a valid contract carriage permit at the cost & responsibility of the owner(s). In case such license is not obtained before submission of offer, the owners/tenders/quotationers will be bound to obtain such license immediately (maximum period to be allowed is thirty days) after acceptance of his/her/their offer. If the applicant is yet to receive the permit before issuance of work order he is to submit temporary permit in case he is found lowest & the work is awarded to him.

(iii) The vehicle must be insured against accident at the cost & responsibility of owner(s)

(iv) All taxes & other relevant charges as per govt. rules must have to be cleared up at the cost & the responsibility of the owner(s).

(v) One good speedometer must have to be provided with the vehicle at the cost & responsibility of owner to show the kilometer of journey.

(vi) Cost of contract carriage permit/temporary permit as mentioned in para-2(ii) above should also remain with the vehicle during journey.

(vii) The vehicle will be hired on monthly hiring(per day) basis whose payment will be made to current account of the owner at any branch of SBI, Dist-Birbhum as per existing norms of West Bengal Government's e-payment system on the basis of bill submitted at the end of every month duly checked by the Sub-Divisional officer, Hinglow(i) Sub-Div.

(viii) In the case of any emergency during irrigation period, during major/minor work execution period & visiting of V.I.P.s etc. the vehicle with driver should also be kept ready at any time if required. The undersigned will not take any sorts of responsibilities for extra overtime payment for the purpose.

(ix) Normal hours of duty will be 10 (ten) hours per day (after reporting & up to releasing time). But hours may be extended on emergency duty if required as mentioned in para-2 (viii) or any important reasons.

(x) The vehicle will have to be placed 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 has to be capable of well drive during long period. The nature of driver should be good in behave & manners.

(xi) Though the vehicle will be hired on monthly basis payment will not be made for the day if the vehicle is breakdown or any other mechanical fault/or/& due to driver. In the event of failure of the driver to attend duty as per prefixing date & time, recovery at double rate of hire charges for that day/days would affected.

(xii) In case of every day journey to & fro between the place of reorting & Garage of the vehicle the actual KM journey will be applicable on demand with proper justification as per existing Government order.

QUOTATION:

(i) Intending quotationers should apply for **prescribed quotation documents** in their respective letter heads enclosing self attested copies of the valid documents for ownership & contract carriage permit/certificate of registration viz. Blue book. Road tax clearance certificate up to date, Pollution certificate, insurance certificate up to date, etc. Any other related documents may be akses for if required.

(ii) **Prescribed quotation documents** consisting of schedule of terms & condition can be obtained on cash payment of Rs. 50.00 (rupees fifty) only for each set (non refundable) from the office of the undersigned within the specified date & times as mentioned below by the intending tenders/Quotationers or by their duly authorized representative subject to fulfilling eligibility criteria.

(iii) The quotation for rate must have to be submitted only the **prescribed quotation documents** in the tender box of the Sub-Divisional office, Hinglow (I) Sub-Division with putting full signature within the specified date & time.

(iv) Quotation imposing condition by the quotation will summarily be rejected.

(v) Successful quotation must have to submit security deposit for an amount of Rs. 2000.00 (Rupees two thousands) only in the shape of bank draft of any schedule/Natonalized bank payable at santiniketan, Birbhum in favour of the Executive Engineer, Mayurakshi South Canal Division, Santiniketan, Birbhum within fifteen days from receiving the work order or as decided by the order issuing authority.

(vi) The security deposit will be retained in the office of the Executive Engineer, Mayurakshi south canals Division as performance security deposit until completion of the contractuel period.

(vii) Quotation must have to be signed by the owner(s) & in case of partnership firm the same must have to be signed by all the partners or dully authorized person as per register deed. Copy of partnership deed should be submitted along with applicable in case of partnership firm.

3. DATE AND TIME LIMIT

| | | |
|------|---|---------------------------|
| I | Last date & time for receiving application for issuance of quotation paper. | 10.02.2022 up to 3.00 P.M |
| II. | Last date & time for issuing quotation paper | 11.02.2022 up to 3.00 P.M |
| III. | Last date & time for receiving sealed quotation paper | 15.02.2022 up to 3.00 P.M |
| IV. | Date & time for opening sealed quotation in front of quotationers. | 15.02.2022 at 3.30 P.M |

4. TERMS AND CONDITION:-

(i)The rate is to be quoted both in figure and in words without any overwriting.Any correction therein must have to be attested with the signature of the owners/Quotationers(s)

(ii)The rate shall have to be quoted for hire charges per day which should be inclusive of all taxes & incidental charges,whatsoever may be,but excluding the cost of fuel & lubricants i.e.Disel & Mobil oil only for the journey by departmental officer.

(iii)The accepted lowest rate will remain valid throughout the contractual period from the date of acceptances of the quotation.The vehicle may be continued for further period if required at the accepted rate subject to the consent of the owner of the vehicle as well as decision of the competent authority.

(iv)Quotation imposing condition by the quotationers will summarily be rejected.

(v)The consumption of disel is allowed @ 12km.(twelve kilometer) per liter & @ 500.00 K.M (five hundred)per liter of mobil.The owner will have to bear the cost of fuel & lubricants initially during journey & the cost will be reimbursed at the rate of prevailling during purchase of fuels & lubricant prior to journey after authentication of rate at the time of payment within three months.

(vi)The engagement is purely temporary basis & may be discontinued one month notice without assigning any reason what so ever which no compensation will be paid.

(vii)No stand by payment is allowed.

(viii)Servicing will be allowed for one day after a run of 2000KM & cost of servicing will be borne by the owner of the vehicle.

(ix)The owners/successful quotation will have to replace another vehicle having proper license & certificate in case of non placement of vehicle for repairing or other reason.

(x)The superintending Engineer/Mayurakshi canal circle reserves the right to accept/rejected any or all of the quotation without assigning reason thereof.

(xi)The successful quotationer will have to excute formal agreement with the undersigned in appropriate format with as usual charges within 15(fifteen) days from the date of issue of letter of acceptance or work order as the case may be failing which the same will be treated as cancelled.

(xii) If the agreement is terminated without notice of the one month by the owner, then he will have to pay compensation & in that case the security Deposit of Rs.2000.00(Two thousands) only will be forfeited.

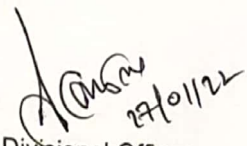
(xiii) The authority will not have any liability arising out of any accident in running the vehicle whether or not same was caused due to negligency etc. or the driver. The authority will not be liable any damaged to the owner, Driver or any third party arising out of the use of the vehicle.

(xiv) Day to day logbook will have to be maintained & undersigned by the driver & the officer using the vehicle.

(xv) The owner will be required to produce the bill in the triplicate for payment after end of each calender month.

(xvi) Payment of hire charges of vehicle will be made subject to availability of fund.

Any further details may be obtained from the office of the undersigned during the office hours of any working days.

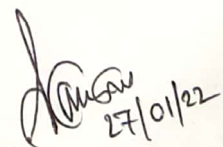

Sub-Divisional Officer
Hinglow Irrigation Sub-Division
Khoyrasole, Birbhum

Date:-27.01.22

Memo no:- 22(6)/H

Copy forwarded for information & wide circulation to:-

1. The Superintending Engineer, Mayurakshi Canal Circle.
2. The Executive Engineer, Mayurakshi South Canal Division.
3. The Block Development officer , Khoyrasole, Birbhum
- 4-6. Sub-Divisional Officer Bolpur(I) Sub-Division/Kirnahar(I) Sub-Division/Salar (I) Sub-Division.


Sub-Divisional Officer
Hinglow Irrigation Sub-Division
Khoyrasole, Birbhum