



**Govt. of West Bengal  
Irrigation & Waterways Directorate  
Office of the Sub-Divisional Officer  
Kangsabati Canals Sub-Division IV  
Sarenga, Bankura.**

Memo No: 40

Date: 07.02.2022

**Notice Inviting Budget Quotation No. - WBIW/SDO/KCSDIV/NIQ-04 OF 2021-2022**

Sealed quotations in Prescribed Proforma is hereby invited by The Sub-Divisional Officer, Kangsabati Canals Sub Division –IV, Sarenga, Bankura from reputed travel agencies, luxury taxi owners/ suppliers for supplying Diesel driven Motor cab / Maxi cab (Non AC) having contract carriage permit for Bankura, Paschim Medinipur, Jhargram, Purba Medinipur, Howrah & Kolkata district on temporary basis for the following works –

**“Hiring 1(One) no. Commercial Non A.C Motor Cab / Maxi cab alongwith the driver on daily rental basis for use in the office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division IV, Sarenga, Bankura.”**  
The supplier should quote their daily hire rates of vehicle alongwith consumption of fuel per km 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 and the quoted rate should be followed the rate of Transport Department, Govt Of West Bengal vide Circular No-3564-WT/3M-81/98 dated 24.11.2008.

The accepting authority, Superintending Engineer, Kangsabati Circle-II, Abas, Khasjungle, Paschim Medinipur reserves the right to accept and/or reject any of or all the quotation without assigning any reason.

The successful quotationer will have to submit a Performance security deposit for an amount of Rs. 2000/- (two thousand) only in the shape of Bank Draft of any scheduled bank payable at Midnapore in favour of the Executive Engineer, Kangsabati Canals Division No. I, Amlagora, Pachim Medinipur.

- |      |  |                                   |
|------|--|-----------------------------------|
| i)   | <b>Last Date &amp; Time of application</b>                 | - <b>16/02/22 upto 3.00 P.M.</b>  |
| ii)  | <b>Last Date &amp; Time of Issue of quotation paper</b>    | - <b>16/02/22 after 4.00 P.M.</b> |
| iii) | <b>Last Date &amp; Time of dropping of quotation paper</b> | - <b>18/02/22 upto 3.00 P.M.</b>  |
| iv)  | <b>Date&amp; Time of opening of quotation paper</b>        | - <b>18/02/22 at 3.30 P.M.</b>    |


**Dropping Centre : Office of The Sub-Divisional Officer, Kangsabati Canals Sub-Division IV, Sarenga, Bankura.**

**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 (legal) from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents:-
  - 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 & fitness certificate.
  - e) Certificate of Insurance of passenger carrying commercial vehicle.
  - f) PAN Card.
  
2. The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a car will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.
  
3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
  
4. The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier, subject to availability of fund.
  
5. The maintenance and repair of the vehicles is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.
  - i) Consumption of Diesel and Mobil oil will be allowed by the Department as per actual consumption basis. Lubricant (Mobil oil) will be provided as per rate of Transport Department, Govt Of West Bengal vide Circular No-3564-WT/3M-81/98 dated 24.11.2008.
  - ii) The cost of pay and allowances at the driver of the vehicle should be borne by the owner of the vehicle.
  
6. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsible for any
  - i) Damage caused to the car due to any accident,
  - ii) For any court case of compensation arising out of the vehicle and its driver,
  - iii) Any taxes/or charges that may be levied by the state/Central Govt.
  
7. The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfil any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3 (three) days' notice without any financial implication.
  
8. Carriage distance allowed maximum (5 Km. Up & 5 Km. Down) total 10 Km. or the actual distance which over is less for each day journey is over.
  
9.
  - a. Normal duty hours will be 8 hours per day.
  - b. Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.
  - c. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs.

20/- (twenty) per hour.

11. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work.
12. 2 (two) machine numbered log books (printed) will be supplied from the Executive Engineer, Kangsabati Canals Division No. I, Amlagora, Pachim Medinipur office for recording journeys when the vehicle is on Govt. duties and Payment will be made as per availability of fund.
13. 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.
14. Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.
15. The supplier must quote telephone no. for communication of message of the garage attending calls.
16. The supplier can apply only for one of the works listed above and quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.
17. After acceptance of quotation the quotationers has to execute a formal aggrement with the Deaprtment. Initial contract period will be for 6 (six) months. However, on satisfactory service the contract period may be extended further.
18. In case of violation of the above terms and conditions the quotation will be liable to be rejected.


  
 Asst. Engg. / S.D.O.  
 Kangsabati Canals Sub-Division No.IV  
 Sarenga, Bankura

**Memo No. 40 /1(4)**

**Dated. 07.02.2022**

Copy forwarded for information to -

1. The Superintending Enginee, Kangsabati Circle-II , Paschim Medinipur.
2. Tye Executive Engineer, Kangsabati Canals Division No. I, Amlagora, Paschim Medinipu.
3. Accounts Section of K.C.D-I , Amlagora
4. Office Notice Board.

  
 Asst. Engg. / S.D.O.  
 Kangsabati Canals Sub-Division No.IV  
 Sarenga, Bankura



**Govt. of West Bengal  
Irrigation & Waterways Directorate  
Office of the Sub-Divisional Officer  
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Annexure- I

Schedule with respect to Notice Inviting Quotation No. - WBIW/SDO/KCSDIV/NIQ-04 OF 2021-2022 for "Hiring 1(One) no. Commercial Non A.C Motor Cab / Maxi cab alongwith the driver on daily rental basis for use in the office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division IV, Sarenga, Bankura".

(TO BE FILLED UP BY THE QUOTATIONER)

1. NAME OF THE OWNER/SUPPLIER:	
2. FULL ADDRESS:	
3. MOBILE NUMBER:	
4. REGISTRATION NO OF THE CAR	
5. MODEL NO WITH YEAR	
6. MASS EMISSION N STANDARD (NOT BELOW BS II)	
7. DAILY HIRE CHARGES  IN FIGURES:  IN WORD:	
8. CONSUMTION OF FUEL OF THE CAR PER KM	

Date:

\_\_\_\_\_  
Signature of the Quotationer

Postal address: