



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub Divisional Officer
Investigation & Planning Sub Division (Central) No. 1,
Berhampore, Murshidabad
eeipdc2019@gmail.com

Memo No. 16/SDC/MSD

Date: 25.3.2022

Notice Inviting Quotation No.02/S.D.O. (C)-No. 1 / 2021-22

Sealed quotations in prescribed bid proforma (as per attached with notice of NIQ) are hereby invited for the work, "Supplying a Motor Cab (Diesel Engine, Non- Air conditioned) on hire charge for official use in Investigation & Planning Sub Division (Central) No. 1 and I & P Division(Central),Berhampore for 12 (twelve) months."

A. Eligibility criteria for participating in the quotation :

- i) The quotationer must have ownership of the vehicle.
- ii) The quotationer must have trade license, Pan Card, professional tax deposit challan valid for the current financial year.
- iii) There should be valid registration number and Bluebook of the vehicle.
- iv) Mass Emission standard of the vehicle must be BS-III or BS-IV.
- v) There should be diesel engine.
- vi) The permit of vehicle should be valid for West Bengal.
- vii) The vehicle must have commercial permit.
- viii) There should be valid certificate of pollution under control, road tax, fitness and insurance.
- ix) The vehicle should be in good condition.
- x) The driver should have valid driving license.

B. Terms and conditions :

- (1) The Quotations will be received in prescribed bid proforma and proforma sheet as attached with the notice. The copy of bid proforma and data sheet along with notice will be issued free of cost to the eligible applicants. The bid proforma, data sheet and notice may be seen and downloaded from the website of I & W Department (www.wbiwd.gov.in).
- (2) The intending Quotationer must have ownership of vehicle, Commercial permit of vehicle for West Bengal, Registration and Blue Book, Valid Certificates of Pollution Control Board, Road Taxes and insurance of vehicle. The Quotationer shall have to submit copies with application. The Quotationer shall also have to enclose copies of Profession Tax, Income Tax and Sales Tax clearance certificate. The original copies of the relevant documents will have to be produced during scrutiny, if required.
- (3) The Quotationer will have to quote their rate for hire charge on daily basis in figure and words both in prescribed bid Proforma as attached with notice. The bid proforma should be properly filled by the Quotationer. The quotation should be in a sealed envelope. The Quotationer must sign in the bid proforma with his name and full address. Incomplete and illegible quotations will be treated as cancelled. Conditional quotation will also be rejected.
- (4) The Quotationer should be acquainted with all terms and conditions regarding the work before quoting the rate.
- (5) If the lowest quoted rate is fare, reasonable and as per Govt. rule, then it will be approved by the Superintending Engineer, Investigation and Planning Circle-I, I & W Dte., Govt. of West Bengal, Kolkata-91.
- (6) The Sub Divisional Officer, Investigation & Planning Division (Central) No. 1, Berhampore reserves the right to reject one or all the quotations received without assigning any reason.
- (7) The successful quotationer will have to place the vehicle for test run and checking.
- (8) The successful quotationer will have to execute an agreement in W.B. Form No. 2911(ii) within Seven days from the date of the issue of acceptance of his quotation. He will have to deposit earnest money @ 2% of the total estimated value of work in favour of the Executive Engineer , Investigation & Planning Division (Central), Berhampore in form of Bank Draft/ Bankers cheque of any schedule commercial Bank in India approved by RBI having its branch in West Bengal during execution of formal agreement.

- (9) The terms and conditions of the notice will be the part of the agreement.
- (10) The quotationer 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.
- (11) The rate should be quoted both in figures and words. The rate should be inclusive of hire charge, repair and maintenance charge, all taxes, pay and allowances of the driver and other expenditures etc.
The cost of diesel (fuel) as per consumption @ 1 litre per 12 km run and cost of Mobil (lubricant) as per consumption @ 1 litre per 500 km run, at par prevailing market rate will be paid from this end. Kilometer run for private purpose will not be taken in account for consumption of fuel and lubricant.
- (12) The vehicle will be hired on daily basis for 10 (ten) hours a day. If the vehicle runs more than 10 hours in a day, then additional charge @ Rs.18.00 (Rupees Eighteen) per hour for extra time beyond 10 hours a day will be paid from this end.
- (13) The contract may be cancelled from either side in one month notice on valid ground.
- (14) The vehicle will be utilized by the Sub Divisional Officer, **Investigation & Planning Division (Central)-I, Berhampore**. The vehicle may be utilized by the other officers as per direction of the Executive Engineer, **Investigation & Planning Division (Central), Berhampore..**
- (15) If the vehicle is utilized or standby for duty on holidays for official purpose as per direction of the Executive Engineer, **Investigation & Planning Division (Central), Berhampore**, then hire charge of those days will also be paid as per accepted rate.
- (16) If the vehicle is not utilized on holidays, the hire charge will not be paid.
- (17) Any Suppression / Misrepresentation of fact will be liable for rejection.
- (18) Submission of quotation by post or e-mail shall not be accepted.
- (19) The quotations are invited for hiring the vehicle for one year.
- (20) The vehicle will have to be replaced by another vehicle without any extra cost if the vehicle becomes unusable due to break down or due to any other causes.
- (21) The vehicle will have to tour in any kind of motor able road including katcha roads.
- (22) In the event of non compliance, the undersigned will make necessary repair of the vehicle and realize the cost of such repair works from the hire charges bill of the quotationer.
- (23) If the quotationer wishes to replace the accepted vehicle by another one due to break down or any other reason during the period of agreement, the alternative vehicle should get to be approved by the undersigned prior to replacement of the same.
- (24) The vehicle will have to make long tour and the driver must be prepared to halt frequently outside the Head-Quarter. The driver must follow instructions of the officer using the vehicle.
- (25) 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. The log book should be maintained properly.
- (26) If the vehicle remains out of order for any particular period, the same is to be replaced by another vehicle. If no replacement is made, no hire charge will be paid for the idle period. If the vehicle is in running condition but remain idle due to non-availability of driver, no hire charge will be paid.
- (27) The vehicle should be made available within 7 (Seven) days of the acceptance of the quotation, failing which quotation may be treated as cancelled.
- (28) The successful quotationer will have to arrange for garage for parking his vehicle after duty period at his own cost and risk near office of **Investigation & Planning Sub Division (Central) No. 1, Berhampore** (within 3Km).
- (29) The quotationer must pay minimum wages to the driver engaged by him as per relevant rule and act in force of the Government.
- (30) The payment of hire charge and fuel & lubricant cost will be made on production of the bill as per availability of fund.
- (31) The statutory deduction from the bill will be made as per Govt. rule.

Time schedule of the NIQ

- 1) Last date of receiving application : 08-04-2022 upto 16.00 Hrs.
- 2) Last date of issuing proforma : 11-04-2022 upto 16.00 Hrs.
- 3) Date of receiving sealed quotation in tender box kept in the chamber of the **Sub Divisional Officer, Investigation & Planning Sub Division (Central) No. 1 Berhampore**: from 10.00 hrs to 14.00 Hrs. on 12-04-2022
- 4) Date of opening of the quotations: 12-04-2022 at 14.30 Hrs.

Encl. : Bid proforma.


Sub Divisional Officer

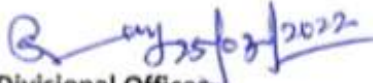
**Investigation & Planning Sub Division (Central) No. 1,
Berhampore, Murshidabad**

Memo No. 15/sd (1) / 1 (A) / MSD

Date : 25.3.2022

Copy forwarded for information and necessary action for circulation to :

1. The Superintending Engineer, Investigation and Planning Circle-I, I & W Dte., Govt. of West Bengal, Jalasampad Bhaban, Salt Lake, Kolkata-91
2. The Executive Engineer , Investigation & Planning Division(central), Berhampore.
3. The Account Section of Investigation & Planning Division(central), Berhampore.
4. Notice Board of Investigation & Planning Division(central), Berhampore.



Sub Divisional Officer

Investigation & Planning Sub Division (Central) No. 1,
Berhampore, Murshidabad

DATA SHEET

Notice Inviting Quotation No.02/S.D.O. (C)-No. 1 / 2021-22

Name of work : **Supplying a Motor Cab (Diesel Engine, Non- Air conditioned) on hire charge for official use in Investigation & Planning Sub Division (Central) No. 1 and I & P Division(Central),Berhampore for 12 (twelve) months.**

1.	Particulars	
a)	Name & address of registered owner of the vehicle	:
b)	Registration No. and date of the vehicle	:
c)	Name of driver with driving license number	:
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	:
2.	Road Tax renewed / valid upto	:
3.	Fitness renewed / valid upto	:
4.	Insurance renewed / valid upto	:
5.	Pollution under control certificate renewed / valid upto	:
6.	Details of permit of the vehicle and trade license of the vehicle owner	:
a)	Permit details	:
b)	Trade license details Permit renewed / valid upto	:
c)	Trade license details	:
7.	Professional Tax renewed / valid upto	:
8.	Permanent Account No. (PAN)	:
		:


Sub Divisional Officer

Investigation & Planning Sub
Division (Central) No. 1
Berhampore, Murshidabad

Signature of quotationer with full name and
address


BID PROFORMA

(Notice Inviting Quotation No.02/S.D.O. (C) –No. 1 / 2021-22)

Name of work : **Supplying a Motor Cab (Diesel Engine, Non- Air conditioned) on hire charge for official use in Investigation & Planning Sub Division (Central) No. 1 and I & P Division(Central),Berhampore for 12 (twelve) months.**

1.	Particulars	:	
	a) Name of the owner of the vehicle	:	
	b) Address of the owner	:	
	c) Permanent Account Number (PAN No.) of the owner	:	
	d) Trade license details	:	
	e) Registration No. and date of registration of the vehicle	:	
	f) Model with year	:	
	g. Emission standard of the vehicle	:	

Sl. No.	Description of Item	Quantity	Unit	Rate quoted by Agency for Hire Charge per day (in Rs.)	Total amount in Rs.
1	Daily hire charge of vehicle (monthly hiring basis)	365	Day		


Sub Divisional Officer
Investigation & Planning Sub
Division (Central) No. 1
Berhampore, Murshidabad

Signature of quotationer with full name and
address