

OFFICE OF THE EXECUTIVE ENGINEER

METROPOLITAN DRAINAGE MECHANICAL DIVISION

IRRIGATION & WATERWAYS DIRECTORATE

4TH FLOOR, JALASAMPAD BHAWAN,

SALT LAKE CITY, KOLKATA-700091

Email: mdmdiwd@gmail.com

**NOTICE INVITING QUOTATION**

**NIQ NO: MDMD/01 OF 2022-23**

**Sealed quotations** are hereby invited from resourceful & bonafide bidder/ contractor for placement of 1(one) Driver on daily-rated basis for Govt. Vehicle under Irrigation & waterways Directorate, Govt. Of West Bengal.

1. Model of vehicle: Maruti Suzuki CIAZ

2. The rate should be quoted separately on the basis of the following.

(a) Rate for driver on daily rated basis: Rs. 414/ day ( The rate is inclusive of Bonus, Provident fund and ESIC) , this rate is fixed.

(b) Rate for overtime per hour:

(c) Service charge per day (maximum 10 % to the rate of driver on daily rated basis i.e on 414.00):

3. The expenditure of repair, maintenance, washing cleaning of vehicle, washing of towel for seat cover will be borne by the Department.

4. The overtime period for each month will be calculated from the log book.

5. Fuel and lube oil will be provided by the Department as per requirement and the consumption of fuel shall be in accordance with the Govt. Order in this respect.

6. The vehicle is normally stationed at Jalasampad Bhawan, Salt Lake city.

7. **Annexure 1** as attached with this NIQ needs to be filled up properly and submitted with the Quotation.

8**. Special Terms and Conditions** are attached with this NIQ, conditions of which are part of this NIQ.

9. **Last date of submission** of sealed quotation is on **29.07.2022** upto **3.00 p**.m. and the quotation will be opened at 3.30 p.m. on same date at the chamber of undersigned in presence of the participants.

 Executive Engineer

 Metropolitan Drainage Mechanical Division

Memo No:967 Date:22/07/2022

Copy to:

1. Joint Secretary to the Government of West Bengal, Irrigation & waterways Department.

2. Superintending Engineer, Mechanical & Electrical circle, Irrigation & waterways Directorate.

3. Assistant Engineer, Keorapukur Pumping Station, Metropolitan drainage Mechanical Division for information and necessary action.

4. Account Section, Metropolitan Drainage Mechanical Division.

5. Estimating Section, Metropolitan Drainage Mechanical Division.

6. Notice Board, Metropolitan Drainage Mechanical Division.

7. Junior Engineer Vehicle -in- Charge for information and necessary action.

 Executive Engineer

 Metropolitan Drainage Mechanical Division

**ANNEXURE- 1.**

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| Affix recent colour passport size photo here |

To

The Executive Engineer,

Metropolitan drainage Mechanical division,

4th Floor, Jalasampad Bhawan,

Salt lake City, Kolkata-700091.

|  |  |
| --- | --- |
| 1. | Name of Driver: |
| 2 | Fathers Name : |
| 3 | Date of Birth : |
| 4 | Religion : |
| 5 | Nationality : |
| 6 | Permanent address: |
|  | Village: | P.O: |
|  | P.S. | Dist: |
|  | Pin: | State |
| 7 | Mobile No of Driver: |
| 8 | Aadhar card No of Driver: |
|  | ( Self signed Aadhar card copy to be attached) |
| 9. | Educational Qualification: |
| 10. | Driving Licence No:(Self signed Driving Licence copy to be attached) | Date of Issue: |
| 11. | Driving Licence Valid till: |
| 12. | Experience Details : |
| 13.  | Declaration: I do hereby declare that all the statement made in this application and all of the self attested documents submitted herewith are true and correct. |

Place:

Date: **Signature of the Driver**

 **Signature of the Bidder**

SPECIAL TERMS AND CONDITIONS

1. The bidder should be reputed & resourceful manpower agency having similar working experience in any Govt./ Statutory Organization / PSU under the State or Central Govt.

2. The bidder must be carrying out the business directly and shall not sub-contract any activity.

3. Before quoting their offer, Bidders must acquaint themselves of the type and nature of duties of drivers by actual visit to the office of the Assistant Engineer, Keorapukur Pumping Station, Jalasampad Building, 4th Floor, Saltlake, Kolkata-700091

4. A participating bidder is required to quote his rate in figure only.

Bidders are required to quote only service charge per driver per day. The service charge shall include bidder‟s expense for executing the contract as per terms and conditions of this contract.

5. Bidders have to quote the service charge which shall include charges for execution of the contract. The guidelines shall be as per order of the Labour Commissioner, Govt. of west Bengal. No extra claim beyond the total amount quoted by the bidder will be entertained by the Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate and the quoted amount will remain unchanged throughout the period of contract. Any other payments that a successful bidder may like to pay to his employees (drivers) for execution of work under this contract shall not be reimbursed by the Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate. Bidders are therefore required to quote service charge accordingly. Conditional offer will not be accepted. The wage shall be payable to the drivers by the 7th day of the month following the month for which the wage is being paid to drivers.

6. The bidder engaged for this work will have to maintain regular contact with the Executive

 Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate and the concerned

 Assistant Engineer, Junior Engineer and review the performance of satisfactory duty

 by the drivers deployed by the bidder.

7. The agency engaged for this work will have to engage drivers for all days in a week required by the user, including Sundays or holidays. The time & place for reporting will be intimated to the drivers by the officer concerned using the vehicle. The drivers may be called upon to perform duties even on holidays if so required by the officer for whose inspection vehicle are allotted duty. As per requirement, the Assistant Engineer concerned, may allot duty to driver with any officer other than the officer with whom a driver is usually assigned duty and refusal in any form will be construed as misconduct on the part of the driver and a breach of Contract. The drivers are required to possess a mobile connection for communication in respect of their duties. Expenses in this regard shall not be reimbursed by the Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate

8. The bidder will be fully responsible for any losses, shortages, damages, pilferage of Govt. property of I&W Directorate and such losses, if any, directly attributable to the driver shall be recovered from bill (s) of the bidder who is selected for this work.

9. In case of negligence in performing duty by any driver or misconduct, the driver concerned should be removed immediately from duties by the bidder and replaced by a driver having valid driving license. Any form of conduct which is unbecoming of a Govt. employee and construed as misconduct shall also be construed as misconduct on the part of a driver.

10. No claim by a driver for permanent service under the Govt. of West Bengal will be entertained in respect of the drivers engaged under this contract and the concerned authority in I & W Department shall also not entertain any claim. Cost of litigation, if any, by such drivers shall have to be borne by the Bidder at his own cost.

11. The authority shall not be responsible to compensate or be otherwise liable in any manner what so ever for an injury and / or death of drivers while on duty. The liability shall lie with the bidder.

12. The commencement of the duty of driver shall be from the date as mentioned in the work order.

13. If any replacement of driver is made subsequently by the Bidder/Contractor is also to be intimated as and when such change is to be made and the identity of new driver shall have to be similarly intimated to the concerned Assistant Engineer and Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate

14. The deputed drivers should have valid driving license from the competent authority.

15. The Agency will have to produce character and antecedent verification certificate of each driver.

16. Proper identity card to be provided to driver by the successful bidder/ contractor.

17. The Agency should have valid ESI, PF registration numbers. Copy of valid e-remittance challans shall be enclosed with bills every month as proof of deposit against employees concerned.

18. The driver should be physically and medically fit. In case of any lapse in duty due to fitness issues, the driver concerned shall have to be replaced by the agency.

19. Driver‟s qualification- passed at least class-VIII.

20. Languages known: Should be able to read and write in Hindi or Bengali or English.

21. The drivers shall perform the duties on all days in which such duty is allotted to the driver, irrespective of whether such a day is holiday or not, during the period of contract. Bidder shall be required to place a substitute for running vehicle on a weekly rest day or holidays for a driver if the driver concerned is unavailable for duty on such days. Such substitute shall have valid driving license. At the direction of the concerned officer using the vehicle duties may have to be performed even on Sundays or holidays. The bidder / firm will have to provide driver even on Sunday & holidays if so required.

22. The bidder will not be entitled to withdraw from this agreement without serving a notice for termination to the Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate at least three months in advance.

23. The Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate reserves the right to terminate the agreement any time without assigning any reason thereof and even for non-performance or under performance of any clause above after serving a notice 1 (one) month in advance.

24. During the period of the notice as mentioned in clause 22 or 23 above, the selected bidder / contractor / firm will be bound to carry on his duties and responsibilities as mentioned in all the clause of “Special terms and condition” in right earnest and to the satisfaction of the Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate failing which the works will be done through an agency other than the bidder / contractor / firm at the cost of the defaulting bidder / contractor / firm as said above without any further intimation/notice to him.

25. The bidder will have to take immediate redressal measure on receipt of any intimation from the authorized representative of the Executive Engineer, Metropolitan Drainage Mechanical Division as to the irregular / improper performance of duties by the drivers failing which action may be taken by the Executive Engineer, Metropolitan Drainage Mechanical Division, I&W Directorate as per Clause-23 of these terms and conditions. The claim by the bidder against such days of irregular / improper performance of duties may be deducted from the bill or subsequent bills of the bidder.

26. Deduction & recovery of taxes from tax invoices will be as per Government norms.

27. The bidder should be ready to take up the work immediately after the issue of work order.

28. The driver engaged by the bidder and deputed to work under this contract will have to undertake outstation duties, if it is so required by the officer under whose direction or control a vehicle is driven by the driver.

29. Accommodation will not be provided to the drivers by the I&W Directorate for performing duties in and around Kolkata.

30. Dress for wearing during duty hours will have to be provided by the selected bidder.

31. The procedure for settlement of dispute, if any, will be guided by provision of existing Govt. Rules and orders.

32. The contract may be extended on mutual consent for further periods beyond the initial period of one year (12 months). In case of such extensions, the service charge rate per driver per day and other Terms and Conditions shall remain unchanged, i.e., as per existing contract.

33. If fine or penalty is imposed by Traffic Police Authority for any violation of traffic rules the same shall be paid by the Bidder to the Concerned Authority.

34.The Driver should maintain the log book and shall place it before the officer concerned after completion of journey mentioning brief history of tour for signature of the concerned officer.

35. The excess consumption of fuel shall be translated into monetary terms and shall be adjusted from the bill/ payment to the contractor.

36. The fuel shall be issued to the vehicle by the authority time to time as per requirement . The consumption of fuel shall be in accordance with the Govt. Order in this respect. Any excess consumption shall ordinarily be borne by the contractor.

37. In case of any accident/ damage of vehicle, if the cause of such incident is found due to negligence or fault of driver, then the full amount of damage repair or recovery of vehicle shall be borne by the contractor.

Executive Engineer

 Metropolitan Drainage Mechanical Division