

Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Mechanical Sub-Division, Suri, Birbhum
e-mail: aemsdsuri@gmail.com

NOTICE INVITING QUOTATION

NIQ NO.: 01 /2022-23 of SDO/Mech Sub-Division, Suri

MEMO NO: 267

DATED: 14.10.2022

Sealed Quotation in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Mechanical Sub-Division, Suri, Birbhum, on behalf of the Governor of the State of West Bengal from the interested vehicle owners/ suppliers for hire charges on daily basis for Hiring of one number Non- Air- Conditioned Motor Cab/ maxi Cab vehicle (Diesel Car/ Diesel Jeep) along with driver on hiring(per day) basis for a period of 01(one) year & performing whole time duty. The rate should be quoted both in figures and words as per proforma enclosed with the quotation. The prescribed Proforma or the quotation document will be available at the office of the Sub-Divisional Officer, Mechanical Sub-Division, Suri, Birbhum. Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

Sl. No	Description of Work	Remarks
1	Supplying of a Diesel Non-Air-conditioned MOTOR CAB / MAXI CAB vehicle (Diesel) on daily hire charges basis for official use of Sub-Divisional Officer, Mechanical Sub-Division, Suri, Birbhum	The vehicle must be in good/road worthy condition with appropriate certificate and shall have up-to-date fitness, pollution control, Tax clearance and Insurance clearance certificate with Blue book.

- 1) Last Date of receiving application : 21.10.2022 up to 2:00 pm
- 2) Last Date of issuing quotation paper : 02.11.2022 up to 4:00 pm
- 3) Last Date of receiving quotation : 04.11.2022 up to 2:00 pm
- 4) Date of opening quotation : 04.11.2022 after 2:30 pm in presence of quotationers at the office of the undersigned

The successful quotationer shall have to place the Diesel Car within a specified date & time provided by Officer for a test run and checking at the quotationer's own cost. The quotationer shall have to bear all expenditures for servicing, maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all the Taxes to keep the vehicle in road worthy condition.

Fuel and other lubricants shall have to be supplied by the owner of the vehicle, payment will be made only for Diesel and Mobil at the prevailing market rate on the basis of R.T.A. rules. Payment in respect of Driver's wages, T.A., D.A. etc. shall have to be borne by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditures. The successful quotationer shall have to arrange for Garaging facility of the vehicle at his own cost and the vehicle will have to be placed as per instructions.

The quotationer shall have to replace a Diesel Car of identical specification with Driver in the event of supplied Car being out of order/under servicing maintenance and repair, failing which hire charge for that/those day(s) will not be paid. The acceptance of quotation will fully lie on the Executive Engineer, Mayurakshi Electrical & Mechanical Division, who reserves the right to reject any of the quotationer without assigning any reason.


Sub-Divisional Officer,
Mechanical Sub-Division
Suri, Birbhum

MEMO NO: 267/1

DATED: 14.10.2022

Copy submitted for information and necessary action to:-

1. The Superintending Engineer, South West Mechanical & Electrical Circle, Durgapur
2. The Executive Engineer, Mayurakshi Electrical & Mechanical Division, Suri, Birbhum
3. Office Notice Board.


 Sub-Divisional Officer,
 Mechanical Sub-Division
 Suri, Birbhum

Terms & Conditions

1. The vehicle will be hired on daily basis. Quotationers shall quote their rates both in words and in figures per day mentioning Registration Number of the vehicle and must accompany all the papers like Contract carriage Permit, Certificate of Registration viz. Blue-Book, Tax token, Insurance Certificate, PAN Card etc. which will have to be produced along with the quotation. The payment will be made monthly on production of bill to the Executive Engineer, Mayurakshi Electrical & Mechanical Division, through the Sub-Divisional Officer in-charge of the vehicle.
2. The vehicle shall have to be supplied with Driver who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified.
3. Duty hours will be 10(ten) hours a day and additional charge @20.00 per hour beyond 10 hours.
4. The fuel and mobil only will be supplied by the department at the rate of 12km/liter of Diesel and 500 km/liter of Mobil as per G.O. No. 3564-WT/3M-81/98 dated 24/11/2008 of additional Chief Secretary to the Government of West Bengal. The record of kilometer run will be recorded in the Log-Book with the signature of the Officer making journey. At the end of every month total kilometer run of journey made during the month will be calculated and the consumption of Diesel & Mobil will be worked out. Copy of relevant voucher for Diesel & Mobil will have to be furnished for verification of cost of the fuel of the office for recoument of cost thereof at the prevailing market rate.
5. The model of vehicle should not earlier than 1st May'2008.
6. No payment will be made for the vehicle if the same is in break-down condition or any other mechanical default develops which disrupts the journey after it begins, unless the car is immediately replaced by another Car of similar specification and in good running condition
7. In case of failure to replace the defaulted vehicle immediately or in the event of failure of the Driver to attend duty for any reason whatsoever; if the department is required to arrange any other vehicle on its own for the sake of journey, any excess cost involved for undertaking such journey by other vehicle departmentally arranged, shall be recovered from the running bills of the owner as per agreement.
8. Supplier/owner of the vehicle shall be responsible for the all types of repair, servicing and maintenance of the vehicle and no payment will be made for the period for repair of the vehicle.
9. Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority. The arrangement for Garage on any cost on that account will be borne by the owner of the vehicle within 5 km. of the respective Head Quarter. Maximum 10 kilometer between the garage of the vehicle and the place of reporting may be allowed.
10. The authority shall not have any liability arising out of any accident while the car is in use by the authority where or not the accident would cause due to negligence etc. of the driver. The authority shall not be liable to pay damages/consumption to the owner/Driver or any other person who may be affected by the accident.

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11. The authority may terminate the agreement at any time without assigning any reason, for which no compensation will be paid. One month's notice will be given for termination of the agreement from either side.
12. The authority reserves the right to extend the validity of contract with the supplier beyond the expiry of contract period at the same terms & conditions and rate under mutual agreement by both the sides.
13. Claim for escalation of rate due to any reason during the validity of contract period, if any, will not be entertained.
14. Driver with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time with imposition of penalty as per Clause 3 of WBF No.2911.
15. Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.
16. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. form as per terms and conditions laid down in the Notice inviting Quotation.
17. The vehicle may have to undertake journey for long hours in other districts. The driver of the car shall be prepared to halt with his own arrangement and cost.
18. The vehicle should be operated by Diesel. It should be good, road worthy and comfortable in all condition. The condition in every respect, particularly regarding out shown of the vehicle, good seating arrangement, foot mat, inner light, fog light, door lining, lifting of window glasses, locking arrangement, condition of tires etc. the speedometer, kilometer reading meter and fuel meter should always be in working condition.
19. 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.
20. The contract will valid for 01(one) year.

Signature
14/10/2022
Sub-Divisional Officer,
Mechanical Sub-Division
Suri, Birbhum