



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
OFFICE OF THE SUB DIVISIONAL OFFICER  
**DAMODAR CANAL NO-1 SUB DIVISION**  
**COURT COMPOUND, PURBA BURDWAN**  
**PHONE NO – 0342-2663542**

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**NOTICE INVITING QUATATION No.:-03/D.C.No.-I of 2022-23**

Separate sealed quotation in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Damodar Canal No.I Sub-Division on behalf of the Governor of West Bengal, from eligible reliable firms/Agencies/Suppliers for the work, “**Supply of one no Diesel motor cab ( Non Air Conditioned) with valid commercial permit on monthly hire basis following GO No. 3564-WT/3M-81/98 Dated -24.11.2008 for official use of the Sub Divisional Officer, Damodar Canal No-I Sub Division, Court Compound, Purba-Bardhaman(3<sup>rd</sup> Call).**”.

1. a. Separate quotation should be submitted for each work, as per attached list, in sealed cover super scribing the name of the work on the envelop and addressed to the proper authority.  
b. Submission of quotation by Post is not allowed.
2. The Quotation documents and other relevant particulars (if any) may be seen by the intending quotationers or by their duly authorized representatives during office hours **between 11.00 A.M and 4.00 P.M on every working day, till 18.11.2022** in the office of the Sub Divisional Officer, Damodar Canal No –I Sub-Division.
3. a. Intending quotationers should apply for Quotation Papers in their respective Letter Heads enclosing self attested copies of the following documents, originals of which and other documents like Registered Partnership (for Partnership Firms) etc. are to be produced on demand, As well as during interview (if any)
4. i) **Professional Tax (PT) deposit challan valid for the current financial year and PAN Card. Application for PAN addressed to the competent authority, subject to production of authenticated receipt, may also be considered.**  
ii) **Contract carriage permit, Road Tax Certificate, Pollution Certificate, Registration Certificate, insurance Clearance, Trade License etc. as applicable.**  
iii) Declaration by the Applicant to the effect that there are no other applications for Quotation paper  
iv) for work in this NIQ in which he/she/they has/have common interests. Failure to produce any of above documents may be considered good and sufficient reason for non- issuance of Quotation paper.  
b. Any suppression /misrepresentation of fact will automatically debar the applicant from participating in any Quotation under the Sub-Division/Division/Circle for at least 3 (three) years from the date of detection ,in addition to such other penal action as the Government may deem proper.
5. Intending Quotationers not satisfied with the decision of the Quotation Papers issuing Authority may prefer an appeal to the next superior Officer ,Concerned Chief Engineer will be the Appellate Authority for high value Quotation. Necessary communication regarding his appeal to the Appellate Authority must be brought to the notice of such Authority within two working days after the date of issue of Quotation paper, and copy of such commutation should also be submitted to the Quotation Papers issuing Authority within the same period, failing which no such appeal will be entertained.
6. a. No Quotation Paper will be supplied by Post.  
b. No Quotation paper will be issued on the date of opening of Quotations after expiry of date and time

mentioned in the notice.

7. When a Quotationer signs his Quotation in an Indian Language .In the case of illiterate Quotationer,the rates Quotation should be attested by an witness.
8. The Quotationer who will sign on behalf of a company or Firm, must produce the registered documents (within 02 days from the date of opening the quotation) in support of his competency to enter into Agreement on behalf of the Company or the Firm under the Indian Partnership Act, failing which the Quotation will not be considered.
9. Any letter or other instrument submitted separately in modification of the sealed Quotation may not be Entertained.
10. Conditional Quotation, which does not fulfill any of the above condition ,and is incomplete in any respect, is liable to summary rejection.
11. The Quotation Accepting Authority does not bind himself to accept the lowest Quotation and reserves the right any or all of the Quotations Received, without assigning any reason whatsoever to the intending Quotationers and also reserved and also the distribute the work amongst more than one Quotationers.
12. The Quotationer will have to , if so desired by the Quotation Accepting ,submit his analysis to justify the rate quoted by him.
13. The Quotations will be opened, as specified in the list of works, in presence of the participating Quotationers or their duly authorized representatives, who may be present at the opening and who may also put their signatures in the Quotation opening Register.
14. The successful Quotationes will have to execute formal agreement (Original & Duplicate) in prescribed **W.B.Form No. 2911** as per rule. Copies of the Forms & other documents will have to obtain at free of cost from the office of the undersigned within 07 days from the date of issue of the work order, failing which the work order will be cancelled.
15. The successful Quotationers will have to deposit earnest money @ 2% of the total estimated amount in from of Bank Draft (BD) / Bankers Chaque (BC)/ Deposit Call Receipt (DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the Executive agreement .Payment in any other forms viz.NSC,KVP, cheques etc. will not be accepted.
16. If any Quotatiner withdraws his Quotation before its acceptance or refuses/ fails to convert it into a contract within a reasonable time, without any satisfactory explanation for such withdraw/refusal /failure, he shall be disqualified for submitting any Quotation in this Division / Circle for a minimum period of one year and his will be refferd to the Government for order as to what further action will be taken against him.
- 17.The successful Quotationer will have to abide by the provisions of the West Bengal Contract Labour (Regulation and Abolition) Rules, 1972 and such other Acts as may be applicable, as will be in force from time to time.
18. In the following cases a Quotation may be declared informal and unacceptable.
  - a. Correction, alteration, addition,etc,if not attested by the Quotationer.
  - c. If the specified pages of the Quotation Document are not signed by the Quotationer.
  - d. If the Quotation is not submitted in a cover properly sealed and the name of the work is not indicated on the cover.
19. The payment of R/A as well as Final Bill for any work will be made according to the availability of fund and no claim due to delay in payment will be entertained . No advance payment to be selected agency will be made under any circumstances.
20. Normally, Quotation Paper for not more than 50 % work in any one NIQ will be issued to an applicant, who may indicate the SI.NOS .of the work in the order of priority. However, depending on response to various serials in the NIQ ,Quotation Paper issuing Authority may issue Quotation Paper for any

serial even though it may not be preferred by the applicant.

21. All the pages of the Quotation Paper including Schedule must be sign by the Quotationer on the body of the documents with date & seal.

Sub Divisional Officer  
Damodar Canal no – 1 Sub Division  
Court Compound, Burdwan

**DETAILS OF NIQ**

1.N.I.Q .No.& Date	:	03/DC No.-I of 2022-23 dtd. 11.11.2022
2.Last Date of receiving application	:	21.11.2022 till 2.00 P.M.
3.Last date of issuing quotation paper	:	22.11.2022 up to 4.00 PM.
4.Quotation Documents received by	:	Office of the Sub-Divisional Officer. Damodar Canal No.-I Sub-Division Court Compound ,Purba Bardhaman
5.Date & time of opening Quotation	:	24.11.2022 at 2.30 P.M.
6.Quotation accepting Authority	:	Superintending Engineer/Damodar Irrigation Circle.

**LIST OF WORK**

SI No.	Name of work	Cost of Quotation paper plus cost of W.B.F.in(Rs.)	Work Period
1.	Supply of one no Diesel motor cab ( Non Air Conditioned) with valid commercial permit on monthly hire basis following GO No. 3564-WT/3M-81/98 Dated - 24.11.2008 for official use of the Sub Divisional Officer,Damodar Canal No-I Sub Division, Court Compound,Purba-Bardhaman(3 <sup>rd</sup> Call).”.	NIL	06(six) Months

Sub Divisional Officer  
Damodar Canal no – 1 Sub Division  
Court Compound, Purba Burdwan

**Format for quotation rate for the Hired Vehicle**

Name of work: **Supply of one no Diesel motor cab ( Non Air Conditioned) with valid commercial permit on monthly hire basis following GO No. 3564-WT/3M-81/98 Dated -24.11.2008 for official use of the Sub Divisional Officer,Damodar Canal No-I Sub Division, Court Compound,Purba-Bardhaman(3<sup>rd</sup> Call).”.**

Ref: **NOTICE INVITTING QUOTATION NO.:- 03/D.C.No.-I of 2022-23 Dt 11.11.2022**

Issued to \_\_\_\_\_  
(To Be Filled By the Quotationer)

1. A) Name of the Owner/suppliers :

B) Full Address :

C) Phone No. :

2. A) (If supplier other than Owner) Name of car owner :

B) Driver's Full Name :

C) Driver's Full Address :

D) Driving License No :

E) Driver's Contact No. :

3. Registration No. of the car & date of Registration :

4. Model with Year :

(MASS EMISSION STANDARD-Bharat Stage –III

**And purchased on or after 01.05.2008)**

5. Daily hire charge (For Monthly Hiring Basis) :

6. Overtime allowance /charges per hour beyond :  
The 10 hours of regular duty including reporting &  
Releasing time.

7. Consumption of Fuel:-

A) Consumption of Diesel: \_\_\_\_\_12\_\_\_\_\_ KM per litre of Diesel.

B) Consumption of Mobil: \_\_\_\_\_2500\_\_\_\_\_ KM per 5 litre of Mobil.

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

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Declaration by the Applicant as per clause 1.c of standard Form for Notice Inviting  
Quotation for Public Works

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I/We do hereby declared that there is no other application for quotation paper for work in this NIQ ( NIQ No. **03 of 2022-23 of D.C. No.-1 Sub-Division**) in which I/We have common interests.

**(Signature of contractor with seal)**

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## **ADDITIONAL TEARMS AND CONDITIONS**

1. The car will be hired on monthly basis whose payment into made by the Executive Engineer /Damodar Canal Division for hire charge by e-Payment in favour of the supplier on the basis of bill submitted at the end of every month duly checked and passed by the Executive Engineer /Damodar Canal Division subject to availability of fund.
2. Normal hours of duty will be 10 hours, for day (excluding reporting and releasing time) .These period may be extended occasional as per necessity the area of plying of car will be within the District of Burdwan and may be extended to anywhere in West Bengal for the interest of Govt. works. Beyond 10 hours of duty over time charge allowed as per approved rate from competent authority.
3. The vehicle will have to be supplied 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 with vehicle in running condition will have to sign 'Log Book' on arrival as taken of his report for duty.
4. The vehicle will be hired on daily basis .No payment will be made if the car is in break down condition or with any other mechanical defect which disrupt journey, if no other car is replaced in good condition .In the event of failure of driven with pre -intimation to attend duty as prefixed programme and time recovery at the rate of hire for that day /dates would be effected.
5. Suppliers /owners of the vehicle will be responsible for all type of repairs and maintenance of the vehicle including periodical servicing and no payment will be made for those period if not replaced by another car in good condition .All types of lubricants other than Mobil oil and fuel (Diesel) will have to supply by the suppliers/ owners to keep the car in running condition .The Department will pay the cost of fuel (Diesel- normal) and Mobil oil by the monthly bill which will be supplied by the quotationer earlier for minimum 12 km.run per Littre and @ 500 km run per litre respectively for all sorts of journey on pucca or kutchra road(congested or no congested)
6. The successful quotationer will have to place the vehicle for test run and checking by the undersigned at his(Suppliers)won cost.
7. The owners /Suppliers of the vehicle whose quotation will be accepted preferably lowest have to execute a formal agreement with the **Executive Engineer /Damodar Canal Division** in and all form as per terms and conditions as laid down in the Notice Inviting Quotation.
8. The agreement is terminable with a prior notice of 15(fifteen)days from either side.
9. Acceptance of the quotation lies with Executive Engineer /Damodar Canal Division and he reserves the right to cancel either the lowest or any other quotation without assigning any reason whatsoever the suppliers/ owners of the vehicle will have to report for testing of car within 7 (seven) days of receipt of latter of acceptance.
10. Garage distance allowed maximum (5 km.up-5km.down)10km. or the actual distance whichever or is less for each day journey forever.
11. The authority will not have any liability arising out of any accident while the car is in use by the authority whether or not the car was caused due to negligence etc. of the Driver. The authority will not be liable to pay any damage to the owner driver or any 3<sup>RD</sup>party arising out of the car.
12. The authority may terminate the agreement at any time without assigning any reason whatever for which no compensation will be paid.
13. The authority reserve the right to extend the validity of contract of hiring of vehicle with supplier beyond the expiry of contact of period on the same terms, conditions and rates etc. On actual agreement by both the sides.
14. Claim for escalation of rates due to reason during the execution of work including Extending time period will not be entertained.
15. As per memo no.560-F(Y) published on dated 15.02.2022 of finance department of West Bengal Govt. for the Saturdays ,Sundays or /an other notified holidays including non-working days in a month , if the vehicle engaged on monthly hiring basis are kept as stand by only the daily hiring charges for such days

may be paid on the basis of stand by certificate to be given in the Log Book by the Log Book signing official.

**Memo No.:-412**

**Date;-11.11.2022**

**Copy forwarded for his kind information & having displayed in Notice Board.**

1. The Superintending Engineer ,Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. The Executive Engineer ,Damodar Canal Division, Court Compound, Purba Bardhaman.
3. The Executive Engineer ,T-A to Chief Engineer West, Kanainatsal, Purba Bardhaman.
4. The Sub-Divisional Officer ,Damodar Canal Head Quarter Sub-Division, Kanainatsal, Purba Bardhaman.
5. The Sub-Divisional Officer ,Damodar Canal No III Sub-Division, Court Compound, Purba Bardhaman.
6. The Sub-Divisional Officer Edilpur Sub-Division, Edilpur, Purba Bardhaman.
7. Accounts branch/ Damodar Canal Division, Court Compound, Purba Bardhaman.
8. Estimating Section/ Damodar Canal Division, Court Compound, Purba Bardhaman.
9. Notice Board/Damodar Canal No-I Sub-Division.
10. Public Relation Cell for Uploading in the I & W .Dte. Website.

Sub Divisional Officer  
Damodar Canal no – 1 Sub Division  
Court Compound, Purba Burdwan