



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER  
DURGAPUR MECHANICAL & ELECTRICAL DIVISION  
DURGAPUR-02, PASCHIM BARDHAMAN  
Ph: - (0343) 2559639, Fax:- (0343) 2559639, e-mail:- eedmed.dgp@gmail.com

Memo No. 666

Date: 22.12.2022

NOTICE INVITING QUOTATION

Notice Inviting Quotation No. 03 of 2022-23 of EE/ DM&ED.

Sealed Quotations in prescribed proforma are hereby invited by the Executed Engineer, Durgapur Mechanical & Electrical Division, Durgapur, Paschim Bardhaman for and on behalf of the Governor of the State of West Bengal from bonafied or resourceful car owner/ suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

Sl. No.	Name of work	Eligibility of supplier	Time Period	Cost of Quotation document.
1.	Supplying 1 (one) no. commercial Non A.C car (Motor Cab / Maruti Omni/Maxi Cab), on daily rental basis with driver for Official use of the Executive Engineer, Durgapur Mechanical & Electrical Division, D.V.C New Colony, Durgapur, Paschim Bardhaman.	Bonafied or resourceful car owners/ suppliers	01 (one) year.	Free of cost.

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

1. Last date & time of Application :- 30.12.2022 up to 1.00 P.M.
2. Last date & time of issue of quotation paper :- 30.12.2022 after 3.00 P.M.
3. Date & time of dropping :- 02.01.2023 up to 3.00 P.M.
4. Date & time of opening :- 02.01.2023 after 3.30 P.M.

Intending quotationer (s) or his / their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

The quotationer(s) should quote their daily hire rate for hire charges taking into account the following Departmental terms and condition:-


1. The vehicle should have **contract carriage permit** from Regional Transport Authority.
2. The vehicle should be in good running condition.

( Contd.....P/2 )

3. The quotationer must produce in original copy of PAN, paid up to date all necessary original documents of vehicle i.e. Blue Book of the vehicles, Certificate of pollution, Valid permit, valid insurance certificate, certificate of fitness, valid driving license of driver etc. at the time of application and one set Xerox copy should be attached with the application.
4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis both in figures and words in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes / charges whatsoever and covering the wages of Driver / Helper including, insurance charges etc but excluding the cost of diesel & mobile.
5. Cost of Diesel and Mobil will be paid by the Department as per consumption schedule.
  - A) Diesel consumption – 12 KM run per liter of Diesel.
  - B) Mobil consumption – 500 KM run per liter of Mobil.
6. All types of Major / Minors repair and maintenance work of the vehicle including cleaning / washing etc. will have to be arranged by the owner at his own cost with due intimation to the Department.
7. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure onus will be on the part of the owner to provide substitute vehicle. Otherwise, the under signed will have right to arrange a car from open market as deemed fit for official use. The cost of such hiring would be recovered from the bill(s) of the owner.
8. The car owner will arrange the garage at his own cost and the same should not be located beyond 4 Km. from the Office of the Executed Engineer, Durgapur Mechanical & Electrical Division, Durgapur, Paschim Bardhaman Day to day log book will have to maintained and signed by Executive Engineer, Durgapur Mechanical & Electrical Division. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
9. While on journey, the officer /office person/persons using the vehicle will not be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the driver and owner of the vehicle.
10. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
11. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will also be invalidated the quotation. All correction should be initialed and dated by the quotationers.
12. After acceptance of the quotations, the quotationers shall have to resume the work from the date to commence work mentioned in the issued work order from the Executed Engineer, Durgapur Mechanical & Electrical Division, Durgapur, Paschim Bardhaman. He must execute the agreement as per rule.
13. The quoted rate ( Amount quoted per day/ maximum monthly duty days ) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M- 81/98 dated 24.11.2008



14. After acceptance of quotation the quotationer has to execute a formal agreement with the department.
15. Payment will be made as per availability of fund.
16. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
17. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
18. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
19. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle.
20. 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.
21. Approved driver should not be changed except for urgent reason.
22. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
23. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete logbook in any respect.
24. The period of agreement will be only **1 (one) year** and it may increase or decrease if necessary.
25. Any application and sealed quotation paper sent by post will not be entertained.
26. Toll duty will paid by the owner of the vehicle which will be reimbursed with monthly bill.

Handwritten signature and date: 22.12.22

Executive Engineer  
Durgapur Mechanical & Electrical Division  
Durgapur-02, Paschim Bardhaman

( Contd.....P/4 )

Memo No.

Date:

Copy forwarded for information & wide circulation to:

- 1) The Chief Engineer (M & E), I & W Dte, Jalasampad Bhawan, Kolkata -70091.
- 2) The Superintending Engineer, South West Mechanical & Electrical Circle, Durgapur, Paschim Bardhaman.
- 3) The Sub-Divisional Officer, Damodar Mechanical Sub-Division, Durgapur, Paschim Bardhaman.
- 4) The Block Development Officer,
- 5) Estimating Section, Durgapur, Paschim Bardhaman
- 6) Accounts Section, Durgapur, Paschim Bardhaman
- 7) Office notice board.

*sdh*  
Executive Engineer  
Durgapur Mechanical & Electrical Division  
Durgapur-02, Paschim Bardhaman

**FORMAT FOR QUOTATION**

**Notice Inviting Quotation No. 03 of 2022-23 of EE/ DM&ED.**

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Issued to : .....

*[Handwritten Signature]*  
22/12/22

Executive Engineer  
Durgapur Mechanical & Electrical Division  
Durgapur -02, Paschim Bardhaman  
*[Handwritten: EPD 22/12/22]*

**QUOTATION FOR VEHICLE ( DIESEL DRIVEN )**

**A) PARTICULARS OF THE VEHICLE:**

i) A) Name of Owner & Address :

B) Mobile no. :

ii) Registration No. of the Vehicle :

iii) Year of Manufacture :

B) RATE – PER DAY (for 10 hours run per day) :- ( In figures) Rs.....

(In words) Rupees.....

C) Additional Charges per hour beyond 10 hours :- ( In figures) Rs.....

(In words) Rupees :.....

**N.B: Fuel allowed for monthly hiring is 1 litre for 12 Km & Mobil Oil @1 litre per 500 Km run.**

Signature of the Owner