



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF SUB-DIVISIONAL OFFICER  
Contai Irrigation Sub-Division

Contai :: Purba Medinipur :: PinCode : 721401, W.B.

Date: 02.01.2023

Memo No: 01

**Notice Inviting Quotation No. :- WBIW/SDO/CISD/NIQ-01/2022-23**

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, River Research Institute, Sub-Division No-I, Haringhata Central Laboratory, Mohanpur, Nadla from the bonafied and resourceful owners / suppliers according to the enclosed terms & conditions and Schedule of Rate for the works.

**NAME OF THE WORK:-** "Supplying 1(One) no. Commercial Non A.C Motor Cab/ Maxi Cab or similar type of vehicle Bharat Stage-III, purchased on or after 01.05.2008 with Diesel Engine including driver on monthly hiring (Per Day) charges basis for a period of **06(Six) months** for the use of Sub-Divisional Officer, Contai Irrigation Sub-Division, Under Contai Irrigation Division, I&W Dte. Contai, Purba Medinipur"

**Important dates & times:**

- Last Date & time of submission of application: 11.01.2023 and 1:00 p.m.
- Last Date & time for issuing of Quotation paper: 11.01.2023 and 5:00 p.m.
- Date and time of receiving quotation: 13.01.2023 and 2:30 p.m.
- Date and time of opening quotation: 13.01.2023 and 4:00 p.m.
- Place of dropping of quotation documents. : At the office of the Sub-Divisional Officer, Contai Irrigation Sub-Division, Contai, Purba Medinipur.

The vehicle must be in good/road worthy condition with appropriate certificate and shall have up-to-date papers like **Contract Carriage Permit, fitness, pollution control Tax clearance, Insurance clearance certificate with Blue Book.**

The vehicle will be hired on daily basis. Quotationer shall quote their rates/day in attached proforma and letter head pad/plain paper mentioning Registration number of the vehicle and must accompany all the papers like self attested Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card, latest IT return, Trade License etc. which will have to be produced alongwith application as well as with the quotation. The originals of the above mentioned papers to be produced during application for verification.

- The supplier should quote their rates (excluding the cost of Fuel and lubricant) strictly as per prescribed form which will be available in the office of undersigned free of cost, along with terms and conditions.
- The rate should be quoted both in figure as well as in words and the quoted rate should be followed the ceiling rate of Transport Department, Govt of West Bengal vide **Circular No-3564-WT/3M-81/98** dated **24.11.2008.**
- Acceptance of quotation will be rest with the Superintending Engineer, Western Circle-III, Tamluk, Purba Medinipur, who does not bind himself to accept the lowest quotations & reserves the right to reject any or all the quotations without assigning any reason thereof.
- Quotationer /Bidder have to apply on his Letter Head Pad with credential (if any) along with NIQ Proforma, for evaluation.

*Signature*  
02/01/23  
Sub-Divisional Officer  
Contai Irrigation Sub-Division  
Irrigation & Waterways Directorate  
Contai, Purba Medinipur

### TERMS AND CONDITIONS FOR HIRING OF VEHICLE

- An experienced Driver is to be deployed by the owner of the vehicle at his own cost. The Driver should possess necessary valid Driving License & should keep close contact with the officer using the vehicle.
- The vehicle should be in very good running condition.. If the vehicle was resold from the first owner, existing owner shall possess either necessary change in ownership or power of attorney in his favour. The vehicle shall be kept ready for use of the officer using the vehicles as and when required. Outstation halting charges of the Driver, if any will have to be borne by the owner of the vehicle.
- Fuel & Mobil will be issued by the department time to time as and when required. The basic rate of consumption of fuel will be calculated during preparation of monthly bill and will be borne by the Department as per prevailing market rate. No other lubricant will be allowed by the office.
  - I. Diesel – 1 (one) Liter per 12 (twelve) Km run.
  - II. Mobil – 1 (one) Liter per 500 (five hundred) Km run.
- The rate for Daily Hire Charges of the vehicle will be inclusive of all relevant taxes, permit & insurance and compensation of the driver including his salary, overtime & other allowances but excluding the cost of Diesel and Mobil. The hire charges will be borne by the Department.
- All repairing and maintenance cost both petty & major with servicing cost etc. will have to be borne by the owner of the vehicle.
- 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 5Km. of the respective Head Quarter.
- In case of any break down for major repairs of the vehicle, a suitable Vehicle with Driver is to be placed by the owner as substitute, the cost of which is to be borne by the owner of the vehicle. Also any accident /mechanical problem/driver related problem , the same fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative same in replacement shall have to be arranged by him for reporting to duty place.
- In case of failure to attend the duty for any day, hire charges for the day will be deducted accordingly. Penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
- Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract. Also the authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
- The detail of daily journey including time of arrival, departure and running Kilometer shall be recorded and verified daily by the officer in the Log Book to be issued by the Engineer In-Charge. The Kilometer of the vehicle must always be kept in order. In case of any disorder in Kilometer reading shall be verified immediately by the officer using the vehicle and the same shall be accepted by the owner without assigning any reason thereof.
- The officer using the vehicle or the Engineer In-Charge will have no responsibility for any loss, damages, accident and theft etc. in connection with the vehicle.
- The existing Govt. order in force for hiring of vehicles is pending. The owner has also to carry out all Govt. orders which may be issued in connection with hiring vehicle.
- Normally the vehicle will be used on working days but as per necessary or any other reason, the vehicle may have to ply beyond normal office hours and on holidays also.
- The Engineer In-Charge or concerned officer reserves the right to release the vehicle within 7 (seven) days' notice without assigning any reason. The owner may pray for termination of the contract within 1 (one) month notice.

- Normal duty hours will be 10 hours per day. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the ceiling rate of Rs. 20/ (twenty) per hour.
- After acceptance of quotation the quotationers has to to execute a formal agreement in proper W.B Form No. 2911(i) with the Department. Initial contract period will be for 06 (Six) months. However, on satisfactory service the contract period may be extended further.
- Periodic maintenance, regular servicing, cleaning of vehicle is to be done by owner in his own cost.
- The hire charges of the vehicle to be paid on availability of the fund.
- In case of violation of the above terms and conditions the quotation will be liable to be rejected.
- The quotationer whose quoted rate stand lowest and accepted by the competent authority have to deposit an earnest amount of 2% of the probable amount considering total contract period during formal agreement.

Enc:- Schedule of Rate with terms & conditions.

*02/01/23*  
 Sub-Divisional Officer  
 Contai Irrigation Sub-Division  
 Irrigation & Waterways Directorate  
 Contai, Purba Medinipur

Memo No:

Date:

Copy forwarded for information to:-

1. The Superintending Engineer, Western Circle-III, Tamluk, Purba Medinipur.
2. The Executive Engineer, Contai Irrigation Division, Contai, Purba Medinipur.
3. Divisional Accountant, Contai Irrigation Division, Contai, Purba Medinipur.
4. Sectional Officer, Contai(I) section.
5. Notice Board for wide circulation.

*sq/-*  
 Sub-Divisional Officer  
 Contai Irrigation Sub-Division  
 Irrigation & Waterways Directorate  
 Contai, Purba Medinipur

**SCHEDULE OF RATES FOR HIRING OF VEHICLE**

Issued to:

Notice Inviting Quotation No. – WBIW/SDO/CISD/NIQ-01/2022-23 issued vide Memo no.- **8101**  
dated: **02.01.2023**

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**(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)**

**A. Particulars of Vehicle**

1. Name of the owner of Vehicle :
2. Full Address of owner with Phone / Mobile No:
3. Driver's Name :
4. Driver's Full Address with Phone / Mobile No:
5. Driving License No:
6. Registration no. of vehicle and date:
7. Model with year of manufacturing :

**B. Rate:**

1. Daily Hire Charges both in figure and word:  
(The Ceiling rate of hiring Rs. 475.00 per day(Motorcab) & RS. 495.00/day(Maxi Cab) on monthly hiring basis for 10.00 hours a day.(Cost of hiring including cost of all relevant taxes, permit and insurance of the vehicle and compensation of the driver including his salary, overtime & other allowances but excluding cost of Diesel and Mobil ).
2. Additional Charge per hour beyond 10.00 hours (both in figure and word):  
(The Ceiling rate @ Rs. 20.00 per hour for additional Charge beyond 10.00 hours.)
3. Consumption of Mobil oil in Kilometer per 1 (one) Liter (both in figure and word):  
(The Ceiling rate @ 500.00 Km per 1.00 Liter for consumption of Mobil oil)
4. Consumption of Diesel in Kilometer per 1 (one) Liter (both in figure and word):  
(The Ceiling rate @ 12.00 Km per 1.00 Liter for consumption of Diesel.)

The rate of hiring as shown above is the maximum rate at which a vehicle may be hired. There is no bar in hiring a vehicle at a rate lower than the ceiling rates.

**N.B.:** Consumption of Diesel and Mobil oil will be calculated on the basis of consumption offered by the quotationer in item nos. B. 3 & 4 above in case of any excess consumption of Diesel /Mobil oil the cost will be borne by the owner.

I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation"

(Dated signature of the Quotationer)