



**NOTICE INVITING QUOTATION NO. - 01 of 2023-2024 (S.D.O/A.I.S.D)**

**Memo. No. 260**

**Dated. 17/05/23**

Sealed quotations in prescribed format are hereby invited by the Division from the Sub-Divisional Officer, Arambagh Irrigation Sub-Division bonafied owner of vehicle(s) for "Hiring of one no. Non-Air-conditioned MOTOR CAB / MAXI CAB vehicle (Diesel Ambassador Car/ Diesel Jeep) along with driver on monthly hiring (Per day) basis for use of the Sub-Divisional Officer, Arambagh Irrigation Sub-Division , under Lower Damodar Irrigation Division, Singur, Hooghly."

**ELEGIBILITY OF THE QUOTATIONER :**

- (i) The intending quotationers must have to be the owner(s) of the vehicle.
- (ii) The intending quotationers must obtain prior permission from the undersigned before rendering quotation of rate.
- (iii) Quotationers have to submit an application on his/ their letter head along with the valid documents for ownership and Contract carriage Permit/ Certificate of Registration viz. Blue book, Tax clearance certificate up to date, Pollution Certificate, Insurance Certificate up to date etc. for verification.
- (iv) The intending quotationers must have account in Nationalised Bank (preferably S.B.I.)

**1. STATUS OF THE VEHICLE :**

- (i) The vehicle should be in good condition as regards to body and engine with necessary accessories and to be provided with an efficient driver having vehicle driving license. The wages and allowances of the driver will have to be paid by the owner of the vehicle including overtime allowance if necessary.
- (ii) The vehicle must have a valid Contract Carriage Permit at the cost and responsibility of the owner(s). In case such license is not obtained before submission of offer, the owner(s)/ tenderer(s) / Quotationer(s) will be bound to obtain such license immediately (maximum period to be allowed is thirty days) after acceptance of his/ her/ their offer, failing which the offer will stand cancelled and earnest money will be forfeited to the Government.
- (iii) The vehicle must be insured against accident at the cost and responsibility of owner(s).
- (iv) All taxes and other relevant charges as per Govt. rules must have to be cleared up at the cost and the responsibility of the owner(s).
- (v) One good speedometer must have to be provided with the vehicle at the cost and responsibility of the owner(s) to show the Kilometer of journey.
- (vi) Contract carriage Permit as mentioned in para-2 (ii) above should be applicable for all over West Bengal in case of vehicle to be used by Superintending Engineer/Damodar Irrigation Circle and/or his subordinates specially Howrah/ Kolkata/Salt lake journey.



- (vii) The vehicle will be hired on monthly hiring (Per day) basis whose payment will be made by Account Payee Cheque in favour of the owner on the basis of bill submitted at the end of every month duly checked and passed by the Executive Engineer, Lower Damodar Irrigation Division. In the case of any emergency during Irrigation period, during Major/ Minor work execution period and visiting of V.I.P.s etc. the vehicle with driver should also be kept ready at any time if required. The undersigned will not take any sorts of responsibilities for extra overtime payment for the purpose.
- (viii) Normally hours of duty will be 10(ten) hours per day (after reporting and up to releasing time). But hours may be extended on emergency duty if required as mentioned in para-2 (vii) or any important reasons.
- (ix) The vehicle will have to be placed 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 has to be capable of well drive during long period. The nature of driver should be good in behave and manners.
- (x) Though the vehicle will be hired on monthly basis, payment will not be made for the day if the vehicle is on breakdown or any other mechanical fault / or /and due to the driver. In the event of failure of the driver to attend duty as per prefixed date and time, recovery at double the rate of hire charges for that day/ days would be affected.
- (xi) In case of every day journey to & fro between the 'place of reporting' and 'Garage of the vehicle', the actual KM journey will be applicable on demand with proper justification as per existing Government Order.
- (xii) The vehicle should be Emission stander of **Bharat Stage-III purchased on or after 01.05.2008** with diesel engine.
- (xiii) In case of any emergency during irrigation period, during major/minor work execution period and vesiting of V.I.P.s etc. the vehicle with driver should also be kept ready at any time if required. The under signed will not take any sorts of responsibilities for extra over time payments for the purpose.

#### **QUOTATION :**

- (i) Intending quotationers should apply for **Prescribed Quotation Documents** in their respective Letter Heads enclosing self attested copies of the valid documents for ownership and Contract carriage Permit, Certificate of Registration viz. Blue book, Road Tax clearance certificate up to date, Pollution Certificate, Insurance Certificate up to date, P.A.N. etc. Any other related documents may be asked for if required.
- (ii) **Prescribed Quotation Documents** consisting of schedule and terms & condition can be obtained from the office of the undersigned, within the specified Date & Time as mentioned below by the intending Tenderers/ Quotationers or by their duly authorized Representatives subject to fulfilling eligibility criteria.
- (iii) The quotation for rate must have to be submitted only on the **Prescribed Quotation Documents** in the Tender box of the Sub-Divisional Officer, Arambagh Irrigation Sub- Division, with putting full signature within the specified Date & Time.
- (iv) Quotation imposing condition by the quotationer will summarily be rejected.
- (v) successful quotationer must have to be submitted performance Security Deposit for an amount of **Rs. 2000/- (Rupees two thousand) Only** in the shape of Bank Draft of any Scheduled / Nationalized Bank payable at Hooghly in favour of the Executive Engineer, Lower Damodar Irrigation Division, Singur, Hooghly within 15 days from receiving the acceptance letter / work order or as decided by the order issuing authority.



- (vi) Security Deposit will be retained in the office of the undersigned as Performance Security Deposit till completion of the contractual period.
- (vii)
- (viii) the office of the undersigned as Performance Security Deposit till completion of the contractual period.
- (ix) Quotation must have to be signed by the owner(s) and in case of partnership firm the same must have to be signed by all the partners or duly authorized person as per registered deed. Copy of Partnership Deed should be submitted along with application in case of partnership firm.

## 2. **DATE AND TIME LIMIT**

|      |  |                             |
|------|--|-----------------------------|
| I.   | Last Date & Time for receiving application seeking issue of Quotation Paper from quotationers. | : 25.05.2023 up to 4-00 PM. |
| II.  | Last Date & Time for issuing Quotation paper (Free of cost).                                   | : 26.05.23 up to 4-00 PM.   |
| III. | Last Date & Time for receiving sealed quotation paper.   | : 29.05.23 up to 2-00 P.M.  |
| IV.  | Date & Time for opening Sealed Quotations in front of quotationers                             | : 29.05.23 After 4-00 P.M.  |

## 3. **TERMS AND CONDITIONS :**

- (i) The rate is to be quoted both in figures and in words without any overwriting. Any correction therein must have to be attested with the signature of the owner(s)/ Quotationers(s).
- (ii) The rate shall have to be quoted for hire charges per day which should be inclusive of all taxes and incidental charges, whatsoever may be, but excluding the cost of fuel i.e. diesel and mobil oil only for the journey by Departmental Officer.
- (iii) The accepted lowest rate will remain valid **one year** from the date of acceptance of the quotation. The vehicle may be continued for further period if required at the accepted rate subject to the consent of the owner of the vehicle.
- (iv) Quotation imposing condition by the quotationers will summarily be rejected.
- (v) The consumption of diesel is allowed @ 12 K.M. (twelve kilometer) per Liter and @ 500 (five hundred) K.M. per liter of Mobil. The owner will have to bear the cost of fuels and lubricants initially during journey and the cost will be reimbursed at the time of payment within three months.
- (vi) The engagement is purely temporary basis and may be discontinued within one month notice without assigning any reasons what so ever which no compensation will be paid.
- (vii) No stand by payment is allowed.
- (viii) Servicing will be allowed for one day after a run of 2000 K.M. and cost of servicing will be borne by the owner of the vehicle.
- (ix) The owner(s)/ Successful Quotationer(s) will have to replace another vehicle having proper License & certificates in case of non placement of vehicle for repairing or other reasons.

- (x) The Superintending Engineer/ Damodar Irrigation Circle reserves the right to accept / reject any or all of the quotations without assigning reason thereof.
- (xi) The successful quotationers will have to execute formal agreement with the undersigned in appropriate format and relevant documents within 7 (Seven) days from the date of issue of letter of acceptance failing which letter of acceptance will be treated as cancelled.
- (xii) If the agreement is terminated without notice of the one month by the owner, then he will have to pay compensation and in that case the sum of Rs.2000.00 (two thousand) only will as deposited with the quotation and will be forfeited.
- (xiii) The authority will not have any liability arising out of any accident in running the vehicle whether or not same was caused due to negligence etc. of the driver. The authority will not be liable any damage to the owner, driver or any third party arising out the use of the vehicle.
- (xiv) Day to day **Log book** will have to be maintained and signed by the Driver and the officer using the vehicle.
- (xv) The owner will be required to produce the bill in triplicate for payment after end of each calendar month.
- (xvi) Payment of hire charge of vehicle will be made subject to availability of fund.

Any further details may be obtained from the office of the undersigned during the office hours of any working days.

*D. Ghosh*  
17/05/23  
Sub-Divisional Officer  
Arambagh Irrigation Sub- Division  
Arambagh, Hooghly

**Memo No. 260/1(12)**

**Dated. 17/05/23**

Copy forwarded for information & wide circulation to :-

- 1 The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, PurbaBardhaman.
- 2 The District Magistrate, Hooghly
- 3 The Sabhadhipati, Zilla Parishad, Hooghly.
- 4 The Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly.
- 5 The Executive Engineer-II, Lower Damodar Irrigation Division, Singur, Hooghly.
- 6 The Deputy Secretary Vigilance Commission, Kolkata- 700091.
- 7 Office Notice Board, **Aramabagh** Irrigation Sub Division, Arambagh, Hooghly.
- 8 The Accounts Section of Lower Damodar Irrigation Division, Singur, Hooghly.
- 9 The Estimating Section of Lower Damodar Irrigation Division, Singur, Hooghly.
- 10 The Sub-Divisional Officer, **Jamalpur** /Champadanga/Singur Irrigation Sub-Division.

*D. Ghosh*  
17/05/23  
Sub-Divisional Officer  
Arambagh Irrigation Sub- Division  
Arambagh, Hooghly





GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE Sub-Divisional Officer , Arambagh Irrigation Sub-Division  
Arambagh, Hooghly

**Schedule for the Quotation to the N.I.Q. No- 01 of 2023-24.**

**Name of Work :** "Hiring of one no. Non-Air-conditioned MOTOR CAB / MAXI CAB vehicle (Diesel Ambassador Car/ Diesel Jeep) along with driver on monthly hiring (Per day) basis for use of the Sub-Divisional Officer, Arambagh Irrigation Sub-Division, under Lower Damodar Irrigation Division, Singur, Hooghly."

| Sl. No. | Description of Item  | Qty.     | Unit. | Rate. (Daily hire charges both in figure & words)<br>(Rs.) | Amount<br>(Rs.) |
|---------|--|----------|-------|--|-----------------|
| 1       | Hiring of one no. Non-Air-Condition Motor Cab/MaxI Cab vehicle (Diesel Ambassador Car/Diesel jeep) along with driver on monthly hiring (Per day) basis for use of the Sub-Divisional Officer, Arambagh Irrigation Sub-Division, under Lower Damodar Irrigation Division, Singur Hooghly. [The consumption of diesel is fixed @ 12 K.M. (twelve kilometer) per Liter and @ 500 (five hundred) K.M. per liter of Mobil.] | 1<br>No. | Each  | Rs. ....<br>Rupees<br>.....<br>.....                       |                 |

**N.B:** Consumption of fuel & lubricant will be calculated on the basis @ 12 K.M./ Lt. and @ 500 K.M./ Lt. respectively of actual K.M. run and the cost of the same initially born by the agency & finally realized from the respective bill for authentication of rate for payment.

Name of the owner in Block letter : .....

Full Address :

Phone No : .....

Registration No of the Vehicle : .....

I/We do here by agree to abide by all terms & conditions as laid down in N.I.Q.-01 of 2023-24 (S.D.O./A.I.S.D.) with above schedule of rates and these are binding to the rate quoted by me.

Date:

Full Signature of the Agency