



Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Revenue Officer, Canal Revenue Division  
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**Memo No: 110/V-1/P-II**

**Dated.:- 16/05/2023**

**NOTICE INVITING QUOTATION NO -01/ACRO/CRDN OF 2023-2024**

Sealed Quotations in prescribed proforma are hereby invited by the Assistant Canal Revenue Officer, Canals Revenue Division, Midnapore for and on behalf of the Governor of the State of West Bengal from bonafied and 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
1.	“Supply of hire charge vehicle 1(one) no. (Maxi Cab, BS-III/Diesel Engine/Non- AC.), on daily hire charge basis for the use in the Office of the Revenue Officer, Canal Revenue Division, Midnapore, effect from 01.06.2023 (unit per day) on monthly payment basis.”	Bonafied and resourceful car owners/suppliers	1(One) Year

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 of Application : 19/05/2023 up to 1.00 P.M.
2. Last date of issue of quotation paper : 19/05/2023 from 2.00 P.M to 4.00 P.M.
3. Date of dropping : 26/05/2023 up to 2.00 P.M.
4. Date of opening : 26/05/2023 after 3.00 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 in both figures and words** for hire charges taking into account the following Departmental terms and condition:-

## **TERMS & CONDITIONS OF QUOTATION**

1. The vehicle should be in good running condition and should preferably conform to the BS-III/Diesel Engine/Non-AC or higher emission norms. The date/year of manufacturing of the vehicle should be preferably on or after 01.01.2016.
2. The quotationer must produce in valid and appropriate Contract Carriage Permit, Blue Book, pollution control Tax clearance & valid insurance certificate at the time of application and one set self- attested Xerox copy should be attached with the application.
3. For new vehicle the above mentioned papers to be submitted within 3(three) months of issuance of offer letter (In case of a successful quotationer only). Failing which, his contract may invite termination.
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 overtime and Tiffin allowance, insurance charges etc but excluding the cost of diesel & mobile.
5. Diesel and Mobile will be issued by the Department as per consumption schedule.
  - i. Diesel consumption – 12 KM run per litre of Diesel.
  - ii. Mobil consumption – 500 KM run per litre of Mobil oil.
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 this office.
7. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute diesel run vehicle at his own cost. Otherwise, the under signed reserves the right to arrange a car from open market as deemed fit for official use. The use 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 place of office of the reporting officer.
9. Day to day log book will have to be maintained and signed by Driver and submitted to the Revenue Officer or concerned Assistant Canal Revenue Officer. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
10. 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.
11. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
12. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will invalidate the quotation. All correction should be initialled and dated by the quotationers.
13. The acceptance of the quotations will rest with the Revenue Officer, Canal Revenue Division, Midnapore, Paschim Medinipur, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.
14. After acceptance of the quotation, the quotationer is required to take up the works within 3 (Three) days from date of issuing of work order from the Revenue Officer, Canal Revenue Division, Midnapore. The quotationer must execute the work as per rule.

15. *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.*
16. Payment will be made as per availability of fund.
17. Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.
18. 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.
19. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
20. The vehicle will have to tour in any kind of motorable road including katcha roads. The department will not be held responsible for any loss or damage to parts of vehicle.
21. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
22. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle. Haltage charge etc. of the driver must have to be paid by the owner.
23. 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.
24. The vehicle (in good condition) and driver (found suitable) placed under the disposal of the department should not be changed without prior approval of the department except in the case of major repairs.
25. 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.
26. 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.
27. 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.
28. The validity of the contract will be **one year** from the date of written order for placement of vehicle. It may be extended beyond the expiry of the contract period on the same terms and conditions and rate etc. on mutual arrangement by the both sides.
29. Any application and sealed quotation paper sent by post will not be entertained.
30. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.

31. The owner will be required to produce the bill in triplicate for processing of payment through the Revenue Officer, Canal Revenue Division, Midnapore, after the end of each calendar month.

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Assistant Canal Revenue Officer  
Canal Revenue Division, I & W Dte.,  
Midnapore, Paschim Medinipur.

**Memo No: 110/V-1/P-II/9**

**Dated.:- 16/05/2023**

**Copy submitted/forwarded for information & wide circulation to:-**

1. The Chief Engineer, South West, Abas, Khas jungle, Midnapore, Paschim Medinipur.
2. The District Magistrate & Collector, Paschim Medinipur.
3. The Superintending Engineer, Western Circle-II, Midnapore, Paschim Medinipur.
4. The Executive Engineer, West Midnapore Division, Midnapore, Paschim Medinipur.
5. The Asst. Engineer/Sub Divisional Officer, Lachmapore Irrigation. Sub-Division, Midnapore, Paschim Medinipur.
- ✓ 6. The Executive Engineer, DVC Study Cell, with request to upload the NIT in the departmental website (e-mail sent).
7. The Revenue Officer, Canals Revenue Division, Midnapore, Paschim Medinipur.
8. The Divisional Accountant, Canals Revenue Division, Midnapore. Paschim Medinipur.
9. Office Notice Board.

Akshaybati, 16.05.23.

Assistant Canal Revenue Officer  
Canal Revenue Division, I & W Dte.,  
Midnapore, Paschim Medinipur.