



Govt. of West Bengal / Irrigation & Waterways Dte.  
**Office of the Sub-Divisional Officer**  
**Haroa Irrigation Sub-Division,**  
Ghushighata, P.O. – Kulti lockgate

Memo No: - 118

Dated-30.05.2023

**NOTICE INVITING QUOTATION NO. 01/SDO/HAISD OF 2023-2024**

Sealed quotation in plain paper/company's letter head are hereby invited by the Sub Divisional Officer, Haroa Irrigation Sub-Division under Basirhat Irrigation Division, P.O.-Kulti lock gate, Ghushighata, Dist:- North 24 Parganas on behalf of the Governor of West Bengal from the interested vehicle owners/suppliers for hire charges on daily basis for the work, " **Supplying of one number diesel non-A.C. Motor Cab with driver for the use of the Sub Divisional Officer, Haroa Irrigation Sub Division under the disposal of the Sub Divisional Officer, Haroa Irrigation Division**". The rate should be quoted both in figures and words as per proforma enclosed with the quotation.

The quotation will be received in the Tender Box kept in the chamber of the Sub Divisional Officer; Haroa Irrigation Sub Division on **12.06.2023 up to 2:00 p.m.** and will be opened by the undersigned **at 3:00 p.m.** on the same day in presence of the intending participating quotationers. No quotation will be entertained by post or hand.

The successful quotationer will have to execute formal agreement in W.B. Form No. 2911(ii) (in duplicate).

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|--|-----------------------------|
| 1) Last Date & Time of Application                 | : 08.06.2023 upto 01.00 PM  |
| 2) Last Date & Time of Issue of quotation paper    | : 08.06.2023 upto 05.00 PM  |
| 3) Last Date & Time of Dropping of quotation paper | : 12.06.2023 Upto 02.00 PM  |
| 4) Date & Time of opening quotation paper          | : 12.06.2023 (At 03.00. PM) |

The quotation should meet the following terms and conditions for such hiring of vehicle and will be available in the office of the Sub Divisional Officer; Haroa Irrigation Sub Division on any working day within the office hours. The interested persons are requested to go through the terms and conditions before quoting their rates.

**TERMS AND CONDITIONS:-**

1. The owner of the vehicle will shoulder the cost of running repair and maintenance of the vehicle as well as Driver salary and other expenditure if any. Operational cost like Diesel/Mobil as mentioned below will however be borne by the Department.
2. The vehicle must be in good running condition with commercial permit must be maintained in tip top condition in every respect particularly the seats, foot mats, inner lights, lifting arrangements of window glasses, locking arrangements etc. must be in good condition all the time. The vehicle should satisfy Bharat Stage II/III/IV emission norms by automobiles.

3. The vehicle along with the driver will be at the disposal of the **Sub Divisional Officer; Haroa Irrigation Sub Division**, Irrigation and Waterways Directorate, for 24 hours. The vehicle should be replaced forthwith if the vehicle is withdrawn for any repair works with prior information to the **Sub Divisional Officer; Haroa Irrigation Sub Division**, Irrigation and Waterways Directorate. The car will have to run in any motorable road including kutchra road. The car and the driver must be physically fit to undertake journey of 500 km.per day at a stretch. The driver must be prepared to halt frequently outside the Head Quarter and must follow the instruction of the officer using the car. The driver of the car must be conversant with the mechanism of automobiles so that instant repairing work may immediately be taken up by him.
4. The vehicle will be hired on monthly basis but to be paid@daily rate basis. No hire charges of the vehicle will be paid for any idle period due to break down of the vehicle or absence of the driver.
5. The successful quotationer will have to execute formal agreement in W.B. Form 2911 in the Office of the **Executive Engineer; Basirhat Irrigation Division** as per Govt. rule.
6. The contract period of the vehicle is normally 1(one) year and which may be renewable on expiry of terms subject to the discretion of the **Executive Engineer; Basirhat Irrigation Division**.
7. The authority for hiring the vehicle will not be responsible to pay compensation either to the owner/supplier Driver or any third party arising out of accident, damages, caused due to the part of the driver. The penalty that might be imposed by the police authority for violation of traffic rules is to be borne by the owner supplier.
8. The owner/supplier at his own cost will make necessary arrangement for auto emission testing etc. as per vehicle rules and will kept the auto emission test certificate ready with the driver and to be produced whenever required by the competent authority
9. The responsibility of maintaining of departmental Log Book up to date as per actual journey and proforma remain upon the driver and the Log Book will be under the custody of the driver.
10. The agreement will normally terminable with prior notice of one month from either side.
11. The authority reserves the right to extend the validity of contract for hiring of vehicle with supplier owner beyond the expiry of the contract period on the same terms and condition and rates etc. on mutual agreement by both side.
12. If the vehicle owner fails to supply or withdraw his vehicle in any reason within the contract period the earnest money will be forfeited to the Government and no claim in this regards will be entertained.
13. Copies of Blue Book, vehicle driving license, Tax token, Insurance, Commercial permit, Road Permit, etc. their relevant papers are to be submitted along with the quotation otherwise quotation will be rejected.
14. Normal hours of duty will be 10(Ten) hours for every day excluding the time required for reports and garaging of the vehicle and additional charges beyond 10(Ten) hours will be allowed as per rules.
15. The Superintending Engineer, Eastern Circle, I & W Directorate, Jalasampad Bhawan(8th Floor), Salt Lake City, Kolkata -700 091. / Executive Engineer; Basirhat Irrigation Division / Sub Divisional Officer, Haroa Irrigation Sub Division reserves the right to accept or reject the lowest or any other quotation assigning any reason thereof.
16. The department will issue only Diesel and Mobil. Minimum fuel consumption:- a) Diesel-12(twelve) K.M./Lit.(b) Mobil-500(Five Hundred)K.M./Ltr.
17. No accommodation will be available for Garage and Driver by the Department. The Garage of the vehicle should be very nearer to the office of **Sub Divisional Officer; Haroa Irrigation Sub Division**.

18. The work order will be issued after acceptance of the rates of the quotation. The vehicle will be supplied within 7(Seven) days from the date of issue of the work order/acceptance, failing which the work order may cancelled and action may be taken as per rules.
19. The Accepting Authority is Superintending Engineer, Eastern Circle, I & W Directorate, Jalasampad Bhawan(8th Floor), Salt Lake City, Kolkata -700 091

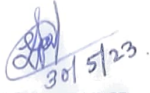
  
*Sub Divisional Officer*  
*Haroa Irrigation Sub Division*

**Memo No : 118/1(6)**

**Date :30.05.2023**

Copy forwarded for information and necessary action to:-

1. The Superintending Engineer, Eastern Circle, Irrigation & Waterways Directorate, Jalasampad Bhawan (8th floor), Salt Lake City, Kolkata – 700 091.
2. The Executive Engineer, Basirhat Irrigation Division, P.O.-Dhaltitha, Via. Basirhat, Dist:- North 24 Parganas.
3. The Sub- Divisional Officer, Hingalganj/Basirhat/Kalinagar Irrigation Sub-Division.
4. The Accounts Branch of Basirhat Irrigation Division.
5. The Estimating Branch of Basirhat Irrigation Division.
6. Office Notice Board.

  
*Sub Divisional Officer*  
*Haroa Irrigation Sub Division*

**PROFORMA FOR SUBMISSION OF QUOTATION**  
**NIQ NO.-01/SDO/HAISD of 2023-24.**

- 1) Name of owner/ Supplier (In Block Letter):
  
- 2) Postal address & Phone No. :  
:
  
- 3) Year of Registration of the car :
  
- 4) Address of the registration authority and registration no.:
  
- 5) Hire charges rate offered on daily basis. : Rs.                      per day
  
- 6) Fuel service offered
  - a) Diesel :                      km per litter
  - b) Mobil :                      km per litter
  
- 7) OT Charges rate offered : Rs.                      per day

Date.....

Signature of the Vehicle Owner/Supplier