



## Government of West Bengal

Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Metropolitan Drainage Division No.II  
Jalasampad Bhawan, 7th floor  
Salt Lake City, Kolkata-700091

Ph.: 033-23597455, E-mail: eemdd921@gmail.com

### NOTICE INVITING QUOTATION

N. I. Q. No.: 03/MDD-II/2023-24

Dated: 11.08.2023

Sealed quotation in prescribed proforma is hereby invited by the Executive Engineer, Metropolitan Drainage Division No.-II, I & W Dte., Govt. Of West Bengal, from bonafide and resourceful firms/owners/agencies in connection with the following work:

“Supplying one Non hired Motor Cab (Non-Air- Condition) Diesel for the use of the Assistant Engineers of Chief Engineer’s Drawing Office, Irrigation & Waterways Directorate (Govt. of W.B.), Jalasampad Bhawan (2nd Floor), Salt Lake City, Kolkata-700091.”

Intending quotationers may have prescribed forms, additional terms and conditions and other particulars free of cost for the above work from the office of the undersigned, during office hours as per the following schedule.

	<u>Date</u>	<u>Time</u>
1. Date of Publication of NIQ	11.08.2023	
2. Last date for receiving application.	16.08.2023	Up to 04.00 p.m.
3. Date for issue of prescribed format for quotationers. (Free of Cost)	18.08.2023	Up to 05.00 p.m.
4. Last date for receiving Quotation.	21.08.2023	Up to 03.00 p.m.
5. Date and time for opening quotation.	21.08.2023	after 03.30 p.m.

*11.8.23*  
(Utpalparan Sengupta Sarkar)

Executive Engineer  
Metropolitan Drainage Divn. No.-II  
I & W Dte., Govt. Of West Bengal.

Copy forwarded for information and further circulation to the:

1. The Superintending Engineer, Metropolitan Drainage Circle for favour of his kind information and necessary action please. This fresh N.I.Q is invited against Acceptance of Quotation vide your Memo No.: 1V-1/1574 Dated 21.08.2017 on daily hire basis and regarding termination of service of existing vehicle No. WB-19D-4962 vide T. O. Memo No.: 1119/12-1 Dated 12.08.2022 in terms of Extn. of Time T. O. Memo No.: 1119/12-1 Dated 12.08.2022.
2. Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhawan, Kolkata-91.
3. Superintending Engineer, Eastern Circle, Jalsampad Bhawan, Kolkata-91.
4. Superintending Engineer, Western Circle-I, Jalsampad Bhawan, Kolkata-91.
5. Executive Engineer, Metropolitan Drainage Division No.I, Jalsampad Bhawan, Kolkata-91.
6. Executive Engineer, Urban Drainage Division, Jalsampad Bhawan, Kolkata-91.
7. Executive Engineer, Calcutta Drainage Outfall Division, Jalsampad Bhawan, Kolkata-91.
8. Executive Engineer, Suburban Drainage Division, Jalsampad Bhawan, Kolkata-91.
9. Assistant Engineers of Chief Engineer's Drawing Office, Jalsampad Bhawan (2nd Floor), Salt Lake City, Kolkata-91.
10. Assistant Engineer-IV, Metropolitan Drainage Divn. No.-II, Jalsampad Bhawan, Kolkata-91.
11. Estimating Section, Metropolitan Drainage Divn.No.-II, Jalsampad Bhawan, Kolkata-91.
12. Accounts Section, Metropolitan Drainage Divn.No.-II, Jalsampad Bhawan, Kolkata-91.
13. **NOTICE BOARD**, Metropolitan Drainage Divn.No.-II, Jalsampad Bhawan, Kolkata-91.

**Sd/-**

**(Utpalparna Sengupta Sarkar)**

Executive Engineer

Metropolitan Drainage Divn.No.II

I & W Dte., Govt. Of West Bengal

## TERMS AND CONDITIONS

1. The vehicle must be in good/road worthy condition and shall have upto date fitness certificate, tax clearance certificate, valid commercial licence and permit in the State of West Bengal from the concerned authorities.
2. Initially the period of contract will be for 1 (one) year. The undersigned reserves the right to extend the contract.
3. The contract will be terminated on the basis of 1 (one) month's notice to be served from the both ends.
4. The Superintending Engineer, Metropolitan Drainage Circle, reserves the right to accept/reject the rate(s) quoted by the participants.
5. Fuel and lubricants like diesel and motor oil shall have to be supplied by the successful quotationer for which payment will be made as per local market rate on the basis of consumption of fuel and lubricants.
6. The successful quotationer may have to place the vehicle for the test run and checking at his own cost.
7. Quotationer shall have to bear all servicing expenditure for periodical servicing, maintenance, daily washing, cleaning, repair works including cost of spare parts and labour charges what so ever.
8. Payment in respect of driver's wage, D.A. etc. shall have to be borne by the quotationer and hire charge for the vehicle shall be inclusive of all these expenditures. The successful quotationer shall have to arrange proper garaging facility of the vehicle at his own cost, risk and responsibility.
9. The quotationer shall have to provide other vehicles of identical specification with driver in the event of supplied vehicle being out of order/under servicing and maintenance or repair or being not available for any reason what so ever, failing which hire charges of that day/days will not be paid.
10. If quotationer fails to comply with any of the above conditions, the undersigned reserves the right to take any action against the quotationer as may deem fit and proper.
11. The undersigned also reserves the right not to accept the lowest quotation or any other without assigning any reason thereof and also reserves the right for cancelling all the quotations.
12. Self-attested copies of Registration Certificate, Blue Book of the vehicle, upto date fitness certificate, pollution control certificate, upto date clearance certificate of tax and token , commercial licence, Pan Card etc will have to be submitted at the time of application.
13. The vehicle will be hired on daily basis for which payment will be made by the Executive Engineer, Metropolitan Drainage Division No.-II by Account Payee cheque in favour of the supplier on the basis of the bill in triplicate.
14. **Normal duty hours will be 10 (ten) hours per day (excluding reporting and releasing time).** The duty period may be extended as and when required as per necessary in the interest of Govt. Work.
15. The vehicle shall have to be supplied with driver who will be responsible to report for duty with vehicle at the prefixed station within the stipulated time unless otherwise specified. The driver with vehicle in running condition will have to sign approved and issued Log Book on arrival as a token of his reporting for duty.

16. The vehicle will be hired on daily basis. No payment will be made for the vehicle if it is not available for any reason what so ever which disrupt journey and if another car of same type does not replace it in good condition. In the event of failure of driver with pre intimation to attend duty as per fixed programme and time, recovery at the rate of hire charges for that day/days would be made.
17. The quotationer whose quotation will be accepted will have to start the work as per the date mentioned in Work Order.
18. Distance allowed is maximum 5 (five) KM for upward journey plus 5 (five) KM for downward journey, total 10 (ten) KM or the actual distance whichever is less from reporting place to garage.
19. Over time charges in excess beyond 10 (ten) hours will be allowed. Maximum half hour will be allowed for reporting and also after releasing in calculating over time allowances.
20. The authority will not have any liability arising out of any type of accident on whatsoever while the car is in use by the authority. The authority will not be liable to pay any damage to the owner, the driver or any third party arising out of accident of the car.
21. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement with the Executive Engineer, Metropolitan Drainage Divn. No.- II.
22. 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 conditions and rates etc on mutual agreement by both sides.
23. Any claim for escalation of rates due to any reason during the execution of work including extending time period will not be entertained in any way.

*HS 11.9.23*  
Executive Engineer  
Metropolitan Drainage Divn.No.-II  
I & W Dte., Govt. Of West Bengal

*B22*  
*11/8/23*



## Government of West Bengal

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Jalasampad Bhawan, 7th floor  
Salt Lake City, Kolkata-700091

Ph.: 033-23597455, E-mail: eemdd921@ gmail.com

### PROFORMA FOR QUOTING RATES

Ref: N. I. Q. No.: 03/MDD-II/2023-24

Dated: **11.08.2023**

**Name of Work:** - "Supplying one Non hired Motor Cab (Non-Air- Condition) Diesel for the use of the Assistant Engineers of Chief Engineer's Drawing Office, Irrigation & Waterways Directorate (Govt. of W.B.), Jalasampad Bhawan (2nd Floor), Salt Lake City, Kolkata-700091."

- (a) Name of the Quotationer/Owner/Firm :  
(In block letters.)
- (b) Full postal address with phone No. :
1. Name, Make, Model, No. of the Vehicle and Year of manufacture. :
  2. Daily hire charge in Rupees (per day)  
(To be quoted by the applicant both in figures and words):
  3. Consumption of fuel & lubricating oil  
a. Diesel :  
b. Mobil :
  4. Overtimes Charges :

**Sd/-**

(Utpalparna Sengupta Sarkar)  
Executive Engineer  
Metropolitan Drainage Divn.No.II  
I & W Dte., Govt. Of West Bengal

Signature of Quotationer  
and full address with seal.