



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**NATIONAL HYDROLOGY PROJECT**  
**Burdwan Investigation & Planning Division**  
NH-2, Purta Bhavan, 3<sup>rd</sup> Floor, Purba Burdwan-713103  
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Memo No: 667/NHP-02/02

Date: 12.09.2023

**NOTICE INVITING QUOTATION**  
**N.I.Q. NO- WBIW/NHP/NIQ-01/2023-24**

Sealed quotation in the prescribed proforma are hereby invited by the Executive Engineer, Burdwan Investigation & Planning Division, Purta Bhavan, 3<sup>RD</sup> Floor, Burdwan from reputed, reliable and resourceful travel agencies, luxury taxi owners/suppliers for the work:—“**Hiring 1(One) no. Motor Cab (Diesel driven Non AC) BS-III treated as Luxury Taxi with Driver on daily basis for the use of Research Officer, River Research Institute, Mohanpur, Nadia under National Hydrology Project.**”

The prescribed proforma and other particulars may be obtained by the intending quotationers **free of cost** from the office of the Executive Engineer, Burdwan Investigation & Planning Division Purta Bhavan, 3<sup>RD</sup> Floor, Purba Bardhaman during office hours.

**Name of the work:—“Hiring 1(One) no. Motor Cab (Diesel driven Non AC) BS-III treated as Luxury Taxi with Driver on daily basis for the use of Research Officer, River Research Institute, Mohanpur, Nadia under National Hydrology Project.”**

**Time Schedule of Quotation**

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule: –

- |   |                                     |
|---|-------------------------------------|
| <b>i) Last Date &amp; Time of application</b>                   | <b>: 20/09/2023 up to 1.00 P.M.</b> |
| <b>ii) Last Date &amp; Time of Issue of quotation paper</b>     | <b>: 20/09/2023 up to 4.00 P.M.</b> |
| <b>iii) Last Date &amp; Time of dropping of quotation paper</b> | <b>: 25/09/2023 up to 3.00 P.M.</b> |
| <b>iv) Date &amp; Time of opening of quotation paper</b>        | <b>: 25/09/2023 at 4.00 P.M.</b>    |

**1. Instruction to bidders:-**

Quotations are to be submitted in properly filled up proforma of “**TECHNICAL DETAILS**” and “**FINANCIAL OFFER**” as given below in a sealed envelop along with all other necessary papers in support. The documents and the offer should be submitted in the envelope which should be prominently superscribed as:—“**Hiring 1(One) no. Motor Cab (Diesel driven Non AC) BS-III treated as Luxury Taxi with Driver on daily basis for the use of Research Officer, River Research Institute, Mohanpur, Nadia under National Hydrology Project**” and addressed to the Executive Engineer,

Burdwan Investigation & Planning Division, Purta Bhavan, 3<sup>RD</sup> Floor, Burdwan. It should be dropped in the Tender Box provided at the chamber of the Executive Engineer, Burdwan Investigation & Planning Division, on or before the Last date for receiving quotation.

The Quotations will be opened at the above stated office on the Designated Date and Time. Interested Quotationers or their authorized representatives may be present at the time of opening of the Quotation.

## 2. Period of Contract:-

The time allowed for the work is 2(two) months from the date of commencement.

## 3. Scope of work:-

The vehicle should be Motor Cab (BS-III) Non-A.C. with Diesel Engine **treated as Luxury Taxi** purchased on/after 01.05.2008 and must be in good/road worthy condition. The area of Normal plying of the vehicle shall be Nadia District and may be extended to anywhere within West Bengal in the interest of Government works.

## 4. Eligibility Criteria (papers in support to be submitted in the envelope along with the bid):-

- The Firm should have PAN number issued by I.T Department.(Self Attested Copy to be submitted).
- Firm should have PT submission certificate. (Self Attested Copy to be submitted).
- Vehicle proposed to be supplied should have valid papers i.e. Commercial No., Up to Date fitness certificate, Pollution Certificate, Tax Clearance, Insurance clearance with Blue Book. (Self Attested Copy to be submitted).

## 5. Security Deposit (to be submitted by the successful Bidder only):-

The successful quotationer will have to submit **Rs. 5000/- (Rupees Five Thousand Only)** towards Security Deposit for this particular work through Demand Draft drawn in favour of the **“Executive Engineer, Burdwan Investigation & Planning Division”** and payable at Burdwan within 7 (seven) days of issue of acceptance letter. Non-Submission of the above will make his offer liable to be rejected.

## 6. General Terms & Conditions :-

i) The vehicle should be Motor Cab (BS-III) Non-A.C. with Diesel Engine purchased on/after 01.05.2008 and must be in good/road worthy condition with all appropriate Certificates/papers. The successful quotationer shall have to place the vehicle for a test run and checking at the quotationer's own cost. The quotationer shall have to bear all expenditure for servicing, maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all the taxes to keep the vehicle in road worthy condition.

ii) Fuel and other lubricants shall have to be supplied by the owner of the vehicle, payment will be made only for Diesel and Motor oil (Mobil) at the prevailing market rate on the basis of prevailing R.T.A. rules (Vide Memo No-3564-WT/3M-81/98, Dt.-24.11.2008 of Transport Department, Govt. of West Bengal). Payment in respect of Driver's wages, T.A., D.A. etc. shall have to be borne by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditure. The successful quotationer shall have to arrange for garaging facility of the vehicle at his own cost and vehicle will be placed as per instruction.

iii) The quotationer shall have to replace a Diesel Car of identical specification with Driver in the event of supplied Car being out of order/under servicing, maintenance and repair or being not available for any reason what so ever, failing which hire charge for that/those day(s) will not be paid. The acceptance of quotation will fully lie on the Executive Engineer, Burdwan Investigation & Planning Division who does not bind himself to reserve the right to reject the lowest quotationer or any of the quotationer without assigning any reason.

iv) The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a Motor Cab will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.

v) Executive Engineer, Burdwan Investigation & Planning Division reserves the right to increase or decrease the Period of Contract without assigning any reason what so ever and to terminate the contract by issuing one month notice.

vi) If the 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 with approval of the competent authority.

vii) The Superintending Engineer, Investigation & Planning Circle-II and Tender Implementing Officer, SPMU, NHP 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.

#### **7. Additional terms and conditions:-**

i) The vehicle will be hired on daily basis for which payment will be made by the Executive Engineer, Burdwan Investigation & Planning Division by online through ECS method in favour of the supplier/owner on the basis of the bills submitted. All payments to the supplier/owner shall attract Tax Deductions at Sources in accordance with the GOI guidelines from time to time.

ii) Normal hours of duty will be 10 hours per day (excluding reporting & releasing time). This period may be extended as and when required as per necessity.

iii) The vehicle shall have to be supplied with Driver who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign Log Book at arrival as token of his reporting for duty.

iv) No payment will be made for hire charge of the vehicle, if the same is in break down condition or any other mechanical default develops which disrupts the journey after it begins; unless another Car of similar specification and in good running condition is provided immediately by replacement of the defaulted vehicle.

v) In case of failure of the supplier/owner of the vehicle to replace the defaulted one immediately or in the event of failure of the Driver to attend duty for any reason whatsoever; if the department is required to arrange any other vehicle on its own for the sake of journey; then any excess cost involved for undertaking such journey by other vehicle departmentally arranged shall be calculated in comparison with the actual cost as would have been involved had the journey been performed by the vehicle in respect of which agreement has been made and such excess cost shall be recovered from the running bills of the supplier/owner as per agreement.

vi) Supplier/owner of the vehicle shall be responsible for the all type of repair, servicing and maintenance of the vehicle and no payment will be made for the period for repair of the vehicle. The fuel and lubricant shall have to be supplied by the supplier/ owner of the vehicle for running of the vehicle. The Deptt. will pay the cost of **Diesel and Mobil** only at the prevailing market rate for the consumption calculated on the basis of kilometer run by the vehicle at the rate of consumption agreed upon in the contact with the bill for hire charge, submitted by the owner/supplier.

vii) The owner will have to submit two separate bill-- one for vehicle hiring charges and other for claim towards reimbursement of Diesel and Mobil charges. For allowing payment of cost of Diesel and Mobil, daily record of kilometer run will be recorded in the Log Book of vehicle with the signature of the Officer making journey. At the end of the every month total kilometer run of journey made during the month will be calculated and the consumption of Diesel and Motor oil will be worked out on the basis of rate of consumption of contract. Copy of relevant vouchers for Diesel & Mobil will have to be furnished for verification of cost of Diesel and Mobil in the office for recoument of cost thereof at the prevailing market rate.

viii) The successful Quotationer will have to execute a formal agreement in Non-Judicial Stamp Paper having value Rs. 50.00 (Rupees Fifty) at his own cost with the Executive Engineer, Burdwan Investigation & Planning Division as per terms and conditions laid down in the Notice Inviting Quotation with other Additional terms and conditions by submitting a Bid Security as mentioned earlier within 7 (seven) days of issue of acceptance letter.

ix) Acceptance of quotation lies with the Executive Engineer, Burdwan Investigation & Planning Division and he reserves the right to accept any quotation or reject any or all the Quotations without assigning any reason thereof. The supplier/owner of the vehicle has to report for testing of the vehicle within a day of accepting of quotation with his own cost.

x) The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 10 Km. (5 Km. Up & 5 Km. Down) of the respective head quarters.

xi) Overtime charge in excess of 10 hours per day will be allowed. Maximum one hour will be allowed for reporting and also after releasing in calculating over time allowance.

xii) The usual service time is 10 (Ten) hours beyond which the quotationer will be paid for over-time.

xiii) The authority shall not have any liability arising out of any accident while the Car is in use by the authority where or not the accident was caused due to negligence etc. of the Driver. The authority shall not be liable to pay any damages/ consumption to the owner/ Driver or any other person who may be affected by the accident.

xiv) The authority may terminate the agreement at any time without assigning any reason. Therefore, for which no compensation will be paid one months' notice will be given normally for termination of the agreement from either side.

xv) The vehicle may have to undertake journeys for long hours in the Districts. The Driver of the Car shall have to be prepared to halt outside Nadia with his own arrangement and cost. In case of the vehicle halting outside Nadia, no charges will be paid in addition to the usual hire & fuel charges.

xvi) In case of requirement of Temporary Inter-State Permit, the Department will reimburse the actual charges to obtain such permit.

xvii) Claim for escalation of rate of hire charge, overtime charge, halting charge, due to any reason during the validity of contract period including extended time period, if any, will not be entertained.

xviii) The vehicle must be placed to the **Research Officer, River Research Institute, Mohanpur, Nadia** within 7 (seven) days after receiving work order from the competent authority.

xix) The vehicle should be operated by Diesel. It should be good, road worthy & comfortable in condition. If any petty repair is made by the touring officer or the competent authority during his tour, the cost of repair will have to be paid by owner. Oiling, cleaning, servicing of the vehicle should be done preferably on Sunday and Holidays with prior permission from the competent authority.

xx) Driver, with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time.

xxi) Usual recovery as per rule will be made from the running bills on a/c of Security Deposit, Income Tax etc. as applicable.

xxii) Minimum consumption of a) Fuel : Diesel 12 Km/Lt. (Minimum)  
b) Lubricants: 5 Lt./2500 Km. (Minimum)

xxiii) **Payment will be made on the monthly basis as per availability of the fund.**

Sd/-  
Executive Engineer  
Burdwan Investigation & Planning Division

Memo No:667/1(7)/NHP-02/02

Date: 12.09.2023

Copy forwarded for information and wide circulation to:-

1. The Chief Engineer(D & R) and Nodal Officer, SPMU, NHP, I & W Directorate, Govt. of West Bengal, Jalasampad Bhawan, Salt Lake City, Kol-91.
2. The Superintending Engineer, Investigation & Planning Circle-II and Tender Implementing Officer, SPMU, NHP, I & W Directorate, 5<sup>th</sup> Floor, Jalasampad Bhavan, Salt Lake City, Kol-91
3. Director, APPE&M Cell and Monitoring Officer, SPMU, NHP, I & W Directorate, 2<sup>nd</sup> Floor, Jalasampad Bhavan, Salt Lake City, Kol-91.
4. Deputy Director (Hydraulics), River Research Institute, Mohanpur, Nadia.
5. Research Officer, River Research Institute, Mohanpur, Nadia
6. The Assistant Engineer – I/II, Burdwan Investigation & Planning Division, Purba Bardhaman.
7. Notice Board/ Estimating Branch/ D.A.O. of Burdwan Investigation & Planning Division, Purba Bardhaman.

Sd/-  
Executive Engineer  
Burdwan Investigation & Planning Division