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**Government of West Bengal
Irrigation and Waterways Directorate
Office of the Sub-Divisional Officer
L.D.C Sub-Division No-I
Fuleswar, Howrah**

NOTICE INVITING QUOTATION NO. 01/LDCSD-I of 2023-2024

Separate sealed quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, L.D.C. Sub-Division no.-I from reliable owner/travel agent and other bonafide & resourceful Agencies/Contractor, for acceptance by the Superintending Engineer, Western Circle-I, I & W Dte, against the following work- "Supplying non A.C. Diesel Vehicle including driver, for the use of the Sub-Divisional Officer, L.D.C. Sub-Division No.-I under L.D.C. Division, I & W Dte, Fuleswar, Howrah."

The Supplier should quote their rate (excluding the cost of fuel & lubricants) strictly as per prescribed form, Annexure-I which will be available in the office of the undersigned at free of cost upto 3.00 pm of 22-11-2023 with other term & conditions.

The rate should be quoted in figure as well as in word. The quotation will be received up to 3.00 pm of 24-11-2023 & open on the same date in presence of the quotationers who may be present at that time.

The acceptance of the quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation & reserve the right to reject any or all the quotations without as signing any reason.

The successful quotationers will have to execute formal agreement in WBF No-2911.

i)	Last Date & Time of application	:	22/11/2023 up to 3.00 P.M.
ii)	Last Date & Time of issue of quotation paper	:	23/11/2023 up to 3.00 P.M.
iii)	Last Date & Time of dropping of quotation paper	:	24/11/2023 up to 3.00 P.M.
iv)	Date & Time of opening of quotation paper	:	24/11/2023 after 3.30 P.M.


The quotation shall have to enclose the self attested Xerox copy of relevant papers, viz Registration & Blue book, pollution certificate, Insurance certificate up to date & details of driver particulars (license, Aadhar No) during submission of quotation.

TERMS & CONDITION FOR HIRING OF VEHICLE (DIESEL)

- 1) The vehicle to be supplied should have hire carriage permit. The rate should be inclusive of all repairs, supply of spare parts, pay & all kind of allowances of Driver & cleaner and all taxes etc.
- 2) The vehicle along with the driver will be at the disposal of the Sub Divisional Officer, L.D.C Sub Division-I, I. & W. Dte. Govt. of West Bengal. The vehicle will have to be replaced by another vehicle (Diesel) without any extra cost when the existing vehicle becomes unserviceable due to break down or any other cause within contract period.
- 3) The vehicle will have to run in any motorable road including kuchha road. The vehicle and the Driver must be physical fit to undertake a journey or run upto 500 k.m. per day at a stretch. The Driver must prepare to halt frequently outside the head quarters & must follow the instruction of the officer using the vehicle. The Driver of the vehicle must be conversant with

the mechanism of automobiles so that instant repair work may immediately be taken up by him.

- 4) The deptt. will not provide the arrangement for garage of the vehicle. The owner deserves to keep the vehicle in his own garage. The garage should be very nearer (with in 5 k.m.) to office of the Sub Divisional Officer, Lower Damodar Construction Sub-Division No.-I, I & W.D., Fuleswar, Uluberia, Howrah, I&W. Dte.
- 5) Diesel will be issued at the maximum rate of 1(one) litre per 12 k.m run & Mobile will be issued at the maximum rate of 1(one) litre per 500 k.m run of the vehicle. The O.T. in excess of 10hrs. of duty, will be provided at a rate of Rs 20.00 per hr.
- 6) The vehicle will be taken up on monthly hire basis but to be 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.
- 7) The vehicle must be maintained in good running all the time. Any complain regarding defects in the vehicle must be promptly attended and defects must be repaired forthwith by the owners of the vehicle. In the event of non-compliance the undersigned will make necessary arrangement for repair of the defects and cost thereof for such work may be realized from the hire charges of the owners.
- 8) The Road tax, Insurance premium, P.U.C certificate, Hire carriage Permit & all other relevant paper should be renewed by the owner, in time during period of contract at the cost of owner.
- 9) To maintaining the Deptt. Log book up to date as per actual journey will remain custody of the driver of the car.
- 10) The condition of the contract may be terminated with one month notice, if required without any precondition.
- 11) No payment will be made for the day on which the vehicle has no run. The bill in triplicate addressed to the office of undersigned to be submitted after completion of one month run.
- 12) Acceptance of the quotations will vest with the Superintending Engineer, Western Circle-I (Irrigation)-Jalasampad Bhawan, Salt Lake Kolkata-91 who reserve the right to accept or reject any of the Quotation(s) as received without assigning any reason.
- 13) No advance payment will be made for hire charge & fuel etc. Payment will be made subject to availability of fund.
- 14) I & W Department's Memorandum No. 716-IB/IW-14011(36)/1/2019-SECTION(IW)-Dept. of IW dated 19th Feb,2019 regarding monthly total expenditure related to hired vehicle should be strictly complied.


(D. MODAK)
Sub-Divisional Officer
L.D.C Sub-Division No.-I
Fuleswar, Howrah

Memo No : 584 (6)

Date :03/11/2023

Copy forwarded to :

- 1) Superintending Engineer, Western Circle-I, I&W.D. Jalasampad Bhawan, Salt Lake, Kolkata-91 for favour of his kind information & wide circulation.
- 2) The Executive Engineer-II, Lower Damodar Construction Division, Fuleswar,Howrah.
- 3) The Executive Engineer-I, Lower Damodar Construction Division, Fuleswar,Howrah.
- 4-5) The Sub-Divisional Officer, Seijberia Irrigation Sub-Division, LDCSD- II, for information & wide circulation.
- 6) Office Notice Board.

D. Modak
03/11/23

(D. MODAK)
Sub-Divisional Officer
L.D.C Sub-Division No.-I
Fuleswar, Howrah

ANNEXURE-I

NOTICE INVITING QUOTATION NO. 01 /LDCSD-I of 2023-2024

(Circulated vide T.O. No.-584 Date:03/11/2023)

Name of work :- “Supplying non A.C. Diesel Vehicle including driver, for the use of the Sub-Divisional Officer, L.D.C. Sub-Division No.-I under L.D.C. Division, I & W Dte, Fuleswar, Howrah.”

Issued to.....
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(D. MODAK)
Sub-Divisional Officer
L.D.C Sub-Division No.-I
Fuleswar, Howrah

PARTICULARS OF THE VEHICLE & DRIVER

Sl No.	Description	Details	
1	NAME & ADDRESS OF THE OWNER/TRAVEL AGENT		
2	CONTACT NO		
3	REGISTRATION NO. OF THE VEHICLE		
4	YEAR OF MANUFACTURE		
5	ENGINE NO		
6	CHASSIS NO.		
7	NAME AND ADDRESS OF DRIVER		
8	CONTACT NO OF DRIVER		
9	AADHAR NO		
10	RATE QUOTED	In figure	In word
	DAILY BASIS		

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Signature of the Owner