

Issued to.....



GOVERNMENT OF WEST BENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER-II  
LOWER DAMODAR IRRIGATION DIVISION  
SINGUR: HOOGHLY

**NOTICE INVITING QUOTATION NO. 01 (3<sup>rd</sup> Call) OF 2023-24 of E.E-II /L.D.I.Division**

Sealed quotation in the prescribed proforma are hereby invited by the Executive Engineer-II, Lower Damodar Irrigation Division, Singur, Hooghly from reliable owner for Supplying an Electric vehicle Non- Air Conditioned Motor Cab with Driver registered commercial vehicle on monthly charge basis for a period of 1 (one) year for official use of Executive Engineer-II, Lower Damodar Irrigation Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Singur, Hooghly.

**Name of work:-** Supplying an Electric vehicle Non- Air Conditioned Motor Cab with Driver registered as commercial vehicle on monthly charge basis for a period of 1 (one) year for official use of Executive Engineer-II, Lower Damodar Irrigation Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Singur, Hooghly.

- 1) Application Start From : 15. 12. 2023 after 2:00 P.M
- 2) Last date of receiving application : 22.12.2023 up to 2-00 P.M.
- 3) Last date of issuing : 26.12.2023 after 2-00 P.M to 3.00 P.M.
- 4) Last date for receiving quotation : 27.12.2023 after 3-00 P.M to 4-00 P.M
- 5) Date of opening quotation : 27.12.2023 after 4-00 P.M

The vehicle must be in good/road worthy condition with appropriate Certificate and shall have up to date fitness, and Insurance clearance certificate with blue book. The successful quotationer shall have to place the Electric vehicle within a day for a test run and checking at the quotationers 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 .

Charging of the electric vehicle shall have to be arranged and cost to be paid by the owner of the vehicle. 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 electric vehicle 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 instructions.

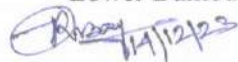
The quotationer shall have to replace a electric vehicle of identical specification with Driver in the event of supplied Car being out of order/under servicing, maintenance and repair failing which hire charge for that/those day(s) will not be paid.

The acceptance of quotation will fully lie on the Executive Engineer-II, Lower Damodar Irrigation Division who does not bind himself to reserve the right to reject the lowest quotationer or any of the quotationer without assigning any reason.

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

  
14/12/2023

(GOUTAM ADHIKARI)  
Executive Engineer -II  
Lower Damodar Irrigation Division

  
14/12/23

**Memo No. 1185 / 1(6)**

**Dated: -14.12.2023**

Copy forwarded for information and having display on Notice Board to:

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. The Sub Divisional officer, Singur/ Chinsurah/ Chandanannagar/ Arambag/ Memary/ Jamalpur/ Champadanga Irrigation Sub Division,
3. The Sr. D.A.O of L.D.I. Division.
4. The Estimating Branch of L.D.I. Division
5. The Notice Board of Lower Damodar Irrigation Division.

  
14/12/2023

(GOUTAM ADHIKARI)  
Executive Engineer-II  
Lower Damodar Irrigation Division

  
14/12/23

**Additional terms and conditions** for Supplying an Motor Cab/ electric vehicle with Driver registered as commercial vehicle on monthly charge basis for a period of 1 (one) year for official use of Executive Engineer-II, Lower Damodar Irrigation Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Singur, Hooghly.

1. The vehicle will be hired on monthly basis for which payment will be made by the Executive Engineer-II, Lower Damodar Irrigation Division by online through Chandannagar Treasury in favour of the supplier on the basis of the bill submitted.
2. 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. The area of Normal plying of the vehicle shall be Hooghly District and may be extended to anywhere within West Bengal in the interest of Government works.
3. 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.

4. 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.
5. 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 owner as per agreement.
6. 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 arrangement of charging and the cost of charging will have to carry solely by the quotationer.
7. **The vehicle will be hired in terms of notification no. 4200-WT/TPT-18011/148/2023 dated 19<sup>th</sup> September 2023 of the Secretary to the Govt. of West Bengal and notification no. 3565-WT/3M-81/98 dated 24.11.208 of the Transport Department, Govt. of West Bengal and subsequent notification no. 2687-IE dated 29/09/2023 of the Assistant Secretary to the Govt. of West Bengal, Irrigation and Waterways Department.**
8. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with the Executive Engineer-II, Lower Damodar Irrigation Division as per terms and conditions laid down in the Notice Inviting Quotation with other Additional terms and conditions. The W.B. Form & other documents will be supplied on free of cost.
9. Acceptance of quotation lies with the Executive Engineer-II, Lower Damodar Irrigation Division and he reserves the right to accept any quotation or reject any or all the Quotations without assigning any reason therefore. 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.
10. The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5 km. of the respective head quarters.
11. Over time 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.
12. The usual service time is 10 (Ten) hours beyond which the quotationer will be paid for over-time.
13. 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.

14. The authority may terminable the agreement at any time without assigning any reason. Therefore for which no compensation will paid one months notice will be given normally for termination of the agreement from either sides.
15. The vehicle may have to undertake journey for long hours in the Districts. The Driver of the Car shall be prepared to halt outside Hooghly District with his own arrangement and cost. In case of the vehicle halting outside Singur no halting charges will be paid in addition to the usual hire charges.
16. The authority reserves the right to extend the validity of contract or hiring of vehicle, with the supplier beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both the sides.
17. Claim for escalation of rate of hire charge, over time charge, halting charge, due to any reason during the validity of contract period including extended time period, if any, will not be entertained.
18. The lowest will be calculated on the basis of hire charges per month.
19. The vehicle must be placed within 1 day after receiving work order from the competent authority.
20. It should be good, read 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.
21. 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.
22. Usual recovery as per rule will be made from the running bills on a/c of Security Deposit, Income Tax etc. as applicable.



(GOUTAM ADHIKARI)  
Executive Engineer-II  
Lower Damodar Irrigation Division



I agree to abide by the terms & conditions as stated above

---

Full Signature of the quotationer with date

*Issued to.....*

**QUOTATION FORMAT**

NOTICE INVITING QUOTATION NO. 01 (3<sup>rd</sup> Call) OF 2023-24 of E.E-II /L.D.I.Dn.

1. Name of the owner :
2. Address with contact no. :
3. Vehicle Registration No :
4. Date of Manufacturing :
5. Name of the Driver :
6. Driver's License No. :
7. Monthly Hire charge :
8. Overtime Rate/Hrs. beyond  
10 Hrs. of normal duty hours. :
9. Extra payment of Rs.8/Km to be  
paid for extra run beyond 100Km.

---

Full Signature of the quotationer with date