



**GOVERNMENT OF WESTBENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**DAMODAR MECHANICAL SUB-DIVISION**  
**D.V.C New Colony, Durgapur, PASCHIM Burdwan**

Memo:- 44

Dated :- 15/02/2024

**NOTICE INVITING QUOTATION NO: - NIQ 01/2023-24 of Sub-Divisional Officer /Damodar Mechanical Sub -Division, Durgapur-02, Paschim Bardhaman.**

Separate sealed quotation (in plain paper/Company's letter head/printed quotation form)are hereby invited by the under signed from bonafide vehicle owner having their own diesel Luxury Taxi Non A/C with commercial number in good condition for "Hiring of two nos. Diesel Driven Non-A.C inspection vehicle ( Maxi-Cab- Bolero/Marshal/Ambassador) for official use of Superintending Engineer, South west Mechanical & Electrical Circle & Damodar Mechanical Sub-Division on daily hire basis for one year". There will be no way to get the vehicle to be used continuously. The vehicle will be used generally by the office on working days & if required on holiday.

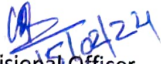
Quotation will be received by the undersigned up to 2.00 P.M on **27/02/2024** and will be opened at 3.00 P.M. on the same day in presence of such of the quotationers who may intend to present at the time of opening of the quotations.

**Submission of Quotation by post is not allowed.**

The Terms &Condition are as follows :

1. The quotation is to be submitted in plain paper /Company's letter head /Printed quotation form clearly mentioning name of the vehicle owner/address, year of make & sit capacity etc .
- 2 . The vehicle should be Bharat Stage –III purchased on or after 01.05.2008. Motor- Cab-Bolero/ marshal/Ambassador is preferred as the vehicle will ply at interior village canal site/inspection path.
3. The Rate should be quoted for dry vehicle per day considering 10 hours a day and also additional rate per hour beyond 10 hours .The both rates should excluding the cost of fuel and lubricant.
4. The vehicle should have valid commercial Registration, Road Tax, Insurance coverage, Pollution Certificate & other necessary documents as required and copy of the same should be submitted with the quotation. Original copies with driver licence should be produced by the successful quotationer before issuance of work order.
- 5 .The intending quotationers should furnish their rates of hiring charges per day with clearly mentioning the distance from Head Quarter to garage.
6. Maximum of 10 KM shall be allowed for to & fro each journey from Garage to reporting place.
7. The consumption of diesel @ 12-KM per lit of fuel and 5 lit of engine oil for every 2500 KM of run will be provided from office. But other charges including wages for driver and maintenance cost will be borne by supplier of the vehicle.
8. No payment will be made if the vehicle is not in good condition or broken.
9. The other terms and conditions will be followed with reference to the instruction issued by the Transport Department, Govt. Of West Bengal, from time to time.
10. In case of breakdown of the vehicle, the supplier has to place a substitute suitable vehicle so that Government work is not hampered.
11. This office will not bear any responsibility in case of accident of the vehicle.
12. Any penalty imposed by the police authority for violating traffic rules or any other reason should be borne by the supplier of the vehicle.
13. The Speedo meter & fuel meter should always be in proper working condition.
14. The driver should possess his valid license, blue book, tax token, insurance, pollution certificate& other relevant documents as required and are to be kept with the vehicle.
15. Date of commencement & period would be intimated in the work order & no enhancement of rates will be allowed.
16. The vehicle, if necessary, shall be released after giving one month notice & on the other hand the vehicle owner is at liberty to withdrawal his vehicle by giving one month notice.
17. The supplier has to maintain two nos. Log Books issued by the Department and one is to be submitted alternatively along with the every occasion.

18. Vehicle should ply normally in week days but however, if required should have to ply during holidays at the same rate.
19. Payment will be made on monthly basis after expiry of the month subject to the availability of fund and submission of signed log Book with bill in triplicate copy & current voucher showing the price of HSD oil & lubricant.
20. The quotation should be submitted as per prescribed format in the Drop-Box kept in this office during office hours on **27/02/2024** up to 2.00 p.m. and the same will be opened on **27/02/2024** at 3.00 p.m. by the under signed in presence of participants.
21. The undersigned reserves the right to reject any or all the quotation so received without assigning any reason whatsoever.


  
Sub-Divisional Officer  
Damodar Mechanical Sub-Division  
Durgapur, Paschim Bardhaman

Memo No:- 44/1 (3)

Dated :- 15/02/2024

Copy submitted for his kind information to the :-

1. Chief Engineer ( M &E), Irrigation & Waterways Directorate, Govt. Of West Bengal Jalsampad Bhawan, Salt Lake city.
2. 'd' Superintending Engineer, South West Mechanical & Electrical Circle, DVC new Colony, Durgapur-02, Paschim Bardhaman.
3. Executive Engineer/ Durgapur Mechanical & Electrical Division, Durgapur Dist Paschim Bardhaman.


  
Sub-Divisional Officer  
Damodar Mechanical Sub-Division  
Durgapur, Paschim Bardhaman

Memo No :- 44/2 (2)

Dated :- 15/02/2024

Copy forwarded for to :-

1. Accounts Branch, Durgapur Mechanical & Electrical Division, Durgapur-2, Paschim Bardhaman.
2. Notice Board.

  
Sub-Divisional Officer  
Damodar Mechanical Sub-Division  
Durgapur, Paschim Bardhaman

## Schedule

### N.I.Q NO :- 01/2023-24 of Sub-Divisional officer /Damodar Mechanical Sub –Division

“Hiring of Diesel Driven Non-A.C inspection vehicle (Maxi-Cab Bolero/Marshal/ Ambassador) for office use of Superintending Engineer, (South West) Mechanical & Electrical Circle, Durgapur-02 ,Paschim Bardhaman on daily hire basis for one year”.

Vehicle No :-

Engine No :-

Chassis No :-

Garage Address with Mobile no :-

Owner's mobile No :-


Driving Licence No :-

Driver mobile No :-

Sl No	Description	Quantity	Rate	Unit
1.	Hiring of Diesel Driven Non-A.C inspection vehicle (Maxi-Cab Bolero/Marshal/ Ambassador) for office use of Superintending Engineer, (South West) Mechanical & Electrical Circle, Durgapur-02 ,Paschim Bardhaman on daily hire basis for one year”.	1 (one)		Per day
	A. For 10 (ten ) hrs duty dry tank basis			
	B. Additional rate beyond 10(ten ) hrs duty dry tank basis			Per day

Fuel : One Litre Diesel per 12 Km journey .

Lubricant : One litre Mobil per 500 Km journey

  
Sub-Divisional Officer  
Damodar Mechanical Sub-Division  
Durgapur, Paschim Bardhaman

**PROFORMA FOR SUBMISSION OF QUOTATION:**

**Name of the quotationer (in block letter):-**

1. **Postal address with telephone number :-**
2. **Year of registration of the vehicle:-**
3. **Address of registration Authority and registration No:-**
4. **Name and address of driver with mobile no. :-**
5. **Address of garage of the vehicle, where the vehicle is to be kept with telephone no.:-**
6. **Hire charge on daily basis , specify in words also :-**
7. **Over time charge per hour specify in words also :-**
8. **Fuel service offered: a) Diesel (Kilometers/Liter) \_\_\_\_\_ b)**

**Mobil(Kilometers/Liter) \_\_\_\_\_**

9. **List of Documents to be submitted along with the quotation :-**

**Blue book, Fitness certificate, Commercial permit, Tax**

**Token, Insurance, Pan card of quotationer, Copy of driving license of the driver, Auto  
emission testing certificate etc.**

**Signature of the quotationer**

**Date:**

**Place:**