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GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
Office of the Sub-Divisional Officer
Egra Irrigation Sub- Division
EGRA, PURBA MEDINIPUR. PIN-721429

Memo No.:- 49E

Dated 16th February, 2024

Notice Inviting Quotation No. :- WBIW/SDO/EISD/NIQ-01/2024-25

Sealed Quotation in prescribed format are invited by the Sub-Divisional Officer, Egra Irrigation Sub-Division, Egra, Purba Medinipur from the bonafied and resourceful owners / suppliers according to the enclosed terms & conditions and Schedule of Rate for the under mentioned work.

NAME OF THE WORK: - Supplying a commercial Non-AC Diesel / Petrol driven Motor Cab registered as Luxury Cab/Taxi with driver on monthly hiring daily rate basis for a period of 1 (one) year for the official use of Sub-Divisional Officer, Egra Irrigation Sub-Division, Egra Under Contai Irrigation Division, Contai, Purba Medinipur., I.&W. Dte.

Time Schedule of Quotation Procedure:-

1.	Last Date, Time & Place of Submission of application for Quotation Paper.	On 27.02.2024 up to 1.30 P.M.	Application to be submitted to the Sub-Divisional officer, Egra Irrigation Sub-Division, Egra, Purba Medinipur.
2.	Last Date, Time & Place for issuing Quotation Paper.	On 27.02.2024 up to 5.00 P.M.	Sub- Divisional officer, Egra Irrigation Sub-Division, Egra, Purba Medinipur.
3.	Last Date, Time & Place of dropping Quotation.	On 29.02.2024 up to 3.00 P.M.	Sub- Divisional officer, Egra Irrigation Sub-Division, Egra, Purba Medinipur.
4.	Date, Time & Place for opening of Quotation.	On 29.02.2024 up to 3.30 P.M.	All sealed quotations to be opened by the Sub- Divisional officer Egra Irrigation Sub-Division, Egra, Purba Medinipur.

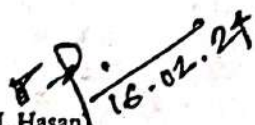
- ❖ The rate of hire charges should be quoted on daily basis both in figures and words. The quotationer shall have up to date Fitness, Pollution Control, Tax clearance, Insurance clearance Certificate, Contract Carriage Permit, Certificate of Registration with Blue Book, PAN Card etc which will have to be produced alongwith application as well as with the quotation. The originals of the above-mentioned papers to be produced during application for verification. Rates, to be quoted, should not exceed the rates mentioned in the existing G.O. of transport department, Govt. of West Bengal [Circular No-3564-WT/3M-81/98 dated 24.11.2008 and 4200-WT/TPT-18011/148/2023 dated 19.09.2023 and subsequent matching order No. 2687-IE dated 29.09.23 of I&W Dept.].
- ❖ Acceptance of quotation shall be at the discretion of the Superintending Engineer, Western Circle-III, Tamluk, Purba Medinipur, & reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
- ❖ The prescribed Proforma or the quotation document will be available at the office of The Egra Irrigation Sub-Division, Egra, Purba Medinipur as well as Govt. Website portal www.wbiwd.gov.in.
- ❖ Quotationer(s) /Bidder(s) have to apply on his Letter Head Pad with credential (if any) along with NIQ Proforma, for evaluation. All information consisting of NIQ and related documents WB Form 2911/2911(i)/2911(ii) as applicable, Bill of Quantities (BOQ), Corrigenda/Addenda if any etc. shall form the part of documents.

Terms & conditions for hiring of vehicle: -

1. The vehicle must be in good / road worthy condition. The vehicle along with driver must be shown as physically before technical verification for a test run and checking at the quotationer's own cost.
2. The cost of hire charge will be paid monthly on production of bill by the supplier to the Executive Engineer, Contal Irrigation Division, Contal, Purba Medinipur through the Sub-divisional Officer In-Charge of the vehicle. Deduction of Sales tax, Income tax, cess etc. shall be made as per rule.
3. The cost of maintenance and repair of the vehicles is to be borne by the supplier. The cost of any urgent repair of the vehicle done by the department at outstation during on duty inspection works will be recovered from supplier's bill.
4. The department will not normally supply any diesel/petrol and Mobil. All fuel/oil, lubricant used for running the vehicle is to be borne by the supplier of the vehicle. In that case he will be paid the cost of fuel (Diesel/Petrol) at consumption rate as mentioned below, the quality rounded to nearest full litre. Consumption of diesel will be allowed by the department as per actual consumption basis subject of the condition that the minimum run per litre of fuel will be as per limit prescribed below.
5. The car should be Mass Emission standard of as at least Bharat Stage -III purchased on or after 01.05.2012 with Diesel/Petrol Engine having valid contract carriage permit.
6. The vehicle owner will have to arranged fuel and lubricants by his own cost for which cost will be paid the MRP on producing bill with cash memo as per consumption schedule. a) Diesel/Petrol consumption- 1 litre/ 12 KM. b) Mobil consumption - 1 litre/ 500 KM. Cost of brake fluid, gear oil, grease, distilled water etc will not be paid from the office authority.
7. The Cost of pay and allowances of the driver of the vehicles should be borne by the owner of the vehicle.
8. Responsibility of guarding of the vehicles from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsibility for any damage caused to the car due to any accident or for any court case of compensation arising out of the vehicle and its driver or for any taxes/ or charges that may be levied by the State/Central Govt.
9. The service of the vehicle may be terminated in case of unsatisfactory service, or if the condition of the vehicle is found not satisfactory and for failure on the part of the supplier to fulfil any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3(three) days notice without any financial implication.
10. The car owner will arrange the garage at his own cost and the same should not be located beyond 3 KM from the office of the concerned officer. If garage is situated beyond 3 KM of the head quarters, the cost of fuel for extra journey in this shall have to be borne by the owner of the vehicle.
11. The vehicle must be tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, speedometer (kilometre) and fuel- meter should always be in working conditions. The running capacity per day should not be less than 500 km.
12. Normally the driver along with vehicle will report for duty at any time on specific date and place as will be instructed before hand by the officer on duty. Approved driver should not be changed except for urgent reasons.

13. 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.
14. The vehicle will be hired on dally higher charges basis. The normal duty hour is 10 hours a day. In unavoidable circumstances if the duty period exceeds 10 hours additional charges of Rs. 20.00 (Rupees Twenty) only per hour of part thereof will be paid.
15. If in case of any accident or breakdown, the vehicle fails to report for duty then a message has to be sent by the supplier forthwith and an alternative vehicle in replacement shall have to be arranged by the supplier for reporting to duty place.
16. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with the Sub-Divisional Officer, Egra Irrigation Sub-Division, Egra, Purba Medinipur as per terms and conditions laid down in the Notice Inviting Quotation.
17. The quotationer whose quoted rate stand lowest and accepted by the undersigned have to deposit an amount of 2% of the probable amount considering portal contract period during formal agreement.
18. The vehicle must be placed within 3 days after receiving Work Order from the competent authority with affixing 'ON DUTY, I&WD' Board at front & back of the vehicle.
19. The supplier of the vehicle should supply 2(two) machine numbered log books (printed) for recording journeys.
20. Normally the vehicle would be used on working days but in emergency, the vehicle will have been placed on Saturdays / Sundays and holidays and no extra claim over hire charges is admissible on this account.
21. The vehicle will have to make long tour off and on and the driver must remain prepared to halt frequently outside the Head Quarters. The driver of the car shall be prepared to halt with his own arrangement and cost. The driver must follow the instructions of the officer using the vehicle.
22. Servicing of the vehicle should be done by supplier at his own cost with prior intimation so that duty may be adjusted.
23. The supplier must quote telephone number for communication of message of the garage attending calls.
24. The supplier should quote rate on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier.
25. In case of violation of the above terms and condition the quotation will be liable to be rejected.
26. If the supplier wants to terminate the contract, he has to give prior one month notice.
27. Day- to- Day Logbook will have to maintained and signed by the Driver and to be submitted to the concerned officer of his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.
28. While on journey, the Officer / Office person/ persons using the vehicle will no way be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the Driver and owner of the vehicle.

29. Late attendance for more than 3 (Three) occasion in a month may be treated as disqualification and may lead to termination of contract.
30. The contract will remain valid for 1 (One) year Initially, which may be extended in exigency on the basis of the agreeability between the both parties at the existing terms and conditions of contract.
31. The undersigned shall have reserved the right to terminate the contract by 1 (One) month's notice.
32. 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.

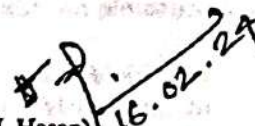

(M. Hasan)
Sub-Divisional Officer
Egra Irrigation Sub-Division (I&W. Dte.)
Egra::Purba Medinipur

Memo No.: -49E/1(4)

Dated 16th February, 2024

Copy forwarded for information and wide circulation to: -

- 1) The Superintending Engineer, Western Circle-III, Irrigation & Waterways Directorate, Tamruk, Purba Medinipur.
- 2) The Executive Engineer, Contai Irrigation Division, Contai, Purba Medinipur.
- 3) The Divisional Accountant, Contai Irrigation Division, Contai, Purba Medinipur.
- 4) Notice Board of Egra Irrigation Sub-Division.


(M. Hasan)
Sub-Divisional Officer
Egra Irrigation Sub-Division (I&W. Dte.)
Egra::Purba Medinipur

Issued to (Bidder):-
Postal Address with Contact No. & e-mail :-

ANNEX-(1)

(To be typed in Company Letterpad / Plain paper and submitted)

(NOTICE INVITING QUOTATION NO. WBIW/SDO/EISD/NIQ-01/2024-25)

(Memo No. 49E, Dated:16.02.2024)

Name of work: Supplying a commercial Non-AC Diesel / Petrol driven Motor Cab registered as Luxury Cab/Taxi with driver on monthly hiring daily rate basis for a period of 1 (one) year for the official use of Sub-Divisional Officer, Egra Irrigation Sub-Division, Egra Under Contai Irrigation Division, Contai, Purba Medinipur., I.&W. Dte.

- 1) Name of owner / Travel agent :
- 2) Full Address of owner with Mobile No.:
- 3) Vehicle Registration No. :
- 4) Model with year of manufacturing :
- 5) Name of the Driver :
- 6) Full Address of driver with Mobile No.:
- 7) Driver's License no. :
- 8) Educational Qualification of Driver :
- 9) General health condition of Driver :
- 10) Driver's age on date :
- 11) Daily hire charge (Including all taxes and salary of driver with other establishment cost):
- 12) Overtime rate / Hrs. beyond 10 hrs. normal duty hours:
- 13) Maximum consumption of Fuel (Diesel / Petrol) (Min. 12 kmpl):
Lubricants (Min. 500 kmpl):

"I/We hereby declare to abide by all the terms and condition, specification etc. as laid down in the Notice of the Quotation."

Full Signature of the Quotationer with date.