



Government of West Bengal.  
Irrigation and Waterways Directorate.  
Office of the Executive Engineer,  
Mayurakshi North Canals Division,  
Rampurhat, Birbhum.

Memo No.- 408

Dated-07.06.2024

NOTICE INVITING QUOTATION NO. 01/EE/M.N.C. DIVISION OF 2024 -'25

Sealed quotation are hereby invited in prescribed form by **the Executive Engineer, Mayurakshi North Canals Division** from the bonafide and resourceful car owner / supplier for hiring following 1(One) number Diesel **Motor Cab (Non Air Conditioned)** for official use of this Division under the Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum **for 1 year period on per day hire charge basis**. The period of hiring may be extended if necessary.

The Car should be Mass Emission standard minimum of Bharat Stage –III purchased on or after 31.03.2013 with Diesel Engine having valid contract carriage permit and as per the terms and conditions attached here.

Last date of application **19/07/2024 upto 1:00 P.M.**

Necessary proforma with terms and conditions will be supplied free of cost from the Office of the undersigned **up to 4.00 P.M. on 22.07.2024** on demand.

The quotations should be dropped in the drop box which kept in the office of the undersigned by **3.00 P.M.** on **31.07.2024** and will be opened on the same day after **3.00 P.M.** by the undersigned in presence of the willing participating quotationers who may be present at the time of opening.

The rates should be quoted both in figures and in words and should be inclusive of all charges of repairing, spare parts, increase in market price, escalation etc. within the contractual period.

The Earnest Money amounting to **Rs 4000/- (Four Thousand)** only in the form of Bank Draft(BD)/Bankers Cheque(BC) from any Nationalize Bank in favour of **Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum payable at Rampurhat, Birbhum** is to be deposited at the time of submitting quotation otherwise the quotation will be declared informal. If the successful quotationer fails to supply the vehicle within 30 (Thirty) days from the date of issue of the acceptance letter, the Earnest Money will be forfeited to the Government. No claim in this regard will be entertained.

The supplier of the vehicle must be the owner. The vehicle will have to be provided with essential accessories and modern amenities to make same comfortable for long journey.

Quotation papers will be issued to the intending owner of the vehicle on production of following documents:-

1. In case of old vehicle (purchased on or after 31.03.2013.)

- a) Certificate of Registration from appropriate authority.
  - b) Tax clearance certificate from tax officer of M.V. Department.
  - c) Contract carriage permit of vehicle issued by the competent authority.
  - d) Auto emission testing certificate.
  - e) Certificate of Insurance of passenger carrying commercial vehicle.
  - f) PAN Card.
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2. In case of new vehicle (the vehicle will purchase within 30 (Thirty) days from the date of issue of the acceptance letter, if the offered rate is accepted)

- a) Declaration of vehicle purchase confirmation in Non-Judicial stamp paper in presence of 1<sup>st</sup> class Judicial Magistrate or Notary Public.
- b) PAN Card.
- c) Addhar Card/Votar Card
- d) Quotation from vehicle showroom

The quotations for the vehicle having no valid document will not be considered.

Income tax, Professional tax etc. will be borne by the quotationers/agency.

The acceptance of the quotation will rest with the Superintending Engineer, Mayurakshi Canal Circle, Suri, Birbhum who does not bind himself to accept either the lowest of any of the quotations without assigning any reason.

The lowest quotationer whose quotation is accepted, will have to execute an agreement in proper form with the Executive Engineer, Mayurakshi North Canals Division accepting the terms and conditions for the vehicle with free of cost. No Security Deposit will be recovered from the monthly hire charges of the vehicle as per circular of the WB I & WD.

### **Name Of Work:-**

1. **Supply of one number Motor Cab purchased on or after 31.03.2013 with Diesel Engine (Non Air Conditioned) with driver for the official use of Executive Engineer, Mayurakshi North Canals Division, Rampurhat, Birbhum.**

### **Time schedule of quotation:-**

1	Last date & time of receiving application:	On 19/07/2024 upto 1.00 P.M
2	Date & time of issuing quotation paper:	On 22/07/2024 upto 4.00 P.M
3	Date & time of dropping quotation paper:	On 31/07/2024 upto 3.00 P.M
4	Date & time of opening quotation on:	On 31/07/2024 at 4.00 P.M

### **TERMS & CONDITION FOR HIRING OF DIESEL MAXI CAB**

#### **(NON AIR CONDITIONED) ON MONTHLY HIRING (PER DAY) BASIS WITH DRIVER**

1. The rate should be quoted both in figures and in words. The rate should be inclusive of all repairs, servicing charges, supply of spare parts for repairing hire charges of garage, pay and all kinds of allowances to the driver and cleaner (if there be a cleaner with the vehicle), all up-to-date taxes etc. including fitness. Except cost of Diesel and mobile oil, no other materials viz. gear oil, brake fluid, greases etc. will be paid. Consumption of diesel and mobile oil should be indicated in the prescribed quotations.

2. Except the cost of Diesel and Mobil oil, no other thing (like gear oil, brakes fluid, grease, distilled water etc.) will be supplied by the Department. **Maximum 1 (one) Liter of Mobile oil cost will be paid by the Department for 500(five hundred) Km run of the Vehicle and minimum mileage of the Vehicle per liter of diesel should be 12(Twelve) km. for Motor Cab &10 (Ten) Km for Maxi Cab.**
3. The successful quotationer will have to arrange a garage for parking the vehicle after duty period at his own cost and risk. The vehicle should be kept in a safe place within 5 Km from the office. If the Garage is situated beyond 5 Km of the Head Quarters, the cost of fuel for extra journey in this connection shall have to be borne by the owner of the vehicle.
4. 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 must follow the instructions of the officer using the vehicle.
5. The vehicle must be a tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, speedometer (kilometer) and fuel-meter should always be in working conditions. The running capacity per day should not be less than 500 km.
6. The vehicle have to ply on any kind of motor able road including Kutcha road, river- beds etc.
7. The driver must be conversant with the mechanism of automobiles so that instant repairing works on road may immediately be taken up by him.
8. The responsibility of maintaining the Log Book always in up-to-date condition as per instruction and proforma will rest on the driver and no hire-charge bill will be entertained with incomplete Log Book in any case.
9. The vehicle will be hire on daily hire-charge basis.
10. If the vehicle remains out of order for any particular period, the same is to be replaced by another commercial vehicle in good conditions.
11. Approved driver should not be changed except for urgent reasons.
12. The vehicle should be placed at the disposal of concerned office as per instruction mentioned in the work order failing which the quotation may be treated as cancelled.
13. If the quotationer wishes to replace the accepted vehicle by another vehicle owing to breakdown or any other reasons during the period of agreement should have taken prior permission from the concerned Officer.
14. Any complaint regarding defect in the engine or any other defect of the vehicle must be promptly attended and defects must be repaired forthwith by the quotationer at his own cost.
15. The contract may be cancelled by a notice of one month in advance from either party.
16. The owner of the vehicle with contract carriage permit is only eligible for taking part in the quotation. Any sort of canvassing in connection with the quotation is strictly prohibited. No relevant paper will be issued on the date of opening of quotations.
17. The contract agreement may require to be extended in exigency, if both the parties agree to do so at the existing terms and conditions of contract.
18. The documents like Certificate of Registration, Tax clearance certificate, Contract carriage permit, Auto emission testing certificate, Certificate of Insurance of passenger etc must be produce during supply of vehicle.
19. The car will normally be utilized for 10 (Ten) hours a day. The vehicle may have to ply beyond normal office-hours and on holidays also.
20. Payment will be made subject to availability of fund. No claim will be entertained for delayed payment.

  
07/06/24


Executive Engineer  
Mayurakshi North Canals Division  
Rampurhat, Birbhum

**Memo No.- 408/1(5)**

**Dated-07.06.2024**

Copy forwarded for favour of kind information and taking necessary action for wide circulation to:-

1. The Superintending Engineer. Mayurakshi Canal Circle, Suri, Birbhum.
2. The Sub-Divisional Officer, Information & Cultural Officer, Rampurhat, Birbhum.
3. Notice Board, Mayurakshi North Canals Division.
4. The Divisional Accountant, M.N.C. Division.
5. Estimating Section, M.N.C. Division.

Handwritten signature and date: 07/06/24

Executive Engineer  
Mayurakshi North Canals Division  
Rampurhat, Birbhum