



**GOVERNMENT OF WEST BENGAL**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional officer**  
**Damodar Survey & Investigation Sub-Division No-I**  
**5th floor, JalasampadBhawan, Saltlake City, Kolkata-700 091**

**Memo No: 41**

**Dated:- 05.06.2024**

**NOTICE INVITING QUOTATION NO -01/SDO- I/DSID/2024-2025**

Sealed Quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, Damodar Survey & Investigation Sub-Division no-1, 5th floor, Jalasampad Bhawan, Saltlake City, Kolkata-700091 for and on behalf of the Governor of the State of West Bengal from bonafied and resourceful car owner/ suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

<b>Sl. No.</b>	<b>Name of work</b>	<b>Eligibility of Supplier</b>	<b>Time Period</b>
1	Necessary transportation arrangements for Coastal Protection and Development Advisory Committee (CPDAC) delegates regarding Airport pickup & drop along with site visit in connection with 19th meeting of CPDAC scheduled to be held at Kolkata, West Bengal.	Bonafied and resourceful car owners/suppliers	04( four)days. [ From 23.06.24 to 26.06.24]

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

1. Last date of Application **13.06.2024 up to 2.00 P.M.**
2. Last date of issue of quotation paper **14.06.2024 up to 2.00 P.M.**
3. Date of dropping **19.06.2024 up to 2.00 P.M.**
4. Date of opening **19.06.2024 after 2.30 P.M.**

Intending quotationer(s) or his / their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

Earnest money : - Rs 2000.00 ( Rupees Two thousand) in favour of Executive Engineer / D.S.I.D) from any bonafied Bank.

The quotationer(s) should quote their **rate in both figures and words** for taking into account the following Departmental terms and condition:-

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## **TERMS & CONDITIONS OF QUOTATION**

1. The vehicle should be in good running condition .
2. The quotationer must produce Pan Card, Aadhar Card and Trade licence in original at the time of application and one set self- attested Xerox copies should be attached with the application.
3. The rate should be quoted ***both in figures and words*** in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes / charges whatsoever and covering the wages of Driver / Helper and Tiffin allowance, insurance charges including the cost of diesel & mobile. Any other charges if applicable should be followed as per existing Govt. order.
4. All types of Major / Minors repair and maintenance work of the vehicle including cleaning / washing etc. during the working period will have to be arranged by the owner at his own cost with due intimation to this office.
5. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute equivalent specified vehicle at his own cost. Otherwise, the under signed reserves the right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.
6. The car owner will arrange the garage at his own cost and the same should not be located beyond 4 Km. from the place of office of the reporting officer.
7. Day to day ‘Duty Slip’ will have to maintained and signed by concerning officer and submitted to the Sub-Divisional Officer by the driver/owner in original. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
8. While on journey, the officer /office person/persons using the vehicle will not the responsible for any occurrence of accident. All liabilities on this account will have to be borne by the driver and owner of the vehicle.
9. Any late attendance during specified days may be treated as disqualification and may lead to termination of contract.
10. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will invalidate the quotation. All correction should be initialled and dated by the quotationers.
11. The acceptance of the quotations will rest with the Superintending Engineer, Investigation and Planning Circle– II,5<sup>th</sup> Floor, Jalsampad Bhawan, Saltlake City, Kol: 700091, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.
12. After acceptance of the quotation, the quotationer is required to take up the works in specified date ( on & from 23.06.24 at 8:30 am ) after issuing of work order from the Sub-Division Officer, Damodar Survey & Investigation Sub-Division No-I, Jalsampad Bhawan, salt lake City. The quotationer must execute the work as per rule.
13. ***The quoted rate ( Amount quoted per day) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M- 81/98 dated 24.11.2008.***
14. Payment will be made as per availability of fund. All papers regarding the vehicle should be up to date in all

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respect with their own cost and preserve within the vehicle during duty period.. Usual recovery as per rule will be made from the bill on account of Security Deposit, Income Tax etc as applicable.

15. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
16. The vehicle will have to tour in any kind of motorable road including katcha roads. The department will not be held responsible for any loss or damage to parts of vehicle.
17. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
18. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle.
19. The driver must be well conversant with the mechanism of automobile, so that, instant repairing works on road may immediately be taken up by him.
20. The vehicle (in good condition) and driver (found suitable) placed under the disposal of the department should not be changed without prior approval of the department except in the case of major repairs.
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. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
23. Any application and sealed quotation paper sent by post will not be entertained.
24. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
25. The owner will be required to produce the bill in duplicate for processing of payment through the Head Quarter Section under Executive Engineer, Damodar Survey & Investigation Division after the end of the work.
26. The owner of the vehicle should liable to resolved any kind legal issues if arises during the contract period.
27. If any legal issues comes to face during the contract period, the contract agreement should be treated as cancelled and respective authority should take necessary action as per prevailing Govt. rules.

Sd/- (S. Biswas)  
**Sub-Divisional officer**  
**Damodar Survey & Investigation Sub-Division No-I**  
**5th floor, JalasampadBhawan, Saltlake City,**  
**Kolkata-700 091**

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**Memo No: - 41 /1**

**Dated:- 05.06.2024**

**Copy submitted/forwarded for information & wide circulation to:-**

1. The Superintending Engineer, IPC-II, JalsampadBhawan.

Sd/- (S. Biswas)

**Sub-Divisional officer**

**Damodar Survey & Investigation Sub-Division No-I  
5th floor, JalsampadBhawan, Saltlake City,  
Kolkata-700 091**

**Memo No: - 41/1/6**

**Dated:- 05.06.2024**

**Copy submitted/forwarded for information & wide circulation to:-**

1. Executive Engineer, Damodar Survey & Investigation Division
2. Divisional Accountant, Damodar Survey & Investigation Division
3. Sub-Divisional Officer, D S & I Sub-Divn No – II,
4. Sub-Divisional Officer, D S & I Sub-Divn No – III,
5. Estimating Section, Damodar Survey & Investigation Division.
6. Notice Board of Damodar Survey & Investigation Division.

Sd/- (S. Biswas)

**Sub-Divisional officer**

**Damodar Survey & Investigation Sub-Division No-I  
5th floor, Jalsampad Bhawan, Saltlake City,  
Kolkata-700 091**

Issued to :- .....

NIQ No- :- **01/SDO- I/DSID/2024-2025**

Name of Work :- Necessary transportation arrangements for Coastal Protection and Development Advisory Committee (CPDAC) delegates regarding Airport pickup & drop along with site visit in connection with 19th meeting of CPDAC scheduled to be held at Kolkata, West Bengal.

Sd/- (S. Biswas)

**Sub-Divisional officer  
Damodar Survey & Investigation Sub-Division No-I  
5th floor, Jalasampad Bhawan, Saltlake City,  
Kolkata-700 091**

### SCHEDULE

<b>Name of the work: Necessary transportation arrangements for Coastal Protection and Development Advisory Committee (CPDAC) delegates regarding Airport pickup &amp; drop along with site visit in connection with 19th meeting of CPDAC scheduled to be held at Kolkata, West Bengal</b>							
SI No	Description of Item	Nos.	Quantity (KM)	Unit	Rate in Rs.	Amount(Rs.)	Remarks
1	Supply of Diesel driven, Non AC Motor Cab (Popularly known as luxury Taxi) with driver on daily hire charge basis for official use of the CPDAC delegates Day 1 [23.06.2024]:- = 17 Nos	17	120	per KM/per vehicle			
2	Supply of Diesel driven, Non AC Motor Cab (Popularly known as luxury Taxi) with driver on daily hire charge basis for official use of the CPDAC delegates Day 2 [24.06.2024]:- = 17 Nos	17	110	per KM/per vehicle			
3	Supply of Diesel driven, Non AC Motor Cab (Popularly known as luxury Taxi) with driver on daily hire charge basis for official use of the CPDAC delegates Day 3 [25.06.2024]:- = 17 Nos	17	154	per KM/per vehicle			
4	Supply of Diesel driven, Non AC Motor Cab (Popularly known as luxury Taxi) with driver on daily hire charge basis for official use of the CPDAC delegates Day 4 [26.06.2024]:- = 17 Nos	17	42	per hour/per vehicle			
<b>TOTAL AMOUNT (RS) =</b>							

**[ Note : The rate should be inclusive of all taxes and all other incidental charges as applicable]**

Dated Signature of the Quotationer