



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer**  
**Gangarampur Irrigation Sub-Division**  
**Buniadpur, Dakshin Dinajpur**  
Email ID: gmp.irrigation@gmail.com

Memo. No.: 298

Date: 28.08.2024

**NOTICE INVITING QUOTATION NO. WBIW/SDO/GISD/NIQ-03/2024-25.**

Sealed Quotations are hereby invited by the undersigned on behalf of the Governor of West Bengal, for the work as describe below from eligible bona fide and resourceful car owner/suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions. Intending quotationers who desires to participate in the Quotation are requested to log on to the departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in) and office of the Sub Divisional Officer, Gangarampur Irrigation Sub-Division, Buniadpur, Dakshin Dinajpur for information about the quotation.

Sl. No.	Name of work	Eligibility of Supplier	Time Period
1.	Supply of 1 (one) no. Motor Cab (Diesel Driven, Non AC) with driver on daily hiring basis for the use in the Office of the Sub-Division Officer, Gangarampur Irrigation Sub-Division, Buniadpur, Dakshin Dinajpur (3 <sup>rd</sup> Call).	Bona fide and resourceful car owners / suppliers	6 (Six) months

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

- |  |   |
|--|---|
| i) Last Date & Time for receiving application              | : 05.09.2024 upto 5:00 p.m.                                   |
| ii) Last Date & Time for issuing Quotation paper           | : 06.09.2024 upto 5:00 p.m.                                   |
| iii) Last Date & Time for receiving Sealed Quotation paper | : 10.09.2024 upto 3:00 p.m.                                   |
| iv) Last Date & Time of opening quotations                 | : 10.09.2024 after 3:30 p.m. (In the chamber of S.D.O., GISD) |

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.



The quotationer(s) should quote their daily hire rate in both figures and words for hire charges taking into account the following Departmental terms and conditions.

**Terms and Condition for the quotation are as follows:**

1. The vehicle must have valid commercial permit especially for the districts of Dakshin Dinajpur, Uttar Dinajpur & Malda.
2. The vehicle should be in good running condition and should preferably conform to the BS-III or higher emission norms. The date/year of manufacturing of the vehicle should not be preferably on and after 2012.
3. The quotationer must produce in original copy of GST , PAN, P.Tax paid up to date all necessary original documents of vehicle i.e., Blue Book of the vehicles, Certificate of pollution, valid insurance certificate etc., at the time of application and one set Xerox copy should be attached with the application.
4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis 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 including overtime and Tiffin allowance, insurance charges etc but excluding the cost of diesel & mobile.
5. Diesel and Mobile will be issued by the Department as per consumption schedule.
  - i. Diesel consumption – 12 (Twelve) KM run per litre of Diesel.
  - ii. Mobil consumption – 500 KM run per litre of Mobil oil.
6. All types of Major / Minors repair and maintenance work of the vehicle including cleaning / washing, etc., will have to be arranged by the owner at his own cost with due intimation to this office.
7. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost. Under the circumstances of failure on the part of the owner to provide substitute vehicle on time, the under signed will have 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.
8. The car owner will arrange the garage at his own cost and the same should be located within 10 Km (both way inclusive) from the place of office of the reporting officer.
9. Day to day log book will have to maintained and signed by Driver and submitted to the Sub-Divisional Officer or concerned Junior Engineer. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
10. 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.
11. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
12. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will invalidate the quotation. All correction should be initiated and dated by the quotationers.
13. The acceptance of the quotations will rest on the Superintending Engineer, North Irrigation Circle - I, Green park, Malda, 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.
14. After acceptance of the quotation, the quotationer is required to take up the works within 3 (Three) days from date of issuing of work order from the Sub-Divisional Officer, Gangarampur Irrigation Sub-Division, Buniadpur. The quotationer must execute the work as per rule.



15. The quoted rate ( Amount quoted per day/ maximum monthly duty days ) should be followed as per the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M-81/98 dated 24.11.2008.
16. The successful quotationer will have to execute an agreement (in Non-Judicial stamp paper having value of Rs. 50 at his own cost) accepting terms and condition for hire of the vehicle.
17. Payment will be made as per availability of fund from the end of Executive Engineer, South Dinajpur Irrigation Division.
18. 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.
19. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
20. 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.
21. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
22. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle. Haltage charge etc., of the driver must have to paid by the owner.
23. 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.
24. 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.
25. Normal hour of duty will be 10 (ten) hours per day including Saturday, Sunday and holiday, if required. Duty beyond the specified period will also have to be performed without any extra charge.
26. 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.
27. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete logbook in any respect.
28. The validity of the contract will be 6 (Six) months from the date of written order for placement of vehicle. It may be extended beyond the expiry of the contract period on the same terms and conditions and rate etc. on mutual arrangement by the both sides.
29. Any application and sealed quotation paper sent by post will not be entertained.
30. The owner will be required to produce the bill in triplicate for processing of payment.
31. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.



Sub-Divisional Officer  
Gangarampur Irrigation Sub-Division  
I & W Dte., Buniadpur

Copy submitted for his/her kind information and wide circulation to:

1. The Chief Engineer (North), I & W Dte., Green Park, Malda.
2. The Superintending Engineer, North Irrigation Circle-I, I & W Dte., Green Park, Malda.
3. The District Magistrate, Dakshin Dinajpur, Balurghat.
4. The Sabhadhipati, Dakshin Dinajpur Zilla Parishad, Balurghat.
5. The SDO, Gangarampur at Buniadpur, D/Dinajpur.
6. The Executive Engineer, South Dinajpur Irrigation Division, Beltalapark, Balurghat, D/Dinajpur with a request to arrange for uploading the NIQ in the Departmental website. This has a reference to his verbal instruction at his chamber.
7. The MLA, Kushmundi Constituency, Dakshin Dinajpur.
8. The SDO, Balurghat Irrigation Sub-Division, Balurghat, D/Dinajpur.
9. The District Information & Cultural Officer, Dakshin Dinajpur.
10. The Contractors' Association, Dakshin Dinajpur.
11. Office Notice Board, Gangarampur Irrigation Sub-Division, Buniadpur.
12. Accounts Branch/ Estimating Branch, South Dinajpur Irrigation Division, Balurghat, D/Dinajpur.
13. Sectional Officer / Junior Engineer (Kushmundi Irrigation Section), Gangarampur Irrigation Sub-Division, with direction to assist the undersigned as per I&WD G.O. No. 240-IB dated 01.08.2017.

*N.B.:- Details can be also be obtained from the departmental website [www.wbiwd.gov.in](http://www.wbiwd.gov.in)*

Handwritten signature in blue ink, followed by the date 28/08/24.

Sub-Divisional Officer  
Gangarampur Irrigation Sub-Division  
I & W Dte., Buniadpur



Issued to : .....

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Name of Owner	
Address of owner	
Bank Account No.	
Bank IFS Code No.	

**STATUS OF VEHICLE**

Brand Name of the vehicle	
Car No.	
Year of Manufacture	
Reference to carriage contract Permit	
Registration No. and Date	
Permit valid up to	
Insurance Period covered up to	
Nature of insurance	
Tax clearance up to	

I/We do hereby agree to place above mentioned vehicle for rendering service and performing duties in full satisfaction on hire basis @ ₹..... (.....) only per day in all.

Dated the.....

Signature of the quotationer

Name in full (In BLOCK letters)