



Memo No: - 670

Dated: -23.10.2024

NOTICE INVITING QUOTATION NO - 01/SDO/TDD OF 2024-25

Sealed quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta for and on behalf of the Hon'ble Governor of West Bengal from bonafied and resourceful car owner/ suppliers for supplying **Diesel driven (Non AC) vehicle** having valid contract carriage permit for the following work-

Sl. No.	Name of Work	Eligibility of supplier	Time Period	Cost of quotation document
1.	Supplying 1(One) no. Diesel Driven, Non-AC with suitable driver on daily basis for use in the office of the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta, Howrah.	Bonafied and resourceful car owners/ suppliers	1 (One) Year	Free of cost.

The supplier should quote their rates (excluding the cost of Fuel and lubricant) strictly as per prescribed form which will be available in the office of undersigned free of cost, along with terms and conditions. The rate should be quoted both in figure as well as in words.

The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotation without assigning any reason.

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

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|------|---|-------------------------------------|
| i) | Last Date & Time of application | - 05.11.2024 upto 3.30 P.M. |
| ii) | Last Date & Time of Issue of quotation paper | - 05.11.2024 from 4.00 to 5.30 P.M. |
| iii) | Last Date & Time of dropping of quotation paper | - 06.11.2024 upto 3.00 P.M. |
| iv) | Date & Time of opening of quotation paper | - 06.11.2024 at 3.30 P.M. |

Dropping Centre : Office of the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH

TERMS & CONDITIONS OF QUOTATION

1. The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents (photo copy should have to submit with prescribed performa and have to verified with original on submission time) :-
 - a) Certificate of Registration from appropriate authority.
 - b) Tax clearance certificate from appropriate authority.
 - c) Contract carriage permit of vehicle issued by the competent authority.
 - d) Auto emission testing certificate issued by the competent authority..
 - e) Certificate of fitness issued by the competent authority.
 - f) Driver's License issued by the competent authority.
 - g) PAN Card.
 - h) Aadhaar Card/Voter Card.
2. The car along with the driver will be at the disposal of the Sub-Divisional Officer, TDD Sub Division Amta, Howrah. The car will have to be replaced by another Luxury Taxi (Diesel) without any extra cost when the existing car becomes unserviceable due to break down or any other cause.
3. The car will have to run in any motorable road including kancha road. The car and the Driver must be physically fit to undertake a journey or run 500 k.m. per day at a stretch. The Driver must prepare to halt frequently outside the headquarters & must follow the instruction of the officer using the car. The Driver of the car must be conversant with the mechanism of automobiles so that instant repair work may immediately be taken up by him.
4. The dept. will not provide the arrangement for garage of the vehicle. The owner deserves to keep the vehicle in his own garage. The garage should be very nearer (within 5 k.m.) to office of the Sub-Divisional Officer, TDD Sub Division Amta, Howrah.
5. Diesel will be issued at the maximum rate of 1(one) litre per 12 k.m run & Mobile will be issued at the maximum rate of 1(one) litre per 500 k.m run of the vehicle.
6. The Vehicle will be taken up on monthly hire basis but to be paid at daily rate basis. No hire charges of the vehicle will be paid for any idle period due to break down of the vehicle or absence of the Driver.
7. The car must be maintained in tip top condition in every respect particularly the seats, foot mats, inner light, fitting arrangement of window glasses, locking arrangement etc. must be in good condition all the time.
8. Any complain regarding defects in the car must be promptly attended and defects must be repaired forthwith by the owners of the car. In the event of non- compliance the undersigned will make necessary arrangements for repair of the defects and the cost thereof for such work may be realized from the hire charges of the owners.
9. The Road tax , Insurance premium , P.U.C certificate , Hire carriage Permit & all other relevant papers should be renewed by the owner , in time during period of contract at the cost of owner.

10. To maintaining the Deptt. Log book up to date as per actual journey will remain custody of the driver of the car.
11. The condition of the contract may be terminated with one month notice, if required without any precondition.
12. No payment will be made for the day on which the vehicle has no run. The bill in triplicate addressed to the office of undersigned to be submitted after completion of one month run.
13. The vehicle should satisfy Bharat stage – III / IV emission norms by automobiles.
14. Acceptance of the quotations will vest with the The Additional Project Director-IV , DPMU-II, Irrigation and Waterways Directorate., Jalasampad Bhavan , Salt Lake City, Kolkata – 91 who reserve the right to accept or reject any of the Quotation (s) as received without assigning any reason.
15. No subsequent letter other than contract in proper form will be entertained and this will not only invalidate but also call for disciplinary action against the quotationers.
16. The successful quotationers will have to produce valid clearance certificate of P.Tax.,Income Tax and carriage permit at the time of acceptance of the quotation by The Additional project Director-IV,DPMU-II,Irrigation and Waterways Directorate.The quotation which contains over writing manipulation liable to be rejected. All corrections should be attested under the dated initial of quotationers.
17. No advance payment will be made for hire charge & fuel etc. Payment will be made subject to availability of fund.
18. The quotationer whose quoted rate stand lowest and accepted by the competent authority have to deposit an amount of 2% of the probable amount in DD in favour of Executive Engineer, Howrah Irrigation Division payable at Kolkata, considering total contract period during formal agreement.
19. The vehicle must be placed within 3(Three) days after receiving Work Order from the competent authority.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH.

Memo No: - 670/1(7)

Dated: -23.10.2024

Copy forwarded for information & wide circulation to:-

1. The Additional Project Director-IV, DPMU-II, WBMIFMP, I &W.Dte.
2. The Executive Engineer, Howrah Irrigation Division, I & W. Dte, this has to do as per your approval vide U/O No.; 70, Dtd: 22.10.2024.
- 3-4 . The Executive Engineer I/II, Lower Damodar Construction Division, I & W. Dte,
- 5-6. The Sub-Divisional Officer, L.D.Sub-Division No.- I./ III.
7. Office Notice Board/TDD Sub-Division, Amta, Howrah.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH

Issued to :-

Ref. NIQ No- :- **01/SDO/TDD OF 2024-25 circulated vide Memo No: 670 , Dtd: 23.10.2024**

Name of Work: - **“Supplying 1(One) no. Diesel Driven, Non-AC with suitable driver on daily basis for use in the office of the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta.”**

(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)

A. Particulars of Vehicle

- 1) Name of owner / Supplier :
With full address & Phone No.

- 2) Driver’s Name , with full address :

- 3) Registration No. of the car :

- 4) Model with year :

- 5) Consumption of Motor oil (Mobil) :

- 6) Consumption of Fuel (Diesel) :

NB: Consumption of P.O.L will be calculated on the basis of Item No. 5 & 6 above & in case of any excess consumption P.O.L the cost will be realised from the respective hire charges Bill.

B. RATE OF HIRE CHARGE PER DAY:-

(In figures) Rs.....

(In words) Rupees.....

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*“I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation: **01/SDO/TDD OF 2024-25**”*

Full Signature of the Quotationer with date.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH