



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE

Office of the Sub-Divisional Officer  
Kangsabati Canals Sub-Division No.- V  
KHATRA ♦ ♦ ♦ BANKURA

MEMO NO: - 704

**DATED:- 23/09/2024**

**NOTICE INVITING QUOTATION NO.-WBIW/SDO/KCSD-V/NIQ-01/2024– 2025, THE  
S.D.O./ K.C. SUB-DIVISION NO.-V**

Sealed quotations in prescribed format (As per attached with notice of N.I.Q.) are hereby invited by the Sub-Divisional Officer, Kangsabati Canals Sub-Division No.-V, Khatra; Bankura from the reputed owner of vehicle(s) for “**Hiring of 1 (ONE) no. Non A.C. Motor CAB vehicle along with driver on monthly hiring (Per Day) basis for the official use of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No.-V, Khatra; Bankura**”. The vehicle: Motor CAB have to run along metal/ non-metal road & Inspection path over canal bank also.

**1. ELEGIBILITY OF THE QUOTATIONER:**

- (i) The intending Quotationers must have to be the owner of the vehicle.
- (ii) The intending Quotationers must have to submit an application on his/their letter head along with the valid documents for ownership and contract carriage permit, Certificate of registration viz. Blue Book, Commercial Permit, Tax clearance certificate up to date, pollution Certificate, Insurance Certificate up to Date Fitness certificate etc for verification.

**2. STATUS OF THE VEHICLE:**

- (i) The vehicle should be in good condition as regard to body and engine with necessary accessories and Bharat Stage- III/IV purchased on or after 01.01.2012 with Diesel Engine and to be provided with an efficient driver having vehicle driving license. The wages and allowances of the driver will have to be paid by the owner of the vehicle including overtime allowance if necessary.
- (ii) The vehicle must have a valid **Contract Carriage Permit** at the cost and responsibility of the owner(s). In case such license is not obtained before submission of offer, the owner(s)/tenderer(s)/ Quotationer(s) will be bound to obtain such license immediately (maximum period to be allowed is thirty days) after acceptance of his/her/their offer, If the applicant is yet to receive the permit before issuance of work order he is to submit temporary permit in case he is found lowest and the work is awarded to him.
- (iii) The vehicle must be insured against accident at the cost and responsibility of owner(s).
- (iv) All taxes and other relevant charges as per Govt. rules must have to be cleared up at the cost and the responsibility of owner(s).
- (V) One good speedometer must have to be provided with the vehicle at the cost and responsibility of the owner(s) to show the kilometer of journey.

- (vi) The vehicle will be hired on monthly hiring (Per day) basis whose payment will be made through e-billing system as per govt. payment system on the basis of bill submitted at the end of every month duly checked and passed by the Executive Engineer/K.C. Division No.-II, Khatra, Bankura on availability of fund.
- (vii) In the case of any emergency during Irrigation period, during Major/Minor work execution period and visiting of V.I.P. s etc. the vehicle with driver should also be kept ready at any time if required. In such case, an additional charge @ Rs. 20.00 (TWENTY) per hour beyond the normal duty hours i.e. 10(ten) hours per day.
- (viii) Normally hours of duty will be 10(Ten) hours per day (after reporting and up to releasing time). But hours may be extended on emergency duty if required as mentioned in para-6.
- (ix) The vehicle will have to be placed with its driver who will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The driver has to be capable of well drive during long period. The nature of driver should be good in behave and manners. The Driver must be well conversant with the mechanism of automobile. So, that instant repairing works on road may immediately taken up by him.
- (x) Though the vehicle will be hired on monthly basis, payment will be made for the day if vehicle is on breakdown or any other mechanical fault/or/ and due to absence of driver. In the event of failure of the driver to attend duty as per prefixed date and time, recovery at double the rate of hire charges for that day/days would be affected. The payment will be made on the basis “No work no pay”.
- (xi) In case of every day journey to & from between the ‘place of reporting’ and ‘Garage of the vehicle’, maximum 10 K.M. will be allowed (both way inclusive).

### **3. QUOTATION:**

- i) Intending quotationers should apply to the undersigned in **Prescribed Quotation Documents** in their respective letter Heads enclosing self-attested copies of the valid documents for ownership and contract carriage permit, certificate of registration viz. Blue book, Road Tax clearance up to date, pollution certificate, Insurance Certificate up to date, P.A.N. Fitness Certificate, Trade license, GSTIN etc. any other related documents may be asked for if required.
- ii) **Prescribed Quotation Documents** consisting of schedule and terms & conditions can be obtained on free of cost from the office of the undersigned, within the specified date & time as mentioned below by the intending Tenderers/Quotationers or by their duly authorized Representatives subject to fulfilling eligibility criteria.
- iii) The quotation for rate must have to be submitted only on the **Prescribed Quotation Documents** in the tender box of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No.-V, Khatra; Bankura with putting full signature within the specified Date & Time.
- iv) Quotation imposing condition by the quotationer will summarily be rejected.

- v) Quotationer must have to submit Earnest Money deposit within 7 Days of issuing acceptance letter for an amount of Rs. 2% of total quoted amount only **in the shape of Bank Draft** of any Scheduled/ Nationalized Bank payable at Khatra/Bankura in **favour of the Executive Engineer, Kangsabati Canals Division No. II, Khatra, Bankura**. Without accompanying such Earnest Money deposit, quotation will be treated as informal.
- vi) The Earnest Money deposit of successful quotationer will be retained at the office of the Executive Engineer, Kangsabati Canals Division No. II, Khatra, Bankura as performance Security deposit till completion of the contractual period.
- vii) Quotation must have to be signed by the owner(s) and in case of partnership firm the same must have to be signed by all the partners or duly authorized person as per registered deed. Copy of partnership deed should be submitted along with application in case of partnership firm.

#### 4. DATE AND TIME LIMIT:

I	Last Date & Time for receiving application seeking issue of Quotation paper from Quotationers	<b>01.10.2024 up to 1:30 p.m.</b>
II	Last Date & Time for issuing Quotation paper (on <b>Free of Cost</b> )	<b>01.10.2024 up to 4:30 p.m.</b>
III	Last Date & Time for receiving sealed Quotation paper	<b>03.10.2024 up to 3:00 p.m.</b>
IV	Date & Time for opening sealed Quotations	<b>03.10.2024 up to 3:30 p.m.</b>

#### 5. TERMS AND CONDITIONS:

- i) The rate is to be quoted both in figures and in words without any overwriting. Any correction therein must have to be attested with the signature of the owner(s)/ Quotationer(s).
- ii) The rate shall have to be quoted for hire charges per day which should be inclusive of all taxes and incidental charges, whatever may be, but excluding the cost of fuel i.e. diesel and mobil oil only for the journey by Departmental Officer.
- iii) The accepted lowest rate will remain valid **Six (06) month** from the date of acceptance of the Quotation.
- iv) Quotation imposing condition by the quotationers will summarily rejected.
- v) **The consumption of diesel is allowed @ 12 K.M. (Twelve kilometer) per liter and @ 500 (Five hundred) K.M. per liter of Mobil. The owner will have to bear the cost of fuels and lubricants initially during journey and the cost will be reimbursed at the time of payment.**
- vi) The engagement is purely temporary basis and may be discontinued within one-month notice without assigning any reasons what so ever which no compensation will be paid.
- vii) The owner(s)/ successful Quotationer(s) will have to replace another vehicle having proper License & certificates in case of non-placement of vehicle for repairing or other reasons.

- viii) The Executive Engineer/ Kangsabati Canals Div. No.- II, Khatra, Bankura reserves the right to accept/ reject any or all of the Quotations without assigning reason thereof.
- ix) The successful Quotationer will have to **execute formal agreement** with the undersigned in appropriate format and relevant documents with in 07 (Seven) days from the date of issue of letter of acceptance in W.B. Form No.-2911 whichever is applicable, failing which letter of acceptance will be treated as cancelled.
- x) If the agreement is terminated without notice of the one month by the owner, then he will have to pay compensation, in that case the deposited earnest money will be forbidden.
- xi) The authority will not have any liability arising out of any accident in running the vehicle whether or not same was caused due to negligence etc. of the driver. The authority will not be liable any damage to the owner, driver or any third party arising out the use of the vehicle.
- xii) **Day to day Logbook will have to be maintained and signed by the driver and the officer using the vehicle.**
- xiii) The owner will be required to produce the bill in triplicate for payment after end of each calendar month.
- xiv) Payment of hire charge of vehicle will be made subject to availability of fund.
- xv) Any further details may be obtained from the office of the Undersigned during the office hours of any working days.

## 6. DUTY HOURS.

Duty hours are fixed by the transport Department's notification No:-3564-WT/3M-81/98, dated.24.11.2008, but the vehicle should be kept ready for duty any time as and when required by the employer and that too even for Sundays and other holidays.

## 7. EARMARKING VEHICLE

The vehicle should permanently be earmarked with suitable caption both on front and would be advised by the employer so as to ensure its proper identification during duty hours.

Sd/-  
Assistant Engineer/  
Sub-Divisional Officer  
K.C.Sub-Division No.-V  
Khatra, Bankura

**MEMO NO :- 704/1(8)**

**DATED:- 23/09/2024**

**Copy forwarded for favor of information and wide circulation to:-**

1. The Superintending Engineer, Kangsabati Circle-I, Bankura.
2. The Executive Engineer /DVC Study Cell & Public Relation & Static Cell, I&WD. With a request to upload the Matter in our Department website.
3. The Executive Engineer / Kangsabati Canals Division No-II, Khatra, Bankura.
4. The Divisional Accounts officer, Kangsabati Canals Division No-II, Khatra, Bankura.
5. The Sub-Divisional officer. Kangsabati Canals Sub-Division No-III, Khatra, Bankura
6. The Sub-Divisional officer. Kangsabati Left Bank Sub-Division No:-II, Mukutmonipur; Bankura
7. The Sub-Divisional officer. Kangsabati Canals Sub-Division No-VIII, Raipur, Bankura
8. Notice Board of the Office of the Sub Divisional Officer, Kangsabati Canals Sub-Division No-V, Khatra, Bankura

**Sd/-**

Assistant Engineer/  
Sub-Divisional Officer  
K.C.Sub-Division No.-V  
Khatra, Bankura

**BID PROFORMA**

**Name of Work/ Supply:** "Hiring of 1 (ONE) no. Non A.C. Motor CAB vehicle along with driver on monthly hiring (Per Day) basis for the official use of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No.-V, Khatra; Bankura."

**Ref: - NOTICE INVITING QUOTATION NO.-WBIW/SDO/KCSD-V/NIQ-01/2024- 2025**  
**THE S.D.O./ K.C. SUB-DIVISION NO.-V**

Sl. No.	Details of the Vehicle			Remarks
1.	a)	Name & address of registered owner of the vehicle	:	
	b)	Registration no. of the Vehicle	:	
	c)	Date of Registration of the Vehicle	:	
	d)	Validity of Registration of the Vehicle	:	
	e)	Manufacturing year of the Vehicle	:	
	f)	Manufacturer name, Model & Class of the Vehicle	:	
	g)	Emission standard of the Vehicle	:	
2.	Road Tax renewed/ Valid upto		:	
3.	Fitness Tax renewed/ Valid upto		:	
4.	Insurance Tax renewed/ Valid upto		:	
5.	Pollution under control certificate Tax renewed/ Valid upto		:	
6.	Details of Permit of the Vehicle		:	
	a)	Name of owner of permit of the vehicle	:	
	b)	Area /Zone for which permit is granted	:	
	c)	Permit renewed/ Valid upto	:	
7.	Permanent account No. (PAN)		:	
8.	Daily hire charge in Rupees to be quoted by quotationer (Hire charge for 10 Hours a day) (Both word & Figure)		:	
9.	Addition Charge beyond 10 Hours a Day (Both word & Figure)		:	

Witness :-

**Signature of the quotationer.**

Name in full (In BLOCK letters)

Address:-

Occupation

(N.B.) The quotationer / Bidder will have to submit attested copies of relevant documents in support of information given with this quotation.

Should this quotation/tender be accepted I/We hereby agree by and fulfill all the terms and provisions of the said condition of contract annexed here to so far applicable or in default thereof to forfeit and pay to the Governor or his successors in office the sums of money mentioned in the said conditions.

I/We do also hereby declare that information give in the memorandum are true in all respects to the best of my/our knowledge and having possession of valid carriage contract permit to lend the vehicle on hire basis from the competent authority of the Government under relevant and prevailing motor Vehicle Act do hereby exercise the quotation/bid and also i/We do declared that in the event of anything found incorrect and insufficient to the requisite qualification of placement of the vehicle and I/We shall remain liable to commensurate any/all loss. If any, sustained by the Government for such demerits/ defaults and / or Incompleteness etc.

Dated:- . . . . .  
Bidder (s)Name:-

**Signature of the Quotationer**

The above Tender/Quotationeris hereby accepted by me for and on behalf of the Government of the State of the Government of the State of West Bengal.

Date :-.. . . . .

**Signature of the Officer by whom accepted.**