

Office of The Assistant Engineer II
Jhargram Flood Management & Planning Division
Irrigation & Waterways Directorate
Government of West Bengal
Email id - ae2jfmpd@gmail.com

Memo No: 010

Dated: - 21/01/2025

NOTICE INVITING QUOTATION NO - 02/AEII/JFMPD OF 2024-25

Sealed Quotations in prescribed proforma are hereby invited by the Assistant Engineer II, Jhargram Flood Management & Planning Division, Jhargram for and on behalf of the Governor of the State of West Bengal from bonafide and resourceful car owner/ suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

Sl. No.	Name of the Work	Eligibility of Supplier	Time Period
1.	Supply of 01 (One) no of Maxi Cab (Scorpio/Bolero, preferably Scorpio) (Diesel Driven, Non AC) on Daily hire Charge basis for the Office use of EE/JFMPD Office, JFMPD, Jhargram	Bonafide and resourceful Car owner/suppliers	06 (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.

1. Application Start Date: 22/01/2025 from 11:00 hrs
2. Last Date of Application: 05/02/2025 up to 17:00 hrs
3. Date of issuing Quotation Paper: 07/02/2025 between 13:00 hrs & 15:00 hrs
4. Last Date of dropping Quotation Paper: 12/02/2025 up to 15:00 hrs
5. Date of Opening Quotation: 12/02/2025 at 15:30 hrs

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.

This Notice will be part of contract.

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 condition: -

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TERMS & CONDITIONS OF QUOTATION

1. The vehicle should be either Bolero or Scorpio in good running condition and should preferably conform to the BS-IV or higher emission norms. The date/year of manufacturing of the vehicle should be preferably on or after 01.01.2019. No other types of cars shall be entertained.

The quotationer must produce in valid and appropriate

- a. **AADHAR Card,**
- b. **PAN Card,**
- c. **Income Tax Return of at least last 05 years and**
- d. **Professional Tax clearance certificate along with Professional Tax Challan from appropriate authority valid beyond the date of opening of Tender,**
- e. **Valid 15-digit Goods and Services Taxpayer's identification Number (GSTIN) under GST Act, 2017,**
- f. **Contract Carriage Permit,**
- g. **Blue Book,**
- h. **Pollution Under Control (PUC),**
- i. **Tax clearance & valid insurance certificate (especially 1st and 3rd party),**
- j. **Valid Driving License of the driver and the reserve driver,**
- k. **Written Consent of car owner towards the driver and the reserve driver on Stamp Paper (if he is not the driver),**
- l. **Valid paper for KM Gauge,**
- m. **Vehicle Fitness Certificate,**
- n. **West Bengal Permit in case of Vehicle from other state,**
- o. **Credential regarding similar work within last 05 years,**
- p. **In writing on Agency's Letter head that the Agency has not been debarred from any Government Organization.**

at the time of application and one set self- attested Xerox copy should be attached with the application.

2. For new vehicle the above mentioned papers to be submitted within 3(three) months of issuance of offer letter (In case of a successful quotationer only). Failing which, his contract may invite termination. 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 & mobil.
3. Diesel and Mobil will be issued by the Department as per consumption schedule.
Diesel consumption – 12 KM run per litre of Diesel.
Mobil consumption – 500 KM run per litre of Mobil oil.
4. 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.
5. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute diesel run 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 6 Km. from the place of office of the reporting officer.
7. Day to day log book will have to be maintained and signed by Driver and submitted to the Assistant

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- Engineers or concerned Junior Engineers. 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 be 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. Late attendance for more than 3 (three) occasions in a month 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 corrections should be initiated and dated by the quotationers.
 11. The acceptance of the quotations will rest with the Superintending Engineer, Western Circle- II, Midnapore, Paschim Medinipur, 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 within **3 (Three) days** from date of issuing of work order from the Executive Engineer, Jhargram Flood Management & Planning Division, Jhargram. The quotationer must execute the work as per rule.
 13. Payment will be made as per availability of fund.
 14. Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax 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 contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
 17. The vehicle will have to tour in any kind of motorable road including kutchra roads. The department will not be held responsible for any loss or damage to parts of vehicle.
 18. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
 19. 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 be paid by the owner.
 20. 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.
 21. 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.
 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. 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.
 24. The validity of the contract will be **Six months** from the date of written order for placement of

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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.

25. Any application and sealed quotation paper sent by post will not be entertained.
26. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
30. The owner will be required to produce the bill in triplicate for processing of payment through The Junior Engineer under Jhargram Flood Management & Planning Division after the end of each calendar month.


21/01/2025
Assistant Engineer-II (I&W Div.)
Jhargram Flood Management &
Planning Division, Jhargram
Assistant Engineer II


Jhargram Flood Management & Planning Division
Jhargram.

Memo No: -

Dated: -

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

1. The Superintending Engineer, Western Circle- II, Midnapore, Paschim Medinipur.
2. The Executive Engineer, Jhargram Flood Management & Planning Division, Jhargram.
3. Assistant Engineer I, Jhargram Flood Management & Planning Division, Jhargram.
4. The Divisional Accountant/Estimator, JFMP Division, Jhargram.
5. Office Notice Board.
6. District Information and Cultural Officer, Jhargram


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Jhargram Flood Management &
Planning Division, Jhargram

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Jhargram Flood Management & Planning Division,
Jhargram

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Issued to :-

NIQ No- :- 02/AEII/JFMPD OF 2024-25.

Name of Work :-

Sl. No.01. Supply of 01 (One) no of Maxi Cab (Scorpio/Bolero, preferably Scorpio) (Diesel Driven, Non AC) on Daily hire Charge basis for the use of AE I & AE II, JFMPD, Jhargram

Assistant Engineer II
Jhargram Flood Management & Planning Division,
Jhargram

QUOTATION FOR VEHICLE (DIESEL DRIVEN)

A) PARTICULARS OF THE VEHICLE:

i) Name of the Owner/Supplier & Address:

ii) Registration No. of the Vehicle:

iii) Model with Year:

iv) Name of the driver with address:

v) Driver's License No.

B) RATE OF HIRE CHARGE PER DAY: -

(In figures)

Rs.....

(In words)

Rupees.....

"I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation & all information provided are correct & Papers presented are valid."

Full Signature of the Quotationer with date.