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**NOTICE INVITING QUOTATION: 02/SDO/JBDSD.OF 2019-20**

**Memo no- 327**

**Dt: 06/11/19**

Sealed quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division from reliable and resourceful firm/owner/agency for supplying of 1 No. Commercial vehicle noted below of any make and model with Diesel Engine with Driver on daily hire charge/monthly basis for a period of about 1(One) year from the date of supply order.

The prescribed, proforma, additional terms and conditions and other particulars ( Blank Bid sheet Proforma ) can be obtained by the intending quotationers during office hours in the office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division at the above address upto **15.00 hrs. upto.....13/11/19.....**

**Name of Work :** Supplying commercial car (in good condition) of any make and model with diesel engine with Driver on daily hire charge basis for a period of 1 (One) year for the use in the office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Habra North 24Parganas.

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| 1) Last date of receiving application for prescribed proforma :                | 13.11.19 upto 15.00 hr  |
| 2) Last date for issue of prescribed proforma and Addl. Terms and Conditions:- | 14.11.19 upto 15.00 hr  |
| 3) Last date for receiving quotation:-   | 15.11.19 upto 15.00 hr  |
| 4) Date of opening quotation:-   | 15.11.19 after 15:30 hr |

**Terms and Conditions**

- 1) The vehicle should have **contract carriage permit** from Regional Transport Authority.
- 2) The vehicle must be in good/read worthy condition and shall have upto date fitness and all tax clearance certificates with blue book. The successful quotationer shall have to place the vehicle within a day for the test run and checking at the quotationers own cost. The Quotationers shall have to bear all the expenditure for servicing, maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all taxes to keep the vehicle in roadworthy conditions.
- 3) Lowest bidder should submit A Demand Draft of Rs 5000.00 as a security deposit to the undersigned after acceptance and prior to issuance of work order. Agreement should be done through 2908 which will be supplied by the Sub-division free of cost.
- 4) Fuel and lubricants like Diesel and motor oil and other lubricant shall have to be supplied by the owner for which payment will be made at the prevailing market rate on the basis of agreed consumption rate quoted by the supplier.

- 5) Diesel and Mobile will be issued by the Department as per consumption schedule.  
**Diesel consumption – 12 KM run per liter of Diesel.**  
**Mobil consumption – 500 KM run per liter of Mobil.**
- 6) Payment in respect of Driver Wage, T.A., etc. shall have to be borne by the quotationer and hire charge for the vehicle shall be inclusive of all these expenditure. The Successful quotationer shall have to arrange for garraging facility of the vehicle at his own cost, risk and responsibilities.
- 7) The quotationer shall have to provide another vehicle (as an temporary period) of identical specification with driver in the event of the supplier vehicle being out of order/under servicing, maintenance or repair, failing which hire charges for that/those day(s) will not be paid.
- 8) The authority issuing supply order reserves the right to enhance or reduce the period of contract without assigning the reason, what – so – ever. If the quotationer fails to comply with any of the above mentioned conditions, the authority issuing the supply order reserves the right to take any action as he deems fit against the quotationer/supplier.
- 9) It is the discretionary power of the Quotation inviting authority to accept / reject any or all of the quotations without assigning any reasons thereof.
- 10) Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Habra North 24Parganas will issue the supply order to the successful quotationer.
- 11) The car owner will arrange the garage at his own cost and the same should not be located beyond **4 Km.** from the Office of the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs.
- 12) Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
- 13) After acceptance of the quotations, the quotationers shall have no resume that work within three 3( three) days from the date of issuing work order from the Sub-Divisional Officer, Jamuna Basin Drainage Sub-Division, Banipur, Habra, N 24 Pgs. He must execute the agreement as per rule.
- 14) Payment will be made as per availability of fund.
- 15) Approved driver should not be changed except for urgent reason.
- 16) 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.
- 17) The quoted rate ( Amount quoted per day/ maximum monthly duty days ) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. **3564-WT/3M- 81/98 dated 24.11.2008**
- 18) Any application and sealed quotation paper sent by post will not be entertained.

Sub-Divisional Officer  
Jamuna Basin Drainage Sub-Division  
Habra North 24Parganas

**Memo No.: 327/1(5)**

**Dt.:06/11/19**

Copy submitted for information and wide circulation to:-

- 1) The Superintending Engineer, Greater Calcutta Drainage Circle, 2nd floor Jalasampad Bhawan .
- 2) The Executive Engineer, Bidyadhari Drainage Division, Barasat. This has reference to his memo no. 1338 dated: 22/10/2019 and request for uploading in departmental website & publishing in any reckoned newspaper.
- 3) The Sub-Divisional Officer, Barasat Drainage. Sub-Division, Barasat.
- 4) The Sr. Divisional Accounts Officer, Bidyadhari Drainage Division, Barasat.
- 5) Notice Board of this Office.

Sub-Divisional Officer  
Jamuna Basin Drainage Sub-Division

