



Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Chief Engineer & Project Director  
State Project Management Unit,  
West Bengal Major Irrigation and Flood Management Project  
Jalasampad Bhawan, 9th Floor, Salt Lake City, Kolkata – 700 091  
e-mail: [ce.pd.wbmifmp@gmail.com](mailto:ce.pd.wbmifmp@gmail.com)

**Memo No. 755-CIE (SPMU)/ 3M-04/2020**

**Date: 17.06.2022.**

**Notice Inviting Quotation No. 1 (Vehicle)/C.E & P.D, SPMU, WBMIFMP of 2022-23.**

Sealed quotations (off line) in the prescribed proforma is hereby invited by the Deputy Project Director(Civil)-I, SPMU,WBMIFMP, I&W Dte., from reliable owner for supplying of 1( one) no inspection vehicle with Driver on daily hire charges basis for the following work:-

Supplying a motor cab (Non-Air conditioned )with driver for the official use of the Deputy Project Director (Civil)-III, SPMU, WBMIFMP, Irrigation & Waterways Directorate, Jalsampad Bhawan ( 9th floor), Kolkata-700091.

- 1 Last date & time of Application : 04.07.2022 up to 15.00 hrs.  
issuing quotation paper
- 2 Place of receiving application : Office of the Chief Engineer & Project Director, SPMU, WBMIFMP, Jalsampad Bhawan. (9<sup>th</sup> Floor) Salt Lake, Kolkata-700091.
- 3 Last Date & time of issuing : 05.07.2022 up to 15.00 hrs.  
quotation paper (free of cost)
- 4 Last Date & time for receiving : 07.07.2022 up to 14.00 hrs.  
quotation paper
- 5 Place of Opening of sealed : Office of the Chief Engineer & Project Director , SPMU, WBMIFMP, Jalsampad Bhawan.(9<sup>th</sup> Floor) Salt Lake  
quotation paper
- 6 Opening of sealed quotation paper : 07.07.2022 up to 15.00 hrs.

Period of contract is 1 (one) year w.e.f. date of issuance of work-order.

The quotations will be opened by the undersigned on 07.07.2022 up to 15.00 hrs.. In presence of the intending quotationers or their authorized representatives.

The vehicle must be in good condition. The successful quotationers shall have to place the vehicle for a test run and checking by the undersigned at his (Suppliers) own cost. The quotationers shall have to bear all the expenditure for maintenance and repair, servicing, tax etc. to keep vehicle in readily operative condition. Cost of fuel and lubricant for running the vehicle shall be supplied by the quotationers which shall be paid by the Department on monthly basis along with the hire charge of the vehicle.

The Quotationers shall quote the rate for the hire charges of the vehicle on daily basis in the prescribed format only which will be issued free of cost by this office. No other form of quoting rates will be entertained. Rate will be entered both in numerical & words. The intending Quotationers shall have to submit application along with the self-attested copies of valid Contract Carriage Permit, Blue Book, Road Tax Certificate, Pollution Certificate, Registration Certificate, Insurance Clearance, PAN Card of the owner. Original documents should be produce when ask for.

If the vehicle becomes out of order the Supplier have to place alternative vehicle or any other alternative arrangement for performing duties, failing to supply alternative vehicle, hire charges for that day / those days shall not be paid.

The vehicle Supplier always keep the vehicle ready for duty and Log Books to be maintained at his own cost as per instruction.

The acceptance of the quotation will lie on the Additional Project Director- I, SPMU, WBMIFMP, Jalsampad Bhawan 9<sup>th</sup> Floor, Salt Lake, Kol-91. He will also reserve the right to accept or cancel the any quotation without assigning reasons what so ever.

Enclosure(s):

1. Additional terms and conditions
2. Format for quoting of rate.

(SUDIP HALDAR)

Deputy Project Director (Civil)-I,  
SPMU, WBMIFMP, I & W Dte.

**Memo No.- 755/1(7)-CIE (SPMU)/ 3M-04/2020**

**Date : 17.06.2022.**

Copy forwarded for information & wide circulation to the:-

1. Chief Engineer & Project Director, SPMU, WBMIFMP, I & W Dte
2. Additional Project Director- I, SPMU, Jalsampad Bhawan 9th floor, Salt Lake, Kol-91.
3. Deputy Project Director (Civil) - III, SPMU, Jalsampad Bhawan 9th floor, Salt Lake, Kol-91.
4. Executive Engineer, Howrah Irrigation Division, P.O - Botanical Garden, P.S- Shibpur, Dist-Howrah.
5. Executive Engineer, Hooghly Irrigation Division, Pearabagan, Hooghly.
- ✓ 6. Executive Engineer, DVC Study Cell for uploading in Departmental website.
7. Office Notice Board.

*Sudip Haldar*  
17/06/22

(SUDIP HALDAR)

Deputy Project Director (Civil)-I,  
SPMU, WBMIFMP, I & W Dte.

17/06/2022



**ADDITIONAL TERMS AND CONDITIONS**

(Sl nos. 1 to 22)

1. The payment shall be made through e-payment mode in favour of the Supplier on the basis of monthly bill submitted by the Supplier / Owner subject to availability of fund.
2. The vehicle shall have to be supplied along with its driver who shall be responsible to report for duty with vehicle at the prefixed station within stipulated time unless otherwise specified.
3. The Supplier / Owner shall provide two separate "Log Books" for the vehicle which shall be issued and authorized by the competent authority.
4. No payment shall be made if the car is in break down condition or if any other mechanical defect develops thereby disrupting the journey, unless and otherwise the immediate replacement of the vehicle or any other alternative arrangement is made by the Supplier / Owner.
5. In case of failure to replace the defaulted vehicle immediately or in the event of failure of the driver to attend the duty for any reason whatsoever, if the office is compelled to arrange any other vehicle on its own for the sake of the journey, any excess cost involved for such arrangement, shall be recovered from the running bills of the Supplier / Owner as per agreement.
6. The vehicle should satisfy Bharat Stage -III/ IV emission norms by Automobiles. The Supplier / Owner of the vehicle have to report for testing of the vehicle within a day of accepting of quotation with his own cost.
7. Supplier / Owner of the vehicle shall be responsible for all type of repairs and maintenance of the vehicle including periodical servicing and no payment shall be made for the period of repair of the vehicle unless and otherwise suitable replacement is made by another car in good condition.
8. The Supplier / Owner should ensure adequate and timely supply of fuel and lubricants to keep the vehicle in running condition. **Office shall re-imburse the cost of normal Diesel @ 12 km run per litre and Mobil oil @ 500 km run per litre respectively for all sorts of journey on pucca or kutcha road whether congested or non-congested.**
9. Normal duty hours shall be **10 hrs. per day** . This period may be extended as per necessity. The area of plying of vehicle shall be anywhere in West Bengal for the interest of Govt. works. Over time charge **@ Rs. 20/- per extra hour**, exceeding normal duty hours shall be allowed as per approved rate from competent authority.
10. No payment of hire charge will be made for the days on which the vehicle will not in use.
11. The authority shall not have any liability and responsibility arising out of any accident while the vehicle is on official duty. The authority shall not be liable to pay or compensate any damage to the vehicle or to the driver or to any other 3<sup>rd</sup> party affected due to this accident or over rule of the traffic signal.
12. The vehicle shall be tested before hiring and it should be running in good condition with its body parts and engine well maintained.



13. The authority reserve the right to extend the validity of contract beyond the expiry of period of contract at the same terms & condition including rate under the mutual agreement by both the sides.
14. Claim for escalation of rate due to any reason whatsoever during the validity of contract period, if any will not be entertained.
15. The lowest rate will be accepted and the successful Quotationer will have to execute formal agreement in proper form which is available from the office of the undersigned free of cost within 7 days from the date of issue of work order, failing which the order of acceptance of the quotation may be cancelled.
16. The agreement will be terminable with a prior notice of 1 (one) month both from either side.
17. The supplier / owner of the vehicle shall have to report for testing of car within 7 (seven) days of receipt of letter of acceptance/Work Order.
18. Garage distance allowed is maximum 10 km (5 km each for up & down) or the actual distance whichever is less for each day journey.
19. The authority may terminate the agreement at any time without assigning any reason whatever for which no compensation shall be paid.
20. Any fake documents / information submitted by the supplier will invite legal action / punishment against the supplier as per rules.
21. No advance payment will be made for hiring charge & fuel etc.
22. The Department will not provide the arrangement for garage of the vehicle. The owner deserves to keep the vehicle in his own garage.

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(SUDIP HALDAR)

Deputy Project Director (Civil)-I,  
SPMU, WBMIFMP, I & W Dte.

Signature of Quotationer.

## FORMAT FOR QUOTING OF RATE

Notice Inviting Quotation No. 1 (Vehicle)/C.E & P.D, SPMU, WBMIFMP of 2022-23.

1. A) Name of the Owner / Quotationer :

B) Address :

C) Phone No :

D) Divers name with full address


E) Vehicle No :

2. Model with year

3 Registration no.:

4 Rate quoted for daily hire charge  
(Both in numerical & words)

Signature of the Quotationer  
Date:

  
(SUDIP HALDAR)  
Deputy Project Director (Civil)-I,  
SPMU, WBMIFMP, I & W Dte.