



Government of West Bengal
Housing Directorate
Office of the Assistant Engineer, Bankura Sub-Division
P.O. Kenduadihi, Dist. Bankura, Pin- 722 102
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Phone No. 03242-259936

Memo No. **739 /NIQ**

Dt. **23.11.2017**

**NOTICE INVITING QUOTATION NO. "04" OF 2017-2018 OF ASSISTANT ENGINEER,
BANKURA SUB-DIVISION .**

Sealed Quotations are invited in pad or plain papers from the owners for the "Hiring of a good condition luxury diesel car of latest model under BS-III or BS-IV on daily hire basis, having valid contract carriage permit for West Bengal from the Regional Transport Authority with chauffeured driver on daily basis for a period of 1(one) year for use of Assistant Engineer, Bankura Sub-Division on following terms and conditions."

The last date of application 07.12.2017, Date for Permission of entitlement to participate in Quotation on 08-12-2017, receiving sealed quotation is 12.12-2017 at 14.00 hrs. in the office of the Assistant Engineer, Bankura Sub-Division, and will be opened on the same date at 14.30 hrs. The sealed quotation must be dropped in the tender box kept in the office of the undersigned in presence of the quotationers who are willing to witness the opening process.

TERMS AND CONDITION

1. **The quotationer will have to obtain prior permission from the undersigned for submitting the quotation with all papers such as Brand No., Vehicle No., Registration No., Blue Book of Vehicle, Driving License & voter id. of Driver with his self attested and Relevant Tax paid certificate also submit voter Id., PAN card & GST or GST registration No of quotationer with self attested. Purchasing documents, Ownership of vehicle, Insurance certificate including bringing of the car at the office and trial run (If necessary) at the cost of the owner to verify the condition of the car.**
2. The Diesel and Mobil Oil will be supplied by the owner as per consumption limited to the following: -(a) Diesel: 1 (One) liter per 12 K.M. run. (b) Lubricant:1 (One) liter per 500 K.M run.
3. The vehicle must be insured against any accident at the cost of the owner. All papers related to the vehicle should be kept in the car. The driver while on tour must be equipped with his driving license along with necessary papers.
4. **The owner of the vehicle will place the vehicle with driver. The driver shall have to report with the vehicle in running condition usually at 9.00 A.M. unless or otherwise instructed. Normal duty hours of the vehicle will be from 9.30 A.M. to 7.30 P.M. which may be extended occasionally as and when required, for which no extra payment will be made. The area of run of the vehicle will normally be within the District of Bankura, Purulia and extended to Burdwan, also Kolkata and any other place within the State of West Bengal and the vehicle may stay outside Bankura for which no extra payment will be made.**
5. As the vehicle will be hired on Daily basis, but if on any day or days the owner fails to place the scheduled vehicle for duty for any reason whatsoever, then he will have the option to place another vehicle for daily duty approved by the officer for such day or days'. **In case he fails to place any vehicle for performing official duty, the Assistant Engineer, Bankura Sub-Division of the successful quotationer without any reference to him and no complain in the matter will be entertained from the successful quotationer.**

**Assistant Engineer,
Bankura Sub-Division
Housing Directorate.**

6. Cost of fuels, lubricants except diesel and Mobile (as stated at Sl. No. 5 above) including servicing, major or minor repairing cost shall be borne by the owner.
7. A log book will be maintained for the car. The driver should make entry in the log book and get it signed by the Touring Officer each day the kilometer reading at the starting and at the end of the journey.
8. The Speedo Meter, Kilometer reading meter, fuel meter should always be in running condition and properly calibrated.
9. The owner will be responsible to clear all sorts of tax and surcharge levied by Central or State Govt. in respect of the car.
10. The agreement for hiring of the vehicle is terminable by serving one month's notice from either side. However, if condition of vehicle service is not found satisfactory by the Departmental Officer(s), the hiring agreement may be terminated at 15 (Fifteen) Days notice by the Executive Engineer, Bankura Division.
11. The successful quotationer has to provide driver for his vehicle with proper & valid driving licence (at his own cost). The driver must be well behaved with good gesture. The owner of the vehicle will be held responsible for any misdeed of the driver. Further, if asked for, the owner of the vehicle has to replaced driver in 7 (seven) days' notice.
12. The successful quotationer has to enter into agreement in duplicate WB Form No. 2911(ii) and in one copy on plain paper with the Executive Engineer, Bankura Division by paying cost of WB Form No. 2911(ii) and quotation document as per Govt. rule in vogue.
13. The agreement for hiring of car be initially for a period of 1 (One) year. The agreement period may be extended on the same terms and conditions on application for the same by the owner of vehicle by providing all valid documents related to the vehicle.
14. Payment for hiring of the vehicle will be made on monthly basis in production of bill by the owner of vehicle by account payee cheque after due verification. Normally, bill produced by the owner of the vehicle will be cleared with in 15 (fifteen) days of its production. However, due to unavoidable circumstances, payment of bill(s) may be delayed, for which no extra payment/ interest will be paid.
15. Earnest money is required to be deposited by the lowest participant at the time of executing formal agreement in the shape of **Demand Draft @ Rs. 2,000 (Rupees Two thousand) only to be drawn in favour of the Executive Engineer , Bankura Division.** Other Statutory deduction such as Income Tax, GST etc would be made as per Govt. rule.
16. The successful quotationer will have to place his vehicle for performing official duty within 15(Fifteen) days of acceptance of his offer. Failing which his offer will be liable to cancellation and earnest money deposit may be forfeited without any further reference.
17. The contract may be terminated by serving 15 (Fifteen) days notice from either side.
18. The undersigned reserved the right to accept and or to reject any or all the quotations without assigning any reasons.



Assistant Engineer,
Bankura Sub-Division
Housing Directorate

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Memo No:-

Dated:-

Copy forwarded to the District Information & Cultural Officer, Bankura for information with a request to kindly arrange for publication of Notice in Bengali daily News paper or local News paper as early as possible with intimation to this office.

Enclo:- Add. Matter.

Sd/-
Assistant Engineer
Bankura Sub-Division
Housing Directorate

Memo No. **739 /1 (5)/NIQ**

Dated. **23.11.17**

Copy forwarded for kind information with a request to display the notice on his notice board for wide publicity:-

- ✓ 1. The Joint Secretary, Housing Department for display on the website of Housing Department.
2. The Superintending Engineer, West Circle, Housing Directorate.
3. The Executive Engineer, Bankura Division, Housing Directorate.
4. The District Magistrate, Bankura.
5. Notice Board of this Sub-Division.



Assistant Engineer
Bankura Sub-Division
Housing Directorate

Scheduled of Items of Works from the owners for the “Hiring of a good condition luxury diesel car of latest model under BS-III or BS-IV on daily hire basis not more than 2 (two) years old (from the date of notice) having Valid contract carriage permit for West Bengal from the Regional Transport Authority with chauffeur driver on daily basis for a period of 1(one) year for use of Executive Engineer, P.W.D. Bankura Division.”

Ref : N.I.Q No.-23 of 2015-16 memo no. 603dt.25.02.2016 of Executive Engineer, Bankura Division, P.W.D.

Sl. No.	Description of Item	Rate / Day (Rs.) (in figure)	Rate / Day (Rs.) (in words)
1	<p>_____</p> <p>_____ (Company with model), Rate hold be quoted for daily</p>		

	basis excluding fuel and lubricants and for minimum 10 (Ten) hours/day. Diesel will be issued@ 1ltr/12 Km. and Lubricant @ 1 ltr/500 Km. by the Dept.		
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I do hereby agree to carry out the above mentioned supply job as per terms & conditions of theaforesaid NIQ.

Address of the Quotationer: -

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Signature of the Quotationer.

PAN no:-

Contract Mobile No.