

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS
OFFICE OF THE EXECUTIVE ENGINEER
SALT LAKE CONSTRUCTION DIVISION
2nd floor NIRMAN BHAWAN
SALT LAKE, KOLKATA-700091**

Memo No:- 1738.

Dated:- Kolkata, the 08th December, 2021.

**Notice Inviting Quotation No. – WBUD & MAD/SLP/NIQ-07/ 2021-22 of the
EE, SLC Division.**

Sealed Quotations are hereby invited by the Executive Engineer, Salt lake Construction Division, from reliable persons & firms for “**Supply of 1 (one) no. Diesel driven Maxi Cab (Not Air- Conditioned) on daily hiring basis with valid commercial permit Mass Emission Standard BS-III/IV (Preferable) purchased on or after 01-05-2008, following G.O No. 3564-WT/3M-81/98 Dated-24.11.2008 for official use of the Executive Engineer, Salt Lake Construction Division, for one year**”.

Time Schedule of quotation:

- i) Last date & time of receiving application: 17.12.2021 up to 5:00 P.M
- ii) Last date & time of issue of quotation paper: 21.12.2021 up to 3.00 P.M
- iii) Date & time of dropping quotation: 23.12.2021 up to 3.00 P.M
- iv) Date & time of opening quotation: 23.12.2021 at 3.30 P.M

Terms & Conditions :

1. The intending quotationers should apply to the undersigned in respective Letter Head for issue of specific format for quoting rate on production of all necessary original documents of vehicle i.e. Commercial Registration Certificate (Blue Book), Up to date Fitness Certificate, up to date clearance certificate of Road Tax, Insurance, Permit, Pollution certificate, valid driving license of the concerned Driver etc., and must submit the self attested photocopy of all these documents along with self attested photocopy of valid PAN Card, G.S.T. Identification Number, Professional Tax Payment Certificate (PTPC) or the PT Payment Challan/receipt, Trade License, Income Tax Return of current Assessment year or, IT Return of immediate preceding Assessment year whichever is latest available. The application will be received at the office of the undersigned on all working days within office hours up to 5:00 P.M. of **17-12-2021**.
2. The copy of this notice as well as the specific format for quoting rate, both will be supplied free of cost from the office of the undersigned upto 3:00 P.M. of **17-12-2021** to the eligible quotationers. The quotationers must sign each page of this notice and specific format for quoting rate and submit in a sealed cover quoting N. I. Q. No. and date on the top of the envelop at the office of the undersigned up to 3:00 P.M. of **21-12-2021** after which no quotation will be entertained. The quotations will be opened on **23-12-2021** at **3.30 P.M** in presence of the quotationers or their authorized representatives who will be available at that time. A bid may be called for on the same day in presence of intending quotationers if reasonable rate is not arrived.

3. Initially the work order will be issued for 01(one) year. The period may be extended for further 01(one) year after successful completion of the 1st year.
4. Fuel, other lubricants, brake oil, gear oil etc. shall have to be supplied by the quotationer, payment will be made only for normal Diesel and Mobil at the prevailing market rate & on the basis of the existing Govt. Order. If at any stage it is found that the consumption of fuel has been made beyond the permissible limit, the recovery will be made from his bill in full. The hire charge of the Diesel driven Maxi Cab shall be inclusive of payment of the Driver wages & all related expenditure. Rate should be quoted on PER DAY basis considering 10(ten) hours of engagement of vehicle per day and additional charge for over time beyond 10 hours will be made following G.O No. 3564-WT/3M-81/98 Dated-24.11.2008.
5. The quotationer shall have to bear expenditures for all kinds of washing, repairing, servicing, supply of spare parts for repairing of the vehicle, hire charges of garage etc.
6. All kind of taxes must be paid by the quotationer.
7. The vehicle along with the driver will be at the disposal of the undersigned officer for performing duty till the period of duty ceases. The vehicle will have to be replaced immediately by another diesel car of same specification without any extra cost, if the earlier car becomes unserviceable due to break down or any other causes.
8. The department will not be held responsible for any damage by car. It will ply entirely at the risk of the owner of the vehicle. Normally the vehicle will not be used on Govt. holidays and no payment for those days will be made. In case of emergency of work the car can be used on holidays also and payment for such days will be made as per terms and conditions. No standby payment will be allowed.
9. Cost of penalty, if imposed by the police/ traffic authority, for violating traffic rules should be borne by the owner.
10. The speedometer and fuel meter should be always in active condition.
11. The vehicle will have to be placed after receiving work order and agreement and attested signature of driver should be produced to this office.
12. One no. small board of size around 275mm x 175mm to be displayed in front of the car mentioning "On Duty" and "Government of West Bengal" and without violating any rules of Transport Department.
13. TO and FRO journey from garage to reporting place of maximum 05 (five) KM will be allowed.
14. The vehicle must be in good condition and with commercial permit. The car may be placed for servicing once in a month at the own cost of the supplier and fitness certificate should be produced to the undersigned in regular course.

15. The driver of the vehicle should be sufficiently experienced and well known with traffic rules, gentle in nature, posses his own driving license and should be instructed and responsible for day to day reporting to the undersigned with the vehicle as per time and requirement. 02(two) nos. Log book will be maintained for which will be issued by the department.
16. After acceptance of Quoted rate of Lowest Quotationer, agreement to be made with the Department by the Quotationer in W.B. Form No. 2911(ii) (as decided by the Authority) and the Quotation will be converted and treated as Tender. The cost of Agreement Documents will be fixed up as per the estimate after sanction of the rate from Special Engineer /Salt Lake Reclamation & Development Circle.
17. The payment will be made through e-Billing system from the office of the Executive Engineer/ Salt Lake Construction Division, Salt lake, Kolkata-700091 in favour of the supplier on the basis of the bill submitted, subject to the condition no dispute arises. Payment will be made as per availability of fund.
18. The contract may be terminated with a one month notice from either end.
19. For corrigendum, if any, Office Notice Board may please be followed.
20. Cost of quotation paper is nil.
21. Self attested photocopy of all documents is to be submitted with application. Quotation paper will be issued only to the person having valid documents.

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Executive Engineer
Salt Lake Construction Division

Memo No. 1738/1(11)

Date: 08/12/2021

Copy forwarded for information to the :

- 1) The Secretary, Department of Urban Development and Municipal Affairs, Govt. of West Bengal, Ngarayan, DF-09, Salt Lake, Kol-64
- 2) The Chief Engineering Advisor, Salt Lake Project, Nirman Bhawan, Salt Lake, Kol-91
- 3) The Special Engineer, Salt Lake Reclamation and Development Circle, Nirman Bhawan, Salt Lake, Kol-91
- 4) The Executive Engineer, Salt Lake Reclamation Division, Nirman Bhawan, Salt Lake, Kol-91
- 5) The Executive Engineer, Salt Lake B.M.S. Division, Nirman Bhawan, Salt Lake, Kol-91
- 6) The Executive Engineer, Central Mechanical Division, Nirman Bhawan, Salt Lake, Kol-91
- ✓ 7) Computer section of Department of Urban Development and Municipal Affairs, Govt. of West Bengal, Nagarayan, Kol-64, requesting to upload this NIQ in Departmental Website
- 8) The Sub-Divisional Officer, Salt Lake Sewerage Sub-Division
- 9) The Sub-Divisional Officer, Salt Lake Water Supply Sub-Division
- 10) Office Notice Board
- 11) Divisional Accountant, S.L.C. Division.

08-12-2021
Executive Engineer
Salt Lake Construction Division

Format for Quoting Rate for the Hired Vehicle

Schedule for the Work: "Supply of 1 (one) no. Diesel driven Maxi Cab (Not Air- Conditioned) on daily hiring basis with valid commercial permit Mass Emission Standard BS-III/IV (Preferable) purchased on or after 01-05-2008, following G.O No. 3564-WT/3M-81/98 Dated-24.11.2008 for official use of the Executive Engineer, Salt Lake Construction Division, for one year".

Ref: NIQ No.- WBUD &MAD/SLP/NIQ-07/ 2021-22 of the EE, SLC Division.

Issued to:

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(To Be Filled Up by the Quotationer)

- 1.A Name of the Owner :
- 1.B Full Address :
- 1.C Phone No. :
- 2.A Driver's full name :
- 2.B Driver;s full address :
- 2.C Driving Livcense No. :
- 2.D Driver's Contact No. :
- 3. Registration no. of the car & date of Registration :
- 4. Model with Year :
- 5. Daily Hire Charge (For Monthly Hiring Basis) :

(Note: Fuel and Lubricant will be supplied by the Department as per Scale specified below:
DISEL: 01(one) Liter per Each 12(Twelve) KM, 05(Five) Liter per Each 2500 KM)

(Signature of owner of the Vehicle/Quotationer)

Certificate of Rate from Quotationer

I do hereby agree to place my vehicle for Got. Office inspection purpose @ Rs..... (in words:.....) per day.

(Signature of owner of the Vehicle/Quotationer)