



Govt. of West Bengal

**OFFICE OF THE EXECUTIVE ENGINEER
MURSHIDABAD DIVISION
MUNICIPAL ENGINEERING DIRECTORATE
MUNICIPAL AFFAIRS DEPARTMENT**

5, Babulbona Road, Madhupur, Berhampore, Murshidabad. PIN- 742101.
Phone & Fax: (03482) 250679. E-Mail :- ee.bhp.med@gmail.com

QUOTATION for "HIRING OF DIESEL MOTOR CAB (STANDARD, NON AIR CONDITIONED, BHARAT STAGE III, PURCHASED ON OR AFTER 01.05.2008) for the OFFICE OF THE EXECUTIVE ENGINEER, MURSHIDABAD DIVISION, M.E.Dte."

for the

**OFFICE OF THE EXECUTIVE ENGINEER,
MURSHIDABAD DIVISION,
MUNICIPAL ENGINEERING DIRECTORATE,
MUNICIPAL AFFAIRS DEPARTMENT.**

- **Quotation Notice No. :- 01 of EE/ ME / MSD / 2017 -2018**
- **Last Date of receiving Quotation :- 06/06/2017 upto 01:00 PM IST**
- **Date of Opening Quotation :- 06/06/2017 at 04:00 PM IST**

INVITED BY –

*Executive Engineer,
Murshidabad Division,
Municipal Engineering Directorate,
Municipal Affairs Department.*



Government of West Bengal

OFFICE OF THE EXECUTIVE ENGINEER
MURSHIDABAD DIVISION, MUNICIPAL ENGINEERING DIRECTORATE
MUNICIPAL AFFAIRS DEPARTMENT

5, Babulbona Road, Madhupur, Berhampore, Murshidabad. PIN- 742101. Phone & Fax :- (03482) 250679. E-Mail :- ee.bhp.med@gmail.com

Memo No. : ME / MSD / 204 / IT-13 / 02 Pt.-III

Dated, the 24th May, 2017

NOTICE INVITING QUOTATION

Quotation Notice No.:- 01 of EE/ ME / MSD/ 2017 -2018

Sealed quotations are hereby invited by the Executive Engineer, Murshidabad Division, Municipal Engineering Directorate, 5, Babulbona Road, Madhupur, Berhampore, Murshidabad for Hiring of Diesel Motor Cab (Standard, Non Air Conditioned, Bharat Stage III, Purchased on or after 01.05.2008) as and when required for this office from the eligible contractors or bonafied owners having above mentioned vehicle and with provision of garage in around Murshidabad Division, M.E.Dte Office. They are to submit their rates on daily hire basis in favour Executive Engineer , Murshidabad Division, M.E.Dte.for 1 (One) Above mentioned Car as per particulars below and will be received by him up to the time specified herein in his office.

The vehicles will be required as an inspection vehicle for the officer mentioned above; The Controlling Officers of the vehicle in respect of journeys will be Executive Engineer , Murshidabad Division, M.E.Dte., Government of West Bengal. The Applicants will have to abide by the terms and conditions enclosed herewith and the Applicants will have to sign on the said terms and condition as a token of acceptance at the time of submitting quotation.

The authority reserves the right to accept or reject of any or all quotation without assigning any reason whatsoever.

➤ **INFORMATION REGARDING THE QUOTATION ARE AS FOLLOWS :-**

1) **WORK DETAILS :-**

| Sl. No. | NIQ No. | Description of the Works | Places of Work | Cost of Annexure - A |
|---------|--------------------------------|---|--|----------------------|
| 1. | 01 of EE/ ME / MSD/ 2017 -2018 | QUOTATION FOR HIRING OF DIESEL MOTOR CAB (STANDARD, NON AIR CONDITIONED, BHARAT STAGE III, PURCHASED ON OR AFTER 01.05.2008) for the OFFICE OF THE EXECUTIVE ENGINEER, MURSHIDABAD DIVISION, M.E.Dte. | Under the Office of the Executive Engineer, Murshidabad Division, M.E.Dte. | Nil |

2) **SCHEDULE OF QUOTATION :-**

LAST DATE OF RECEIVING QUOTATION :- 06/06/2017 UPTO 01:00 PM IST

DATE OF OPENING QUOTATION :- 06/06/2017 at 04:00 PM IST

N.B. : In case of administrative reason , bundh, holiday etc. falls on the schedule date as enumerated above, the same may treated just after the next working day at the same time & same place For further details please contact with the Office of the undersigned in any working day.

3) TERMS & CONDITION :-

The following terms and conditions shall be applicable in Hiring of Diesel Motor (Standard, Non Air Conditioned, Bharat Stage III, Purchased on or after 01.05.2008) for use in the Office of the Executive Engineer, Murshidabad Division, Municipal Engineering Directorate :-

- i) The rate should be quoted for each day of duty covering 10(Ten) hours. Rate should be quoted in Rupees per day both in words and figures.
- ii) The rate should be quoted inclusive of all charges if any.
- iii) Payment will be made on the basis of availability of fund.
- iv) The decision of Executive Engineer regarding the Quotation will be final.
- v) All deduction for the bill will be made as per Government terms.
- vi) Conditional Quotation will be rejected.
- vii) The Car (Diesel) will be hired for six months at present. This period of hiring may vary which no extra claim will be entertained.
- viii) Hire charge and other payment of fuel shall be made for the day of duty only.
- ix) The duty hours shall be reckoned from the time of reporting to the office and to the time of releasing of the Car/Vehicle by the Office. Details of journey, duty hours etc. will be recorded in a log book to be maintain by the concerned office shall be treated as final and binding to the Owner/Quotation.
- x) The day hours shall normally be 10 hours commencing from the reporting time to be indicated by the officer using the car. Any official duty for a period of less than the schedule duty period of 10 (Ten) hours shall be taken as duty for the full day.
- xi) Journey shall usually be confined within Murshidabad District. If required the journey shall be extended to any part of West Bengal and other as per requirement of the Office.
- xii) An overtime allowance @ ₹20.00 (Rupees Twenty) only per hour shall be paid for duty beyond normal duty of 10 (Ten) hours.
- xiii) Driver engaged by the owner must be a well behaved person having Valid Driving License & Mobile phone for communication. The owner of the vehicle will have to bear the salaries & other expenses of the driver including all other charges.
- xiv) The rate consumption of fuel shall be taken as 12 (Twelve) Km. per litre of fuel for diesel car. The cost of Mobil oil @ 5 (Five) liter per 2500 Km. run of car shall be allowed. The payment of the cost of Diesel and Mobil will be made as per market rate of I.O.C. on production of receipt.
- xv) In calculating total Kilometers covered by the vehicle a maximum of 10 (ten) Kilometers between the garage of the Vehicle and the place of reporting (both ways inclusive) or the actual Kilometer whichever is less shall be allowed.
- xvi) The owner will have to produce valid road permit as Luxury Taxi with permission throughout West Bengal & Valid Contract Carriage Permit, Blue Book, Valid Driving Licence for the category of the vehicle quoted, Valid Insurance & Pollution certificate for the vehicle, Road Tax Clearance Certificate.
- xvii) The Department will not be held responsible for any
 - a) Loss & damages caused due to any accident.
 - b) For any court case on compensation arising out of vehicle & it's driver.
 - c) Tax or charges that may be levied by the state/ Central Government and parking fees of anywhere.
 - d) Traffic rules violation by the driver.

- xviii) Substitute car shall have to be placed for duty if the schedule car is found not suitable for duty. In case no car is placed for duty without notice a fine ₹150/-(rupees one hundred and fifty) only per day shall be imposed and the said penalty shall be recovered from the monthly bill of the respective month.
- xix) If the vehicle is met with an accident, the owner of the vehicle will be fully responsible if there is any damage to life or materials and the Department will be at liberty to ask the owner to make good of such losses as per prevailing laws of country.
- xx) The car shall have to be placed for duty on Sunday and holidays, if required by the Department on the same terms and conditions.
- xxi) If the owner fails to provide the vehicle for duty more than 2 (two) successive days the whole contract may be terminated at the option of the Department without any prejudice.
- xxii) Owner shall have to supply Diesel and other lubricants for duty of his car. The cost of such fuel will be reimbursed at the time of billing as per consumption stated under Sl. No.(xiv)
- xxiii) All the documents should be signed by the owner of the car.
- xxiv) The contract may be terminated by serving 15 (Fifteen) days notice from either side.
- xxv) The owner of the vehicle will have to submit Bills in duplicate for each month of day within 10th of the following month for payment and payment will be made from the Office of the Executive Engineer, Murshidabad Division, Municipal Engineering Directorate.
- xxvi) The authority reserves the right to accept or reject of any or all quotation without assigning any reason whatsoever.

4) QUOTATION DOCUMENTS :-

Quotation should be accompanied by a set of self attested photocopies of the following documents (valid & upto date) within schedule date & time :-

- i) Valid road permit as Luxury Taxi with permission throughout West Bengal & Valid Contract Carriage Permit,
- ii) Blue Book,
- iii) Valid Driving Licence for the category of the vehicle quoted,
- iv) Valid Insurance Policy certificate for the vehicle,
- v) Valid Pollution certificate for the vehicle,
- vi) Road Tax Clearance Certificate.
- vii) Past Experience if any, of same / similar type job under any Govt. Department / Organisation. Undertaking as per clauses of terms & conditions alongwith copy of work order and payment certificate in support of credential.
- viii) All other documents as may be required in support of credentials in original alongwith a set of self-attested photocopies should be submitted.

***No telegraphic Quotation received through post / courier service shall be entertained under any circumstances. Request for sending of Quotation Documents through Post Courier service shall not be entertained. The Quotation Documents are not transferable.*

5) SUBMISSION OF QUOTATION :-

The Quotation to be submitted shall consist the following documents (Dully Signed and Filled up) :-

- i) Application of Owner
- ii) Copies of required Documents (as said in Sl. No. – 3)
- iii) Annexure – A, Supplied by the Office (Should be Collected by the Applicant)

6) OPENING OF QUOTATION :-

Quotations will be opened in presence of the Applicant or his authorized representative, who choose to be present at the office of the undersigned on the scheduled date and time as said in Sl. No. – 2.

7) EVALUATION AND COMPARISON OF QUOTATION :-

All Quotation will be evaluated and compared based on the quoted price for each item within a group and on the basis of following where applicable (a) Price inclusive of all demand, (b) Compliance with the requirement of other terms and conditions and specification, set forth herein, (c) Qualifying criteria as laid down in N.I.Q.

8) SUCCESSFUL QUOTATION :-

Normally lowest evaluated formal Quotation will be selected for awarding of contract, However the Quotation accepting authority reserved the right to accept or reject any or all the quotation without assigning any reason thereof.

9) EXECUTION OF AGREEMENT :-

Successful Applicant for the above Quotation shall have to execute agreement in W.B.Form no. – 2911 (i)/(ii) [by purchasing the document on cash payment @ ₹750/- (Rupees Seven Hundred and Fifty) Only per set] with Executive Engineer, Murshidabad Division, Municipal Engineering Directorate within 10(ten) days from the issue of the Acceptance cum Work Order / Letter of intent.

10) LANGUAGE OF QUOTATION :-

The Quotation documents shall be filled in English, all literature and correspondence in connection with the Quotation shall be English.

11) VALIDITY OF CONTRACT :-

The contract will be valid for 6 (Six) months from the date of issue of work order.

12) AWARD OF CONTRACT :-

The Award of Contract shall normally be made within one month from the date of opening of Quotation to the lowest evaluated responsive Quotation.

Memo No. : ME / MSD / 204 () / 1T-13 / 02 Pt.-III

Barman
24/5/17
Executive Engineer
Murshidabad Division
M.E Directorate.
EXECUTIVE ENGINEER
MURSHIDABAD DIVISION M.E.DTE.
Dated, the 24th May, 2017

Copy forwarded for information and necessary action to :-

- 1) The Chief Engineer, M. E. Directorate, BikashBhavan, Salt Lake, Kol.-91.
- 2) The Addl. Chief Engineer (North), M. E. Directorate. Siliguri.
- 3) The Superintending Engineer, Central Circle, M.E.Directorate, Malda.
- 4) The District Magistrate, Murshidabad District, Murshidabad.
- 5) Project Director , CMU, ILGUS Bhavan (Gr Fl) H-C Block, Sector-III, Salt Lake, Kol-106- with a request to upload in the Website of the Dept..
- 6) The Office Notice Board.

Barman
24/5/17
Executive Engineer
Murshidabad Division
M.E Directorate.
EXECUTIVE ENGINEER
MURSHIDABAD DIVISION M.E.DTE.

ANNEXURE – A

SCHEDULE OF RATES TO BE QUOTED FOR “HIRING OF DIESEL MOTOR CAB (STANDARD, NON AIR CONDITIONED, BHARAT STAGE III, PURCHASED ON OR AFTER 01.05.2008) for the OFFICE OF THE EXECUTIVE ENGINEER, MURSHIDABAD DIVISION, M.E.Dte.”

NIQ No. - 01 of EE/ ME / MSD/ 2017 -2018

NIQ Memo No. : ME / MSD / 204 / IT-13 / 02 Pt.-III, Dated, the 24th May, 2017

| Sl. No. | Description of the Works | Rate to be Quoted on Daily Basis |
|---------|---|----------------------------------|
| 1. | QUOTATION for HIRING OF DIESEL MOTOR CAB (STANDARD, NON AIR CONDITIONED, BHARAT STAGE III, PURCHASED ON OR AFTER 01.05.2008) for the OFFICE OF THE EXECUTIVE ENGINEER, MURSHIDABAD DIVISION, M.E.Dte. | ₹ Rupees |

Details of vehicle :-

- 1) Type and make of vehicle :
- 2) Year of manufacturing :
- 3) General condition of vehicle :
- 4) Contract carriage permit no. :
- 5) Registration no. Of vehicle :
- 6) Details of license, blue book etc. :
- 7) Details of commercial registration certificate :

I have read the all terms and conditions (laid down in NIQ, Sl. No. – 3 & other terms and conditions) and hereby agree to let out the car on hiring Registration No. _____
@ ₹ _____ (Rupees _____) only at the rate on
daily as stated above.

Signature of Owner / Applicant