



Office of THE EXECUTIVE ENGINEER
NADIA DIVISION, HOUSING DIRECTORATE,
Circuit House Compound, Krishnanagar,
Nadia, Pin - 741101.
Dial: © 03472-251052
E-MAIL: eendhd17@gmail.com

Memo No. ND/HD/751

Date: 19.09.2022

NIQ No. 04 of 2022 - 23 of the Executive Engineer, Nadia Division, Housing Dte.

Sealed Quotation are hereby invited on behalf of Governor of West Bengal by The Executive Engineer, Nadia Division, Housing Directorate, Krishnanagar, Nadia from the Car owner of **Luxury Cab with Diesel Engine** for run all over the West Bengal for the work specified in table - 1 below. The same will be received by the undersigned on or before the date and time specified therein. After receipt of quotations, those shall be opened soon at the chamber of the undersigned in presence of such quotationers who may choose to be present.

Table:1

a.	Name of work:	Hiring of 01 (one) no Inspection vehicle for official use of the Executive Engineer, Nadia Division, Housing Directorate, Krishnanagar, Nadia.
b.	Quotation Inviting Authority:	Executive Engineer, Nadia Division, Housing Directorate.
c.	Scope of work:	As specified in the Terms & Condition.
d.	Period of Contract:	06 (six) Months.
e.	Eligibility:	The quotationer must be car owner / supplier and he / she should have all up to date documents of the car as mentioned below: (i) PAN Card with latest I.T. Return. (ii) Registration Certificate. (iii) Carriage contract permit. (iv) Valid tax clearance certificate. (v) Valid Fitness Certificate. (vi) Valid Insurance certificate. (vii) Valid pollution certificate etc.
f.	Collection of Quotation Papers:	Intending quotationer seeking permission for obtaining the quotation documents shall have to apply to the quotation inviting authority. The quotation inviting authority reserve the right to accept / reject any / all the applications without assigning any reason whatsoever.
g.	Sealed Quotation must contain (All documents must be sealed within envelop writing "Hiring of Inspection vehicle for the Official use of the Executive Engineer, Nadia Division, Housing Directorate.")	(i) Offer rate (inclusive all charges for driver also) in the prescribed format as per Annexure - I. (ii) Name of the Owner and address, Phone number, e-mail ID. (iii) Name of the Authorized contact person / address / phone no/ mobile no. (iv) Valid PAN card with latest I.T. Return. (v) Up to date valid documents of the in compliance with Sl. No. i, ii & iii of Terms & Condition as mention in this table Sl. No. (e).
h.	Offer of Rates:	Owners are requested to offer rates in the format specified in Annexure - I. Rate is to be written in both figure and words. In case of any difference, rate quoted in words will only be considered. All the blanks are to be filled in.
i.	Venue of Submission of Quotation:	Tender Box Kept in the chamber of Executive Engineer, Nadia Division, Housing Directorate, Krishnanagar, Nadia.
j.	Date & Time of Submission:	28.09.2022 up to 14:00 hrs (I.S.T.).
k.	Opening of Quotations submitted:	28.09.2022 after 14:30 hrs (I.S.T.)
l.	Acceptance of offer:	(i) No conditional quotation will be entertained. (ii) The quotation inviting Authority reserve right to accept /reject any/all quotations without showing any reason thereof. (iii) There will be no compulsion of accepting the lowest quotationer. (iv) Any quotation which does not fulfil any of the conditions specified herein or incomplete in any respect shall be treated as informal and will be liable to be summarily rejected.

m. Letter of Acceptance:	Letter of Acceptance will be issued to the successful quotationer in due course.
n. Work order:	Work order will be issued by the competent Authority to the successful quotationer only after scrutinizing all the offers submitted as per terms and condition laid down in this quotation to execute the work after signing of the formal agreement.
o. Earnest Money:	The selected quotationer shall have to be submit an Earnest Money amounting to Rs. 3000.00 (rupees three thousand only) at the time of executing formal agreement in the shape of Demand Draft on any nationalized bank in favor of Executive Engineer, Nadia Division, Housing Directorate payable at Krishnanagar, Nadia.
p. Execution of formal Agreement:	The successful quotationer will have to execute formal agreement with quotation inviting authority in prescribed Government Form No. 2911 within 07 (seven) days from the date specified in letter of acceptance with all other relevant papers, will be available from the office of undersigned on payment.
q. Time Extension for continuous execution of Contract Agreement:	The Agreement may be extended for further period as per need in future by the competent authority. The agreement may however be terminated at any time without assigning any reasons on 07 (seven) days notice.

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29/09/22



Sfhe 19/9/22
EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR

Memo No. ND/HD/751/1(10)

Date: 19.09.2022

Copy forwarded for favour of kind information to:

- 1) The Chief Engineer, Housing Directorate.
- 2) The Joint Secretary, Housing Department for display on the Website of Housing Department.
- 3) The Superintending Engineer, South Circle, Housing Directorate with request for wide circulation through his Notice Board.
- 4) The Executive Engineer, _____ Division, Housing Directorate with request for wide circulation through his Notice Board.
- 5) The Assistant Engineer, _____ Sub-Division, Housing Directorate with request for wide circulation through his Notice Board.
- 6) The Executive Engineer, P.W.D./Nadia Division / Nadia Constn. Divn. / PW (Roads) / P.W (Social Sector) / NH, Berhampore/ Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
- 7) The Assistant Engineer PWD, / PW (Roads)/PW (Social Sector) /NH, Berhampore/ Kalyani / Krishnanagar with request for wide circulation through his Notice Board.
- 8) The District Information Officer Krishnanagar / Berhampore with request for wide circulation Through Website & Notice Board.
- 9) The Divisional Accountant / Estimating Branch Nadia Division, Housing Directorate.
- 10) The Notice Board of this Division.

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EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
KRISHNANAGAR

242438

Terms & Condition

Name of the Work: Hiring of 01 (one) no Inspection vehicle for the official use of the Executive Engineer, Nadia Division, Housing Directorate.

Scope of Work: Hiring of Inspection vehicle for the official use of the Executive Engineer, Nadia Division, Housing Directorate as specified in the ANNEXURE - I.

Time of Completion: 06 (six) Months but the agreement may be extended for further period as per need in future by the competent authority. The agreement may however be terminated at any time without assigning any reason(s) on 07 (seven) days notice.

The conditions are enumerated below and to be abided by the quotationer to the full satisfaction of the engineer in charge/ Quotation Inviting Authority (QIA):

- (i) The permanent registration number of the car should be commercial.
- (ii) The vehicle is to be considered with valid tax clearance certificate, registration of car, fitness document, pollution certificate, insurance coverage etc. and the driver must have valid driving license from the competent authority.
- (iii) Valid road tax, blue book, insurance certificate, carriage contract permit (if any), driving license and any other ID proof of the driver and pollution certificate should be kept in the custody of the driver of the vehicle.
- (iv) The driver will have to be engaged by the vehicle owner.
- (v) In the event of any repair or breakdown of the vehicle which requires withdrawal of the vehicle from duty the owner will have to substitute with an equivalent car at his own expenses with prior information.
- (vi) The meter of the vehicle recording kilometer run must be always in proper condition.
- (vii) The vehicle with driver must be available as and when required beyond normal duty hours.
- (viii) The car shall have to be made available at any hour of days and nights whenever asked for, irrespective of Saturday, Sunday and other holidays, if required for duties.
- (ix) The Department will not be held responsible for any-
 - a) Damage caused to the car due to any accident.
 - b) Any court case regarding compensation arising out of the inspection vehicle or its driver.
 - c) Any taxes or charges that may be levied by the state/ central government and parking fees.
 - d) The Vehicle will have to perform every day duty of 10 (ten) hours from reporting time to releasing time. Distance travelled will be calculated from reporting place to releasing place.
 - e) If required the vehicle will have to perform duty even beyond 10 (ten) hours. In such cases an over time allowance @ Rs. 20.00 (Rupees Twenty) only per hour will be paid extra, over in hire charges [Rate as per Notification No. 3546-WT/3M-81/98 dated 24-11-2008 of the transport department, Government of west Bengal].
- (x) The owner of the vehicle will have to pay the salaries and other expenses of the driver including Tiffin charges.
- (xi) Custody of the car shall remain with the owner whether on duty or not on duty.
- (xii) Repair of what ever in nature will be the responsibility of the owner. If the department has to under repair during on emergency the cost will be recovers from the owner by deducting the amount from the bill.
- (xiii) The car needs to be preferably brand new. But the same is to be required in compliance with Bharat stage status as per environmental norms and fit for long journeys and purchase date not before 15.09.2016 with commercial permit.
- (xiv) The car cannot be used for any private purpose / any other place / organization by the owner beyond the office hours and holidays.
- (xv) The driver should be honest, alert, tactful, well behaved, and obedient and must possess good moral character otherwise the driver should be changed immediately.
- (xvi) The acceptance of quotation will rest wholly with the Executive Engineer, Nadia Division, Housing Directorate who does not bind himself to accept the lowest quotation.
- (xvii) The successful quotationer will have to execute a tender agreement in W.B. Form No. 2911 (latest version) as applicable in triplicate and in this proforma along with other document within 07(seven) days from the date of issue of letter of acceptance failing which the quotation will be treated as cancelled. The cost of each set of tender documents will be as per prevailing rate fixed by the Government.
- (xviii) The agency will itself ready to take up the work immediately after the issuance of work order.
- (xix) The period of contract will be effective for a period of 06 (six) Months. Thereafter the Agreement may be extended for further period as per need in future. The agreement may however be terminated at any time without assigning any reason(s) on 07 (seven) days notice.

- (xx) The rate should be inclusive of all expenditure including repair/ maintenance, all road taxes as well as wages of driver and cost of all lubricants except diesel and engine oil.
- (xxi) Garaging facility of the car shall have to be provided by the owner, however if required a maximum 10 (ten) km total of run from garage to this office and this office to garage shall be allowed to calculating POL consumption for each day of duty.
- (xxii) Diesel & Mobil is to be supplied by the quotationer. Cost of the same as per approved consumption will be reimbursed along with monthly hire charge bills.
- a) Consumption of Diesel @ 12 Km / Ltr.
- b) Consumption of Mobil @ 500 Km / Ltr.
- (xxiii) Logbook is to be maintained for the journeys and will be signed by the inspecting officer regularly.
- (xxiv) The Owner will supply log books as will be required to be retained by the officer using the vehicle where the daily journey in km will be recorded by the concerned officer.
- (xxv) The owner has to arrange diesel and engine oil at his own cost, the fuel bill should have to submit to this office simultaneously at the time of submission of hire charges of bill. These costs of diesel and Mobil oil as will be required as per consumption will be reimbursed to the owner of the vehicle.
- (xxvi) The owner of the vehicle will have to submit the bill in duplicate for the month of duty with in 7 (seven) days of the following month. Payment will be made from the office of the Executive Engineer, Nadia Division, Housing Directorate.
- (xxvii) The department reserves the right to recover part or whole of the amount outstanding to the government from the Agency's monthly bill.
- (xxviii) The Executive Engineer, Nadia Division, Housing Directorate may be terminate the Contract by serving notice period of 07 (seven) days. And the contract may also be terminated by the owner / supplier by serving a notice prior to 45 (forty five) days.
- (xxix) If the owner fails to provide the car/ substitute car for three successive days it will be the option of the accepting authority to terminate the agreement with immediate effect without giving any further notice with forfeiture of earnest money. No claim whatsoever will be entrained in this respect.
- (xxx) The undersigned reserves the right to terminate the agreement any time without assigning any reason whatsoever even by forfeiting the security deposit if required.
- (xxxi) The selected quotationer will have to submit earnest money at the time of agreement as stated in Sl. "O" in Table - 1.
- (xxxii) The owner of the car has to furnish declaration that he does abide by the terms and conditions.

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Annexure - I

To
THE EXECUTIVE ENGINEER,
NADIA DIVISION, HOUSING DIRECTORATE
Circuit House Compound, Krishnanagar,
Nadia, Pin - 741101.

Ref: Quotation for _____

Dear Sir,

In respect to your notice inviting quotation no. 04 of 2022 - 23, I agree to supply a Diesel Luxury car having carriage contract permit bearing No. _____ in your office abide by all terms & condition as laid down in this N.I.Q.

Name of the owner :

Address :

Registration No. of Vehicle :

Type of Vehicle :
(along with proper documents)

Whether valid fitness certificate :
Obtained from motor vehicle
Dept and date of validity of fitness.

Year of manufacturer of the vehicle:
(along with proper documents)

Rate of Hire Charges in Daily Basis:

(a) Rate in figure :

(b) Rate in words :

Further I agree to supply the car abide by all the terms & conditions as laid down in this quotation for this purpose. Hope you will consider my appeal and obliged.
Thanking you.

Date:

Yours faithfully

Place:

(Signature of the Bidder)

Shweta
19/9/22

EXECUTIVE ENGINEER,
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KRISHNANAGAR