



सत्यमेव जयते

Phone - 03462-258110

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DEPUTY DIRECTOR OF HORTICULTURE
PRASASHAN BHAVAN, 3rd FLOOR, ROOM NO-413, SURI
BIRBHUM

email- dhobirbhum@gmail.com, ddh.birbhum@gmail.com

Memo No

Date

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the reliable and bonafide car owners having Commercial, Diesel operated, Non-Air-conditioned car for official use in the office of the Deputy Director of Horticulture, Birbhum on purely temporary basis as per following terms & conditions.

Sealed quotation superscripted with "Quotation for Supply of Vehicle" will be received by the office of the undersigned in any working day from 12.00 am to 3.00 pm on and before 12/02/2019 positively and the same will be opened on the same day at 4.00 pm in the office of the undersigned in the presence of the quotationers.

The undersigned reserves all the right to accept or reject the quotation without assigning any reason.

TERMS & CONDITIONS

- (1) For rate etc. of the vehicle Sl. No. 2 of Notification No. 3564-WT/3M-81/98 dt. 24.11.2008 of the Finance Department, Audit Branch, Govt. of West Bengal should be consulted.
- (2) The requirement of the vehicle will be on monthly basis.
- (3) Normal duty hours will commensurate with the office duty hours, but however it may be extended if deemed necessary without any prior notice or intimation.
- (4) Fuel consumption charge will be allowed as per existing Govt. norms for maxi cab Non A.C. (i.e. Diesel 1 litre for 10 km. & Mobil 1 litre for 500 km).
- (5) The Quotationer should have the ownership of the vehicle.
- (6) The vehicle on duty shall have to be kept in a clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seat shall always be covered with a neat and good quality seat cover & towel.
- (7) No request of hike in approved rates for the vehicle will be entertained during the Period of contract of any other reason whatsoever. In case of availability of office own vehicle contract may be terminated without prior intimation.
- (8) For the vehicle, the driver is requested to maintain a Log Book i.e. details of various journeys performed during the day. Since morning till last duty separately and all the entries to be get signed by the user. The log book will have to be shown to the general Administration for verification at the time of the office of the DDH, Birbhum would be treated as final and binding.
- (9) Maximum of 22days the vehicle will be hired per month. Payment will be made through bank account of the owner as per availability of fund from the State HQ on presentation of Bill.
- (10) In any case of accident while on official duty, full responsibility of the accident will have to be carried out by the owner.
- (11) Vehicle owner should have to maintain all requisite papers/documents as per law of the nation to run a vehicle.

- (12) Vehicle should be present at the office premises at the day of opening of the quotation at 4.00 pm.
- (13) Rate should be quoted PER DAY BASIS including driver payment. No separate driver payment will be made.
- (14) Driver engaged should have a legitimate driving license, honest & experienced.
- (15) Photocopy of the blue book/ownership, registration certificates and other document of the vehicle should be submitted.
- (16) Bank details of the owner of the vehicle should be submitted for proper payment.
- (17) All type of taxes i.e. Road Tax, Toll Tax etc. will be paid by the owner of the vehicle.
- (18) The DDH, Birbhum has every right to discontinue the car if dissatisfied for any reason.
- (19) **Quotation should be submitted in an A4 size paper and in computer typed format with the following information.**

- (i) Name of the owner :-
- (ii) Mobile No. of owner :-
- (iii) Full postal address of the owner :-
- (iv) Vehicle model Name :-
- (v) Vehicle maker :-
- (vi) Vehicle Registration No.:-
- (vii) Chassis No. :-
- (viii) Engine No. :-
- (ix) Vehicle Registration Certificate No. :-
- (x) Date of Registration :-
- (xi) Road Tax clear upto :-
- (xii) Aadhar No. :-
- (xiii) PAN No. :-
- (xiv) Rate offered per day including driver fee- Rs./- (Rupees.....)
..... (in words).

Xerox copy of all the documents should have to the submitted with the application.

Quotation^{en} should remain present at the time of opening of the Quotation.

Memo No. 461/DDH/Bir'19

Sd/-
Deputy Director of Horticulture
Birbhum
Date 04.02.2019

Copy forwarded for information and wide publicity to:-

1. The Additional District Magistrate (Dev.), Birbhum
2. The DIO, NIC, Birbhum with a request to publish it in District website
3. The SDHO, Rampurhat Subdivision, Birbhum

Deputy Director of Horticulture
Birbhum
Sheet 04.02.19