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OFFICE OF THE EXECUTIVE ENGINEER  
MALDA DIVISION  
MUNICIPAL ENGINEERING DIRECTORATE  
URBAN DEVELOPMENT & MUNICIPAL AFFAIRS DEPARTMENT  
GOVERNMENT OF WEST BENGAL

"Sevaniketan" (2<sup>nd</sup> Floor), Atul Market, Malda - 732101. Phone/Fax: (03512) 252104. E-Mail: [med.malda@yahoo.in](mailto:med.malda@yahoo.in)

Memo No. MED/MLD/

/T - 12/2000 Pt.-II

Dated:-

**NOTICE INVITING QUOTATION**  
**N.I.Q. NO. 01 of EE/MED/MLD/2020 - 2021**

Sealed Quotations are invited from owner/reliable and bonafide suppliers for hiring vehicle on daily rate basis for the office use in the Districts of Malda, of the Executive Engineer, Malda Division, M.E. Directorate, Malda - 732101. The quotation will be received upto 2.00 P.M. on 04.12.2020 and will be opened on 04.12.2020 at 3.00 P.M. in the office of the undersigned.

**Terms and conditions:-**

1. The hired car will be of diesel Non A.C. Band with good condition of B.S.-III purchased on or after 01.05.2008
2. The daily rated hired charge will be within the rate as per present condition of M.V. Department Govt. of West Bengal. The payment towards the hire charges will be made monthly on the basis of actual utilization after submission of bill in triplicate to the office of the undersigned at the end of each month subject to availability of fund.
3. The consumption of Diesel and Mobil will be at the rate of 1 liter / 12 K.M and 1 liter / 500 K.M respectively. The fuel etc. so consumed will be supplied by the owner or supplier of the vehicle at his own cost. Payment towards the fuel charges will be made after production of bill in triplicate to the office of the undersigned at the end of each month subject to availability of fund.
4. 5 (five) K.M. (Maximum) per day will be provided as reporting for duty (up & down).
5. Normal reporting period is from 8.00 A.M. and working hours is upto 6.00 P.M. for all working days. However, if situation demands, the car may be asked for reporting on Saturdays, Sundays and holidays on any time and for any duration and in case of out of station the vehicle may be halted as per direction of the undersigned. Additional charges @ Rs. 20.00 (twenty) will be paid for beyond 10 hours per days as per usual Govt. order.
6. The record of daily journey will have to be maintained in the office Log Book which will be supplied by this office.
7. The expenditure towards maintenance report of the hired car will have to be borne by owner/ supplier. Alternative car may be placed during the period of such maintenance.
8. The intending quotationers are requested to submit their quotation with the following information's:-
  - a) Car No., Date of Registration, Pollution control certification, copy of Insurance Certificate, Road Tax clearance Certificate etc.
  - b) Hire Charges:- Rs. (in figure and word)...../per day.
  - c) The salary etc. of Driver and Cleaner must borne by the Owner/ Supplier.
  - d) The contract for hire of the car will likely to remain in force for 1 (one) year with effect from the date of commencement of work but it may be terminated at any time with a notice of two weeks from either side.
  - e) Any quotation found incompetent or incomplete will be treated as cancelled.
  - f) The undersigned reserves all the right of rejection of any quotation even lowest without assigning any reason thereof.

Executive Engineer  
Malda Division, M.E.Dte.  
Dated:- 26/11/20

Memo No. MED/MLD/214(2)/T - 12/2000 Pt.-II

Copy forwarded for hanging in the office Notice Board for circulation to:-

1. The Chairperson, Board of Administrator English Bazar Municipality, Malda
2. The District Magistrate, Malda.
3. The Chief Engineer, M.E. Directorate, Bikash Bhavan, 1<sup>st</sup> Floor, Salt Lake, Kolkata - 91.
4. The Additional Chief Engineer, North, M.E. Directorate, 116, Ashutosh Mukherjee Road, Hakimpara, Siliguri.
5. The Superintending Engineer, (Central Circle) M.E. Directorate, Malda.
6. The Divisional Accountant, M.E. Directorate, Malda.
7. Head Clerk, Malda Division, M.E.Dte, Malda.
8. Notice Board, M.E. Directorate, Malda Division, Malda.

OFFICE OF THE  
DISTRICT MAGISTRATE, MALDA

01/DEC 2020

Bannan  
26/11/20  
Executive Engineer  
Malda Division, M.E.Dte.  
Executive Engineer  
Malda Division