



## WEST BENGAL HOUSING BOARD

(Estd. Under W.B. Act XXXII of 1972)

'ABASAN', 105, S. N. Banerjee Road, Kolkata-700014,

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: [www.wbhousingboard.in](http://www.wbhousingboard.in) Email : [wbhousingboard@gmail.com](mailto:wbhousingboard@gmail.com)

Memo No:- 1045 /Elec/HB/DD- II

Dated:- 16.02.2022

### NOTICE INVITING QUOTATION

NIQ No: - WBHB/DD (EEW) - II/NIQ-03/2021-2022


Deputy Director (EEW)-II under West Bengal Housing Board invites sealed quotation in the prescribed form from eligible bidders for the works as per particulars below:-

1.	<b>Name of work:</b>	Supply of one Commercial Diesel Motor cab/ Maxi cab with engine capacity less than or equal to 2000 c.c. with (air condition)/similar type of other Commercial car on daily hiring rate contract basis for official use of the Housing Commissioner, W.B.H.B.
2.	<b>Eligibility criteria:</b>	Bonafide & resourceful Car owner/ Agencies having credentials for the execution of similar nature of the works, PAN Card, Voter card/ Aadhar card for self identification, Attested copies of all requisite documents such as Blue Book (Smart Card), Tax Token, Pollution clearance certificate, Insurance Certificate, Carriage permit Certificate, certificate of fitness, PAN card are to be submitted along with the quotation. (The car in question should not be older than three years).
3.	<b>Name of the User</b>	Housing Commissioner, WBHB
4.	<b>Procurement of Tender paper i.e. N.I.Q, Bid document, Term &amp; condition etc.</b>	Bid documents will be available in the West Bengal Housing Board web site ( <a href="http://www.wbhousingboard.in">www.wbhousingboard.in</a> ) from 17.02.2022 to 24.02.2022
5.	<b>Cost of tender documents: (Non-refundable).</b>	During participation, the cost towards Tender documents need not be required to pay, only successful bidder has to be paid the cost of three copies of documents for agreement as per norms which will be communicated later on i.e. through L.O.A.
6.	<b>Validity of Tender</b>	120 days from the date of submission of tender
7.	<b>Last date &amp; Time for submission of tender</b>	24.02.2022 up to 3.30 P.M
8.	<b>Date &amp; Time for opening of tender:</b>	24.02.2022 AT.4.00 P.M
9.	<b>The time allowed for Hiring period</b>	Twelve months from the date of Work Order./ Agreement and may be extended (if required).

10. Agency should submit an application along with self-attested copies of the following (Original copies for each to be produced for verification as & when asked for).

- i) Valid PAN Card.
- ii) .Voter/Aadhar Card
- iii) Blue Book (Smart card)
- iv) Tax token.
- v) Valid Insurance certificate.
- vi) Pollution clearance Certificate.
- vii) Carriage permit certificate.
- viii) Certificate of Fitness.

11. The Agency will quote the rate (in both words and figures) in the prescribed Proforma of WBHB of the Tender documents and the quoted rate should be inclusive all Taxes.
12. The quotation **must be delivered to Deputy Director (EEW)-II**, West Bengal Housing Board or in absence of DD (EEW)-II to any authorized officer of West Bengal Housing Board and will be opened on the same day in the presence of bidders or their authorized representatives.
13. **If the office happens to be closed on the date of receipt of quotation** as specified in the NIQ will be received and opened on the next working day at the same time and venue.
14. **Successful quotationer would have to execute an agreement** as specified by the WBHB in non-judicial stamp paper of value Rs. 10/- only before issuing of the formal work order by the WBHB
15. No conditional quotation will be accepted.
16. Quotationer **will be received only in the** office chamber of Deputy Director (EEW)-II at 4th Floor, West Bengal Housing Board, 105, S N Banerjee Road, Abasan, Kolkata-700014 and nowhere else.
17. **Submission of the false misleading** and fabricated statement/ documents/information etc found at any point of time will lead to cancellation of the tender.
18. **Acceptance of Quotation will rest entirely with the WBHB** which does not bind itself to accept the lowest Quotation and reserves the right itself the authority to reject any or all the Quotation tenders received without assigning any reasons thereof.
19. **Further details can be seen in the Quotation documents itself.**
20. **This NIQ is invited as per the instruction received from the end of Housing Commissioner, WBHB.**

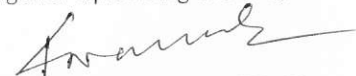
  
Deputy-Director (EEW)-II  
West Bengal Housing Board.

Memo No 1045/1(6)/Elec./HB/DD-II

Dated:-16.02.2022

Copy forwarded for information to the:

1. Housing Commissioner, West Bengal Housing Board, for necessary information please.
2. Director (Engineering), West Bengal Housing Board, for necessary information please.
3. CA cum AP, West Bengal Housing Board, for necessary information please.
4. FA cum CAO,/D.F.A. West Bengal Housing Board, for necessary information please.
5. Asst. Housing Commissioner-I he is requested to please arrange for uploading the NIQ the
6. Website forthwith
7. Notice Board.

  
Deputy-Director (EEW)-II  
West Bengal Housing Board.

## TERMS AND CONDITIONS

For Hiring of Commercial Diesel Motor Cab/ Maxi Cab with engine capacity less than or equal to 2000 c.c. with (air condition)/ similar type of other commercial car for Official Use of the Housing Commissioner, W.B.H.B...

1. The vehicle will be hired on daily rate contract basis & on no work no pay basis and payment will be made on monthly basis subject to availability of fund.
2. The vehicle should not be older than three years.
3. Lowest quotationer would be informed & called upon on a convenient date & time along with original documents & the vehicle which will be inspected from this end thereafter.
4. Notable that Work order would be issued to the lowest-quotationer for supply of commercial diesel Motor Cab/ Maxi Cab with engine capacity less than or equal to 2000 c.c. with ( air condition) for official use of the Housing Commissioner, W.B.H.B. on receipt of satisfactory inspection report.
5. Work order thus issued would remain valid for 12(twelve) months only. If this office is satisfied with the performance of the vehicle & requires any further service after the said tenure, extension of the work order for another 12 months is possible keeping earlier rate & terms and conditions unaltered if both the parties agreed.
6. Over time may be allowed for additional duty @ Rs. 20.00 (twenty) only per hour is permissible for duties render after the allotted 10 (ten) hours per day as per notification no. 3564-WT/3M-81/98 dt.24/11/2008 of transport Deptt, Writer's Building, Kolkata.
7. The Diesel & Mobil as required is to be purchased by the car- owner. The purchase bill is to be submitted for payment with the monthly hiring bill. The cost of Diesel & Mobil will be fixed as per current market rate.
8. Toll charges, if any will be reimbursed from this end with the monthly bill on production of relevant receipts.
9. Hiring charges bill in duplicate including fuel charges with supporting vouchers, is to be prepared & submitted monthly to the office of the Housing Commissioner, W.B.H.B., ABASAN 105, S.N. Banerjee Road, Kolkata-14 by the car-owner for payment. Payment will be made after shaking and verification of the bill., after deduction of necessary Govt. due etc.
10. The cost of maintenance & running repair of the vehicle, salary & overtime of the driver etc are to be borne by the Owner and it is inclusive in the Daily rate
11. Copy of photo identity card and valid driving license of the driver to be submitted at the Head Quarters i.e. office of the Housing Commissioner, W.B.H.B. before starting of his duty. Driver shall not be changed frequently unless any negligence / misconduct are reported.
12. Reporting time and place for the next day will be intimated to the concerned driver everyday at the time of release.
13. Allowable garaging distance etc. will be guided by Govt. order no 3564 -WT/3M-81/98 dt. 24/11/2008.
14. Contract is terminable with a 30 days' notice from either end.
15. Suitable alternate vehicle should be provided in case of break-down or repair of the vehicle and absence of the driver should be substituted immediately, without any extra cost.
16. Log-book would be issued by W.B.H.B. and It will be signed by the concerned officer and it will be placed along with the bill to this office for verification during payments.
17. Proper maintenance of the vehicle should be done to avoid inconveniences during journeys.
18. Consumption of Diesel, Mobile, Night halt charges and others will be guided by the Govt.order no 3564 -WT/3M-81/98 dt. 24/11/2008.
19. Deduction will be made as per W.B.H.B. finance rule and as per prevailing Govt. orders
20. Termination of the contract will be done on one month notice in case of breach of contract or violation of any rule or misconduct.



Dy. Director (EEW)-II  
West Bengal Housing Board.

I have gone through all the terms & conditions and agree to abide by the same failing which the work order would automatically be terminated.

Signature of the Quotationer

## PROFORMA

For

Supply of one Commercial Diesel Motor Cab/Maxi Cab with engine capacity less than or equal to 2000C.C. with air condition on daily rate monthly contract basis for official use of the Housing Commissioner, West Bengal Housing Board.

(The car should not be older than three years).

1. Rate per day. ( to be mentioned both in figures & words inclusive all incidental charges and Govt. dues etc.):
2. Address & Mobile number of the car-owner:
3. Address of the Garage:
4. Vehicle Number:
5. Year of Registration:
6. Type of Permit ( whether District/WBSTA):

Copy of all requisite documents such as Blue Book (Smart Card), Tax Token, Pollution clearance certificate, Insurance Certificate, Carriage permit Certificate, certificate of fitness, PAN card are to submitted along with the quotation.

Signature of the Quotationer

I do hereby declare that I have carefully gone through the terms and conditions of the NIQ. The terms and conditions are acceptable to me and I agree to abide by the same throughout the contract period. The above information & documents are accurate to the best of my knowledge & belief.

Place:

Date:

Signature of the Quotationer

List of enclosures: