



Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Teesta Left Bank Division, Oodlabari, Jalpaiguri  
Pin-735222

NOTICE INVITING QUOTATION  
N.I.Q. No. WBIW/EE/TLBD/NIQ-01/2016-17

Sealed quotations in plain paper/letter pad are hereby invited by the Executive Engineer, Teesta Left Bank Division, Irrigation & Waterways Directorate on behalf of the Governor of West Bengal for the work **“Supplying a Non A.C Motor Cab, diesel driven with Driver on daily hire charge basis for the official use of the Office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri”** from eligible and resourceful contractors/bidders having sufficient credential and financial capability for execution of works of similar nature.

For application for issuance of quotation form, the quotationers should apply with their application addressed to the Executive Engineer, Teesta Left Bank Division along with self attested Xerox copies of relevant papers like Registration certificate, Blue book with certificate of fitness, contract carriage permit of the vehicle along with pollution, Insurance certificate up to date, Professional tax, pan card, Road tax etc.

Particulars of Quotation procedure with date and time :-

- 1) Last date of receiving application : 02.06.16 (up to 4.00 p.m.)
- 2) Last date of issue of quotation paper : 03.06.16 (up to 4.00 p.m.)
- 3) Last date of submission of quotation paper : 07.06.16 (up to 3.00 p.m.)
- 4) Date of opening of quotation papers : 07.06.16 (after 3.30 p.m.)

NOTE : In case of any non-scheduled holiday/Bandh/strike on the aforesaid dates, the next working day will be treated as the scheduled date for the purpose.

Acceptance of the Quotation will rest upon the Superintending Engineer/Teesta Barrage Circle & Executive Engineer, Teesta Left Bank Division who reserves the right to reject the lowest quotationer or any of the quotationer without assigning any reason thereof.

- a) Purchase of quotation Forms :
  - i) Quotation Paper can be had on Free of Cost in the Office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalapiguri, within the specified date & time mentioned in the Notice, by the
    - ii) intending quotationers or by their duly authorised representatives.
    - iii) No quotation Paper will be supplied and received by Post.
    - iv) No quotation Paper will be issued after expiry of date & time mentioned in the Notice.
  - b) The intending quotationer should submit filled up Signed quotation paper within the specified date & time mentioned above.
  - c) Particulars of work with schedule of items, specifications, additional terms and conditions etc. may be seen by the intending quotationers or by their authorised Representatives during office hours between 11-00 A.M. and 4-00 P.M. on every working day, in the Office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalapiguri
  - d) Dropping of quotations :  
quotations in sealed covers are to be dropped in the Office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalapiguri.
  - e) Submission of quotation by Post is not allowed.

f) Before submitting any quotation, the intending quotationers should make themselves acquainted Thoroughly with the local conditions prevailing, by actual inspection of the Site and take into considerations all factors and difficulties likely to be involved in the execution of work in all respects including communication facilities, climate conditions, nature of soil, availability of labourers and Rates prevailing in the locality etc., as no claim, whatsoever, will be entertained on these accounts afterwards.

g) Opening of quotations :

The quotations will be opened by the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalapiguri on the stipulated date and time in presence of the participating quotationer or their duly authorised representatives. Tenderers are requested to remain present at the time of opening of quotation.

- h) The quotationer should quote their Rates both in figures and words on the specified proforma attached with the quotation Form.
- i) Incomplete and illegible quotation will be invalid. Overwriting and erasing in the rates will also render The quotation invalid. The quotation should be neat and clear. All corrections are to be attested under the dated signature(s) of the quotationer(s).
- j) Canvassing in connection with quotations is strictly prohibited and the quotations, submitted by the quotationers who will be reported for canvassing, will be liable to rejection.
- k) Conditional quotation, which does not fulfill any of the above conditions and is incomplete in any respect, is liable to summary rejection.

### **General Terms and conditions**

- 1) The vehicle will be hired on daily basis for which payment will be made on monthly basis on production of bill subject to availability of fund from the office of the Executive Engineer, Teesta Left Bank Division.
- 2) The quotationers shall have to mention the hire charge of the vehicle per day basis in numerals and words along with driver details in the proforma attached with this Quotation. All pages of the Quotation paper has to be signed by the Qoutationers before submission. Illegible/tampered Quotations are liable to be rejected.
- 3) The vehicle will be hired for a period of 1 (one) year.
- 4) The vehicle should have a valid contract carriage permit from the appropriate authority for plying within the district Jalpaiguri, Darjeeling and in case of necessity temporary permit is to be arranged by the owner/supplier for other District of North Bengal.
- 5) The driver shall be responsible to maintaining the Log Book in up-to-date condition as per instruction by the Officer-In-Charge and no hire charge bill will be entertained for incomplete Log Book in any respect.
- 6) The vehicle shall have to be supplied with Driver who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified.
- 7) No payment will be made for hire charge of the vehicle, if the same is in break down condition or any other mechanical default develops which disrupts the journey after it begins; unless another Car in good running condition is provided immediately by replacement of the defaulted vehicle.
- 8) In case of failure of the Supplier/Owner of the vehicle to replace the defaulted one immediately or in the event of failure of the Driver to attend duty for any reason whatsoever; if the department is required to arrange any other vehicle on its own for the sake of journey ;then if any excess cost involved for undertaking such journey by other vehicle departmentally arranged shall be calculated in comparison with the actual cost as would have been involved had the journey been performed by the vehicle in respect of which agreement has been made and such excess cost shall be recovered from the running bills of the owner as per agreement.
- 9) Supplier/Owner of the vehicle shall be responsible for the all type of repair, servicing and maintenance of the vehicle for running in good condition and in safely. Substitute vehicle is to be placed as and when required during maintenance.
- 10) The fuel and lubricant will be supplied by the Department for running of the vehicle. In case of non availability of fuel & lubricant from department, Owner/Supplier shall have to supply the POL for running of the vehicle. In that case the Authority/Dep't. will pay the cost of Diesel and Mobil only at the prevailing market rate for the consumption agreed upon in the contact with the bill for hire charge, submitted by the

Owner/Supplier and copy of relevant voucher for Diesel & Mobil will have to be furnished for verification of cost of Diesel and Mobil at the office for recoupment of cost thereof at the prevailing market rate.

**Consumption schedule of fuel & lubricant are as follows :-**

- 1. Diesel consumption: - One litre per 12 KM run of vehicle.**
- 2. Mobil consumption :- One litre per 500 KM run of Vehicle**

- 11) The Owner/Supplier of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. form 2911(ii) with the competent Authority as per terms and conditions as laid down in the Notice Inviting Quotation and vehicle must have to be placed after issuing of work order.
- 12) Acceptance of quotation lies with the Superintending Engineer, Teesta Barrage Circle & Executive Engineer, Teesta Left Bank Division and he reserves the right to reject any quotation or all the Quotations without assigning any reasons thereof .The Supplier/Owner of the vehicle have to report in the office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri for testing of the vehicle within 3 (three) days of accepting of quotation with his own cost.
- 13) The successful quotationer will have to arrange for garage for the vehicle after duty period at his own cost & risk within 5 KM of the office.
- 14) The accepting authority shall not have any liability arising out of any accident while the Car in use by the Authority. The accepting authority shall not be liable to pay any damages caused due to accident.
- 15) The Authority may terminate the agreement at any time without assigning any reason .Therefore for which no compensation will be paid. One months notice will be given normally for termination of the agreement from either side.
- 16) The vehicle may have to undertake journey for long hours in the other Districts. The Driver of the car shall be prepared to halt outside the office of the officer making journey with his own arrangement and cost.
- 17) The Authority reserves the right to extend the validity of contract or hiring of vehicle, with the Owner/Supplier beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both the sides.
- 18) Claim for escalation of rate of hire charge due to any reason during the validity period of contract including extended time period, if any, will not be entertained.
- 19) The vehicle should be of latest model. It should be good, road worthy, comfortable & tip-top in condition. If any petty repair is made by the touring officer or the competent authority during his tour, the cost of repair will have to be paid by owner. Oiling, cleaning, servicing of the vehicle should be done preferably on Sunday and Holidays with prior permission from the competent authority.
- 20) Driver, with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time with imposition of penalty.
- 21) Usual recovery will be made from the running bill on a/c of Income Tax, VAT etc. as per rule in vogue.

Sd/-  
Executive Engineer  
Teesta Left Bank Division  
Oodlabari, Jalpaiguri

**N.I.Q. No. WBIW/EE/TLBD/NIQ-01/2016-17**

**PROFORMA TO BE FILLED UP BY THE QUOTATIONER**

Name Of Work : Supplying a Non A.C Motor Cab, diesel driven with Driver on daily hire charge basis for the official use of the Office of the Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.

- 1) Name of the owner/Supplier :-
- 2) Full Address with Phone no.:-
- 3) Vehicle Registration No & Date of Registration :-
- 4) Model with the year :-
- 5) Name of the Driver with address and phone no. :-
- 6) Driver's License No. :-
- 7) Daily Hire charge :- RS.

In words : (Rupees .....

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Full Signature of the quotationer with date and seal

**N.I.Q. No. WBIW/EE/TLBD/NIQ-01/2016-17**

Memo No - 2T-2/223 (14)

Dated : 18.05.2016

Copy forwarded for information and wide circulation to :-

- 1) The Chief Engineer, Teesta Barrage Project, Teesta Sech Bhawan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri
- 2) The Superintending Engineer, Teesta Barrage Circle, Teesta Sech Bhawan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri.
- 3) The District Magistrate, Jalpaiguri.
- 4) The Executive Engineer, Teesta Barrage Division , Oodlabari, Jalpaiguri.
- 5) The Executive Engineer, Mahananda Link Canal Division , Teesta Sech Bhawan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri.
- 6) The District Information & Culture Officer, 'ART GALLERY' Hakimpara, P.O + Dist. - Jalpaiguri
- 7) The R.T.O., Jalpaiguri
- 8-10 ) The Sub- Divisional Officer, Teesta Barrage Sub- Division V/VI/VII
- 11) Divisional Accounts Officer, Teesta Left Bank Division
- 12) Block Development Officer, Mal Block, Jalpaiguri
- 13) Divisional Estimator, Teesta Left Bank Division, Oodlabari, Jalpaiguri
- 14) The Notice Board of Teesta Left Bank Division

Sd/-  
Executive Engineer  
Teesta Left Bank Division  
Oodlabari, Jalpaiguri