

6. **Eligibility Criteria:**

Self-attested photocopies of valid Contract Carriage Permit, Registration Certificate of the vehicle, Trade License, Current Professional Tax Clearance Certificate, PAN Card, and latest I.T. Return should be submitted along with the quotation.

7. **Bid Price:**

- a. The rate quoted by the Bidder shall be valid for one year only from the date of contract and cannot be changed/ altered by the Bidder under any circumstances.
- b. The rate quoted should clearly state **"the quoted rate herein is inclusive of all taxes and other charges"**.
- c. Maximum 05 Kms between the Garage of the vehicle and place of reporting or one hour hiring charges (both way inclusive) whichever is convenient to the Owner of the vehicle, may be admitted. The place of reporting here would mean O/o the Revenue Officer, Canal Revenue Division, Irrign. & Waterways Deptt., Station Rd., P.O.: Midnapore, Dt.: Paschim Medinipur, PIN: 721101.
8. Only transport vehicle having valid contract carriage permit may be placed on hire.
9. The vehicle is intended for raid programmes of this Office and the driver must be prepared for long duration raid programmes especially whole night raid programmes.
10. There should be a substitute driver always ready in case the approved driver is unavailable for duty at any time.
11. Any complaint regarding defect in engine or any other defects in the vehicle should be promptly attended by the vendor at his own cost. In the event of such costs borne by the Govt. while the vehicle is on duty, the same will be recovered from the hire-charge bill of the approved vehicle.
12. The driver should be adequately trained/ capable for the purpose of repair works of the vehicle on duty.
13. In case the vehicle on hire is unavailable due to any reasons, a suitable substitute vehicle in same category & condition should be supplied by the vendor at short notice.
14. In case of hiring of a vehicle for more than 10 days in a month or hiring of a vehicle in a regular manner, the hiring should be on monthly rule on pro-rata basis.
15. Maximum fuel consumption per day per vehicle in monthly hiring system will be in accordance with Govt. Orders from time to time.
16. Quotations submitted shall remain valid for a period of 90 (ninety) days from the last date specified for submission.
17. No advance payment shall be made to the selected Bidder. Payment will be made by this Office on monthly basis with in 15 (fifteen) working days after submission of bill. Payment is subject to the availability of funds. No interest is payable on delayed payment.
18. Cost of Road Tax, Insurance, and Wages of the driver (as per Minimum Wages Act) and other incidental expenses in running and maintenance of the car is to be borne by the vendor.
19. The driver running the car should have valid Driving License and the vehicle should be registered under the Transport Deptt., Govt. of West Bengal.
20. The Contract shall remain valid till the rate & conditions are revised by the Govt. This Office may terminate the Contract after having 1 (one) month's notice at any point of time from either end.
21. The lowest quotationer, whose quotation is accepted, will have to enter into an agreement at the Office of the undersigned accepting terms & conditions for hiring of the vehicle. The contract agreement may require to be extended in exigency if both the parties do so at the existing terms & conditions.
22. After placement of Order, this Office reserves the right to cancel/ add/ modify the whole order and/ or any part thereof at any time without giving opportunity to the vendor for a hearing.
23. This Office reserves the right of acceptance or rejection of any quotation and to cancel the bidding process at any time prior to the award of contract without assigning any reasons whatsoever.
24. **The terms & conditions along with Annexure-A & Annexure-B forms may be obtained from this Office during Office hrs. on any working day free of cost.**
25. **THE LAST DATE FOR THE SUBMISSION OF SEALED QUOTATIONS COMPLETE IN ALL MANNERS IS 20.07.2016 ON 15:00 HRS. The same will be opened on 16:00 hrs on the same day. In case the above date is declared subsequently as a holiday, the above may be done on the next working day at the same time.**

(Sd/-)

Revenue Officer
Canal Revenue Division
Midnapore.