



Government of West Bengal

Office of the Executive Engineer

North Bengal Design Division

Club Road, Jalpaiguri

NOTICE INVITING QUOTATION NO-02/ NORTH BENGAL DESIGN DIVISION OF 2016 -17

Sealed quotations in plain paper are hereby invited by the Executive Engineer, North Bengal Design Division from the owners of the Motor Cab (Diesel Driven) for “ **hiring & running of one inspection vehicle Motor Cab (Diesel Driven), for one year on daily rate basis for the use in the office of the Executive Engineer, North Bengal Design Division , Club Road , Jalpaiguri.** ”

Descriptions of items are given below: -

1. Hiring and running of one Inspection Vehicle (Diesel Driven Car) for one year for the use in the office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri”.
2. The above work with contract carriage permits for running within the District of Darjeeling, Jalpaiguri, and Aliporeduar & Coochbehar.
3. The quotation containing notice and terms and condition will be received by the undersigned up to 3.00 p.m. on 18.01.17 and will be opened on the same day at 3.30 p.m. on 18.01.17 in presence of quotationers who may be present at the time. Quotationers will have to quote their rate on daily rate basis and to quote both in figure and in words. Incomplete and illegible quotations and also overwriting, erasing in the quoted rates will be treated as cancelled.
4. Any correction in the quotation should be initialed with date. Conditional quotations which do not fulfill any of the conditions of this quotation notice are liable to rejection without assigning any reason. Each quotationers containing a quotation notice and the statement of terms and condition which will be supplied free of cost from the office of the undersigned upto 3.00 p.m. of 17.1.17. The acceptance of the quotations will rest with the appropriate authority who does not bind himself to accept the lowest quotation and who reserved the right to reject and or all the quotation received without assigning any reason.
5. The quotationers will have to present the vehicles for trial run before final acceptance of their own cost. In case if any discrepancy the decision of the Executive Engineer, North Bengal Design Division, will be final and binding upon the quotationers.
6. Price variation clause will not be admissible. The quotationers shall have to produce original, Income Tax and other relevant papers as wanted from them at the time of issue of quotation form. Attested copy of Registration and Blue Book, valid certificates of pollution under control, Road Taxes and insurance of the vehicle (along with the original) will have to be submitted before acceptance of quotation.
7. The quotationers whose quotation is accepted will have to sign an agreement in WB Form no 2911/i/ii witch ever is applicable & accepting terms and conditions for hire of motor cab (Diesel Driven). The owner of vehicle is only eligible for taking part in quotations.

1) **Last date and time of application 16.01.17 upto 3:00 pm**

2) **Last date and time of issue of quotation paper 17.01.17 upto 3:00 pm**

3) **Last date and time of dropping of quotation paper 18.01.17 upto 3:00 pm**

4) **Last date and time of opening of quotation paper 18.01.17 upto 3:30 pm**

Executive Engineer
North Bengal Design Division
Club Road, Jalpaiguri

Memo . No.

Dated

Copy with copy of enclosure is submitted for information and necessary action to the:

1. Chief Engineer, North East, Club Road, Jalpaiguri.
2. Superintending Engineer, North East irrigation Circle-I, Coochbehar
3. Executive Engineer, Jalpaiguri irrigation division, club road, Jalpaiguri
4. S.D.O. North Bengal Design Sub Division No. I, II, III, IV.
5. Accounts Section, Club Road, Jalpaiguri
6. Notice Board

Executive Engineer
North Bengal Design Division
Club Road, Jalpaiguri

TERMS AND CONDITIONS FOR HIRING ON DAILY BASIS OF AN MOTOR CAB (DIESEL DRIVEN)

1. The vehicle should be in built Diesel Driven. Replaced Diesel Engine is not allowed.
2. The rates should be quoted both in figures and words. The rates should be inclusive of all repairs, servicing charges, supply of spare parts for repairing, hire charges of garage, pay and all kinds of allowances to the driver and cleaner if there be a cleaner with the vehicle, all taxes etc. Except diesel and Mobil oil, no other things / lubricant oil viz gear oil, brake fluid, grease etc. will be supplied. 1 (one) litre of Mobil oil per 500 (five hundred) km. run of the motor cab will be permissible, run of the vehicle per litre of diesel should be 12 (twelve) km. for motor cab.
3. The Motor Cab along with driver will be at the disposal of the undersigned till the period of the agreement, the period of agreement may increase or decrease, if necessary. The Motor Cab will have to be replaced by another vehicle without any extra cost if the vehicle becomes unusable due to break down or due to any other causes. The vehicle must be in tiptop condition. The condition in every respect particularly regarding out show of the vehicle, good seating arrangement, foot mat, inner light, fog light, door lining, lifting of window glasses, looking arrangements, condition of tires etc. The speedometer, mileage-meter and fuel meter should always be in working condition and the running capacity per day should not be less than 500 km. for motor cab .
4. The vehicle will have to tour in any kind of motor able road including katcha roads and hilly roads. He will also have to furnish necessary clearance of the Vehicle Department Or appropriate authority, as required in the cases of placing the vehicle to Govt. Department on hire basis.
5. Any complaints regarding defects in the engine or any other defects of the vehicle must be promptly attended to and the defects are to be repaired forthwith by the quotationers. In the event of non-compliance, the undersigned will make necessary repair of the vehicle and realize the cost of such repair works from the hire charges bill of the quotationer.
6. If the quotationer wishes to replace the accepted vehicle by another one due to break down or any other reason during the period of agreement, the alternative vehicle should be got to be approved by the undersigned prior to replacement of the same.
7. The vehicle will have to make long tour and the driver must be prepared to halt frequently outside the Head-Quarter. The driver must follow instructions of the officer using the vehicle.
8. The driver must be well conversant with the mechanism of automobile. So that instant repairing works on road may immediately be taken up by him.
9. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no monthly hire charge Bill will be entertained for incomplete log book in any respect.
10. If the vehicle remains out of order for any particular period the same is to be replaced by another vehicle, if no replacement is made, no hire charge bill will be paid for the idle period. If the vehicle is in running condition but remain idle due to non-availability of driver, no hire charge bill will also be paid.
11. **The vehicle will be hired on daily rate basis.** No hire charge will be entertained on hour basis.
12. Approved driver should not be changed expect for urgent reason.
13. The vehicle should be made available within 3 (three) days of the acceptance of the quotation failing which quotation may be treated as cancelled. The vehicle will be at the disposal of the undersigned along with the driver having necessary license and knowledge of road of North Bengal during the period of agreement on any duration on beyond the said period at the terms and conditions stated herein and in the schedule attached. The vehicle will be utilized by the E.E, / NBDD
14. and if necessary by the other officers of the department for inspection in plain and hilly roads of North Bengal.
15. Maximum 10 Km between the garage of the vehicle and the place of reporting to the owner of the vehicle may be allowed.
16. The contract may be cancelled by a notice of one month advance from either party.
17. The owner of the contract carriage will have to pay income tax and other taxes as levied by Govt. from time to time.
18. The quotationer whose quotation is accepted will have to make an arrangement accepting Terms and conditions for hire of the vehicle.
19. The quotationer must pay minimum wages to the driver engaged by him as per relevant act in force of the Government. The owner of the vehicle with contract carriage permit is eligible for taking part in quotation. Canvassing in connection with the quotation is strictly prohibited. No relevant paper will be issued on the date of opening quotation.

Executive Engineer
North Bengal Design Division
Club Road, Jalpaiguri

The Executive Engineer,
North Bengal Design Division
Club Road, Jalpaiguri.

Sub : Quotation for hiring & running of one inspection vehicle Motor Cab (Diesel Driven), for one year on daily rate basis for the use in the office of the Executive Engineer, North Bengal Design Division , Club Road, Jalpaiguri”.

Ref : Your Notice inviting Quotation NO. 02 / N.B.D.D. of 2016-2017 of E.E / North Bengal Design Division

Sir,

I / We intend to let a Car for your office on the terms and conditions as laid down in Your above notice inviting quotation. I / We own the car and are authorized to let the Car on hire as posses valid contract carriage permit. Relevant particulars and rates for The hire are quoted below :-

1. Make, Model & Registration No. with attested copy of the blue book.
2. Contract carriage permit no. with validity.
3. Name and address of owner with Telephone no., if any.
4. Hire Charges of car per item inclusive of all hire charges as per terms and conditions but excluding cost of Diesel / Diesel and Mobil oil.
5. Consumption of fuel and Mobil oil for running the car.
6. Road Tax valid up to.
7. Insurance of the vehicle paid up to.
8. Driving License of the Driver with name, Valid upto.

Yours faithfully