



**GOVT. OF WEST BENGAL
OFFICE OF THE SUBDIVISIONAL OFFICER
JHARGRAM IRRIGATION SUB-DIVISION
JHARGRAM**

**No:203^E
DATE: 09.08.2018**

N.I.O.No- 01 of 2018-19 of Sub-Divisional Officer, Jhargram Irrigation Sub-Division, Jhargram.

Sealed quotations in plain paper as per prescribe format (Annexure-I) are hereby invited by the undersigned for the hiring diesel driven Maxi/Motor Cab (Non A.C), (Preferably Bolero /Scorpio Jeep) from the reputed travel agencies/ luxury taxi owners /suppliers with taxi permit for official use & site inspection within the terms and conditions attached herewith. Initial contract period will be for 12 (Twelve) months.

Sl. No.	Name of works
1	Hiring 1 (One) no diesel driven Maxi/Motor Cab (Non A.C), on daily basis for official use of the Office of the Executive Engineer, Jhargram Flood Management & Planning Division, Jhargram.
2	Hiring 1 (One) no diesel driven Maxi/Motor Cab (Diesel Driven, Non A.C), on daily basis for official use of the Office of the Sub-Divisional Officer, Jhargram Irrigation Sub-Division ,Jhargram and Assistant Engineer-I & II,JFMP Division, Jhargram.

Quotation paper will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

1. Last date of application : 14.08.2018 up to 15-00 Hours
2. Last date of issue of quotation papers : 16.08.2018 up to 16-00 Hours
3. Date of dropping : 20.08.2018 up to 15-00 Hours
4. Date of opening : 20.08.2018 After 15-30 Hours

Quotation must be submitted with self attested xerox copy of PAN, Professional Tax, Road tax Insurance, Certificate of registration and Pollution certificate etc.

The intending quotationers must quote the rate of daily basis in words and figures as per terms and conditions. The acceptance of the quotation will rest upon the competency of the Superintending Engineer, Western Circle-II, Midnapore, Paschim Medinipur. The acceptance authority has all rights to accept or cancel any or all quotations without assigning any reason thereof.

The lowest quotationer whose quotation is accepted will have to execute an agreement in triplicate with the undersigned in W.B. Form No-2911(i) of the accepting the terms and conditions.

**[S. K. DAS]
Sub-Divisional Officer
Jhargram Irrigation Sub-Division
Jhargram.**

**Memo. No. -
Copy forwarded to the:-**

Dated -

- 1) Superintending Engineer, Western Circle-II, Midnapore, Paschim Medinipur.
- 2) Executive Engineer, Jhargram FMP Division, Jhargram
- 3) Executive Engineer, Kangsabati Canal Division-V, Jhargram.
- 4-5) Assistant Engineer-I & II, Jhargram FMP Division, Jhargram
- 6) Office Notice Board.

**[S. K. DAS]
Sub-Divisional Officer
Jhargram Irrigation Sub-Division
Jhargram.**

TERMS AND CONDITIONS

- 1) The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents:
 - a) Certificate of Registration from appropriate authority.
 - b) Tax clearance certificate from tax officer of M.V. Department.
 - c) Contract carriage permit of Maxi/Motor Cab issued by the competent authority.
 - d) Auto emission testing certificate.
 - e) Certificate of Insurance of passenger carrying commercial vehicle.
 - f) PAN Card.
- 2) The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a Maxi/Motor Cab will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.
- 3) The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
- 4) The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier, subject to availability of fund.
- 5) The maintenance and repair of the vehicles is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.
- i) Diesel and Mobil and all other types of fuel/ Oil/ Lubricant for running the vehicle will have to be supplied by the supplier/ owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed by the Department as per actual consumption basis, subject to the condition of minimum prescribed limit of run of the vehicle per liter of fuel as given below :-

Type of vehicle	Fuel	Minimum permissible limit of run
Motor/Maxi Cab – Non AC (Diesel)	Diesel	12 (Twelve) Km. per liter
	Mobil	500 (Five Hundred) Km. per liter

The cost of Diesel and Mobil oil will be reimbursed to the supplier as per prevailing market rate on the date of purchase on production of necessary vouchers along with the bill.

- ii) The cost of pay and allowances for the driver of the vehicle should be borne by the owner of the vehicle.

- 6) Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsible for any
 - i) Damage caused to the car due to any accident,
 - ii) For any court case of compensation arising out of the vehicle and its driver,
 - iii) Any taxes/or charges that may be levied by the state/Central Govt.
- 7) The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfill any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3 (three) days' notice without any financial implication.
- 8) Garage distance allowed maximum (5 Km. Up & 5 Km. down) total 10 Km. or the actual distance whichever is less for each day journey is over.
- 9) (a) Normal duty hours will be 10 hours per day.
(b) Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.
- 10) If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have to be send by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work.
- 11) 2 (two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties.
- 12) (a) Vehicle will not usually be used on Sundays and holidays , if not specially requisitioned and for any day when the supplier will fail to supply the vehicle on requisition, for whatever reasons, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
- 13) Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.
- 14) The supplier must quote telephone no. for communication of message of the garage attending calls.
- 15) No other terms and conditions from the supplier will be entertained.
- 16) Initial contract period will be for 12 (Twelve) months. However, on satisfactory service the contract period may be extended further.
- 17) In case of violation of the above terms and conditions the quotation will be liable to be rejected.

[S. K. DAS]
Sub-Divisional Officer
Jhargram Irrigation Sub-Division
Jhargram.

ANNEXURE-I

N.I.O.No- 01 of 2018-19 of Sub-Divisional Officer, Jhargram Irrigation Sub-Division, Jhargram.

Name of work- **Hiring1 (One) no diesel driven Maxi/Motor Cab (Non A.C), on daily basis for official use of the Office of the Executive Engineer, Jhargram Flood Management & Planning Division, Jhargram.**

1) Name and address of supplier of vehicle with Phone no :

2) Registration No of vehicle with date :

3) Model with year :

4) Rate of hire charge per day (In words and figures)

Signature of the applicant

ANNEXURE-I

N.I.Q.No- 01 of 2018-19 of Sub-Divisional Officer, Jhargram Irrigation Sub-Division, Jhargram.

Name of work-**Hiring1(One) no diesel driven Maxi/Motor Cab (Diesel Driven, Non A.C), on daily basis for official use of the Office of the Sub-Divisional Officer, Jhargram Irrigation Sub-Division ,Jhargram and Assistant Engineer-I & II,JFMP Division, Jhargram**

1) Name and address of supplier of vehicle with Phone no :

2) Registration No of vehicle with date :

3) Model with year :

4) Rate of hire charge per day (In words and figures)

Signature of the applicant