



**Government of West Bengal**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER,**  
**Teesta Barrage Sub-Division No.-V**  
Oodlabari, Jalpaiguri, Pin-735222

**N.I.Q.NO.-WBIW/SDO/TBSD-V/NIQ-03/2018-19**

Sealed quotations in prescribed proforma is hereby invited by the Sub-Divisional Officer, Teesta Barrage Sub Division No-V, Oodlabari, Jalpaiguri from reputed travel agencies, luxury taxi owners/suppliers for supplying diesel driven Maxi cab(Non AC) on temporary basis for the following work- "Hiring of one no. Inspection vehicle (Diesel Driven Maxi Cab) on daily basis for the office of the Sub-Divisional officer, Teesta Barrage Sub Division No:-V, Oodlabari, Jalpaiguri".

The suppliers should quote their rates (excluding the cost of Fuel and lubricant) strictly on the prescribed proforma which will be provided from the office of undersigned free of cost, along with terms and conditions.

The rate should be quoted both in figure as well as in words. The quotation will be received upto 3.00 p.m. on or before 05/10/2018 and will be opened by the undersigned at 3.30 p.m. on the same day in presence of the quotations who are willing to present at that time.

The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and also reserves the right to reject any or all the quotation without assigning any reason whatsoever.

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|--|-----------------------------|
| i) Last date & time of Application                   | - 28/09/2018 upto 4.30 P.M. |
| ii) Last date & time of issue of quotation paper     | -01/10/2018 up to 4.30 P.M. |
| iii) Last date & time of dropping of quotation paper | -05/10/2018 upto 3.00 P.M.  |
| iv) Date & time of opening of quotation paper        | - 05/10/2018 at 3.30 P.M.   |

Dropping Center: Office of the Sub Divisional Officer, Teesta Barrage Sub-Division No-V, Oodlabari, Jalpaiguri.

## 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 appropriate authority.

c) Contract carriage permit of Motor/Maxi Cab issued by the competent authority for at least Jalpaiguri & Darjeeling District. Contract carriage permit for Kalimpong District is also desirable.

d) Auto emission testing certificate.

e) Certificate of issuance for passenger carrying commercial vehicle.

f) PAN Card.

g) GSTIN number

h) Commercial driving Licence of the Driver.

2. The quotation for the vehicle having no valid documents will not be considered. If the vehicle supplier is not the owner of the vehicle, he should have to produce the proper authorization letter of the owner for supplying the same.

3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of the prescribed proforma.

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 (**Rates should not exceed maximum ceiling limit fixed by Transport Dept**). The payment will be made on monthly basis on production of bill by the supplier, subject to availability of fund.

5. The maintenance and repair of the vehicle 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 Department as per requisition. Consumption of Diesel and Mobil oil will be subjected 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/MaxiCab-Non AC(Diesel)	Diesel	10(Ten) Km. per liter
	Mobil	500(Five Hundred)Km. per liter

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 supplier. The Department will not be liable for any

i) Damage caused to the car due to any accident

ii) 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. Qualified Maxi cab should be equipped with all accessories such as fire extinguisher, freshner, etc. and should be kept in good and workable condition, failure of which, the contract may be terminated from the authority.

8. 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 15(Fifteen) day's notice without any financial implication.

9. Maximum 10 km (5 km. up & 5 km. down) between the garage of the vehicle and the place of reporting or the actual distance whichever is less for each day journey shall be allowed as garage distance.

10. a) Normal duty hours will be 10 hours per day.

b) Normally the driver along with vehicle shall report to his duty at or any time on specific date and place as will be instructed by the officer on duty.

c) Overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs.20/(Twenty) per hour.

11. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative car as replacement shall have to be arranged by him for performing the duty failing which deduction will be made from the monthly bill. 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. vehicle and recorded journey should be properly approved by the officer who performs journey.

12. 2(Two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties.

13. Vehicle will not usually be used on Sundays and holidays, if not specially requisitioned. If the supplier fail to supply the vehicle for any reason whatsoever on any day a penalty of 2 (two) times of daily hire charges will be charged from the monthly bill .

14 Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.

15. The supplier must quote telephone no. for communication of message of the garage attending calls.

16. No other terms and conditions from the supplier will be entertained.

17. Initial contract period will be for 06(six) months. However, on satisfactory service the contract period may be extended further.

18. In case of violation of the above terms and conditions the quotation will be liable to be rejected.

19. The Vehicle must be placed within 3 days after receiving work order from the competent authority.

I agree to abide by terms and Conditions as stated above.

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Full Signature of the quotationer with date

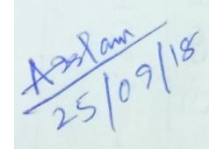
**N.I.Q.NO.-WBIW/SDO/TBSD-V/NIQ-03/2018-19**

Memo No: 235(8)

Dated: 25.09.2018

Copy forwarded for information and wide circulation to:-

1. The Superintending Engineer, Teesta Barrage Circle, Teesta Sech Bhavan, 2nd mile, Sevoke road, Siliguri.
2. The Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
3. The Executive Engineer, Teesta Monitoring & Evaluation Division, Teesta Administrative Building (Annex), Tinbatti, Siliguri.
4. The Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
5. The Sub-Divisional Officer, Teesta Barrage Sub- Division No-VI/VII
6. The Divisional Accountant, Teesta Left Bank Division.
7. Estimating Section, Teesta Left Bank Division.
8. Office Notice Board.



A handwritten signature in blue ink, followed by a horizontal line and the date 25/09/18.

Sub-Divisional Officer,  
Teesta Barrage Sub-Division No-V  
Oodlabari, Jalpaiguri

**FROFORMA**

**N.I.Q.NO.-WBIW/SDO/TBSD-V/NIQ-03/2018-19**

- 1) Name of the Owner :
- 2) Address with contact no :
- 3) Vehicle Registration No. :
- 4) Brand of the vehicle :
- 5) Monthly hiring charge (per day) (inRs) :  
to be quoted in figure & words
- 6) Overtime Rate/Hrs. beyond 10 Hrs. :  
of normal duty hours
- 7) Name & contact No of the Drivers :
- 8) Minimum Consumption of : a)..... Km run per 1 Litre Diesel  
b) ..... Km run per 1 Litre Lubricants
9. Attested copies of Blue book/ Smart card, fitness certificate, permit, tax token, insurance certificate etc. are enclosed herewith.

Signature of Quotationer