

**GOVERNMENT OF WEST BENGAL**  
Irrigation and Waterways Department.  
Office of the Sub Divisional Officer.  
Teesta Barrage Sub Division No. II  
Gazaldoba, Jalpaiguri.

Memo No. 20

Date.22/01/2019

**Notice Inviting Quotation**

**Notice Inviting Quotation No. – WBIW/SDO/TBSD II/NIQ-01/2018-19.**

**Name of work:** - “Hiring one no. **Maxi cab (Diesel Driven)- Non AC** on hire charge daily rate basis for the use in the office of The Executive Engineer Teesta Barrage Division Oodlabari, Jalpaiguri.”.

Sealed quotation are invited from the bonafied and resourceful car owner / supplier for placement of a **Maxi Cab (Diesel Driven) - Non AC** on hire charge basis for the Office of Teesta Barrage Division on account of site visit & regular office duty under the jurisdiction of Teesta Barrage Division from the headquarter of Teesta Barrage Division, Oodlabari, Jalpaiguri for the period of **One year**.

Quotation Papers 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 : - 04.02.2019 up to 2-00 P.M.
2. Last date of issue at quotation paper : - 06.02.2019 up to 3-00 P.M.
3. Date of dropping : - 08.02.2019 up to 3-00 P.M.
4. Date of opening : - 08.02.2019 after 3-30 P.M.

Intending Quotationer (s) or his / their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

The quotationer(s) should quote their daily hire rates for hire charges taking into account the following Departmental terms and condition:-

1. **The vehicle should have contract carriage permit from Regional Transport Authority or should be commercial in nature.**
2. The car should be in good running condition and it should not be purchased before **01-05-2005**.
3. The Quotationers must produce in original copy of PAN, Road Tax Certificate paid upto date all the necessary original documents of vehicle i.e. Blue book of the vehicle, Certificate of pollution, Valid permit for Jalpaiguri etc. at the time of application and one set of photo copy should be attached with the application. Price variation clause will not be admissible.

4. The hiring will be on daily basis. The rate should be quoted for hire of vehicle per day on pro-data basis (both in figures and in words) in the enclosed schedule inclusive of all Taxes / charges whatsoever and covering the wages of Driver / helper including overtime and Tiffin allowance, insurance charges etc.
5. Diesel and other lubricants will be issued by the Department as per consumption schedule.
  - a) Diesel consumption – **10 KM run per liter of Diesel.**
  - b) Mobil consumption – **2500 KM run per 5 liter of Mobil.**
  - c) **In case of exigency, the vehicle owner will have to arrange fuel and lubricants for which he will paid the MRP on producing bill with cash memo.**
6. The car owner has to pay minimum salary to the driver.
7. All types of Major / Minor repairs and maintenance Work of the vehicle including cleaning / washing etc. will have to be arranged by the owner at his own cost with due intimation to the Department.
8. If the original car fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure on the part of the owner to provide substitute vehicle. Otherwise, the under signed will have the right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.
9. The car owner will arrange the garage at his own cost and the same should not be located beyond 8 KM from the office of the Teesta Barrage Division , Oodlabari, Jalpaiguri.
10. Day-to-Day Logbook will have to maintained and signed by the Driver and submitted to the Sub Divisional Officer, Teesta Barrage Sub Division no. II or his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.
11. While on journey, the officer/office person/persons using the vehicle will no way be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the Driver and owner of the vehicle.
12. Late attendance for more than 3 (Three) occasion in a month may be treated as disqualification and may lead to termination of contract.
13. Normally the vehicle would be used on working days only but in emergency, the vehicle will have to be placed on Saturday / Sunday & holidays and no extra claim over hire charges is admissible on this account.
14. Incomplete and illegible quotations will be invalidated over-writing & erasing in rates will also be invalidated the quotation. All correction should be initiated and dated by the quotationers.
15. The acceptance of the quotation will rest with S.E/Teesta Barrage Circle, Siliguri, who does not bind himself to accept the lowest quotations and he reserves the right to regret in part or the whole of the quotations received, without assigning any reason thereof.

16. After acceptance of quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Sub Divisional Officer, Teesta Barrage Sub Division. He must execute the agreement as per rule.
17. **The quoted rate (Amount quoted/maximum daily duty rate) should not exceed the rate of Transport Department, Govt. of West Bengal vide circular no.3564 - WT/ 3M - 81/98 dated 24.11.2008.**
18. After acceptance of quotation the quotationer has to execute an agreement in W.B Form 2911/(i)/(ii) as applicable.
19. Payment will be made on monthly basis as per availability of fund.
20. Under any circumstances if any day/days of Application / Purchase/Dropping are declared as holiday or Bandh the date of Quotation (Application / Purchase/Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
21. The contract is terminable with 7 (Seven) days prior notice from the departmental side and one month prior notice from the owner side.
22. The vehicle should be of Bharat stage III. Purchase on or after 01.05.2008 specification with Diesel engine.
23. The vehicle should be made available within 7 days of the acceptance of the quotation failing which quotation may be treated as cancelled.
24. The vehicle will be hired for on daily rate basis. No hire charge will be entertained on hour basis.
25. The quotationer whose quotation is accepted will have to make an arrangement accepting Terms and conditions for hire of the vehicle.
26. 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.
27. The period of utilization of the vehicle is 1 (One) year. This period may however vary (curtailed or extended ) depending upon the relevant aspects as per discretion of the under signed.

A handwritten signature in blue ink, followed by the date '22/01/19' written in blue ink.

Sub-Divisional Officer  
Teesta Barrage Sub Division - II  
Gazaldoba, Jalpaiguri

To,  
Sub-Divisional Officer,  
Teesta Barrage Sub Division II  
Gazaldoba, Jalpaiguri

**Sub :** Quotation for “Hiring one no. **Maxi Cab (Diesel Driven)- Non AC** on hire charge daily rate basis for the use in the office of The Executive Engineer Teesta Barrage Division , Oodlabari, Jalpaiguri”.

**Ref :** Your Notice inviting Quotation NO. **WBIW/SDO/TBSD II/NIQ-01/2018-19**.

**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 possess 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. Daily Hire Charges (with in figure and words) of Motor cab Diesel Driven- Non AC per item inclusive of all hire charges as per terms and conditions but excluding cost of Diesel and Mobil oil . :
5. Consumption of fuel and Mobil oil for running the car. :
6. Road Tax valid up to. :
7. Insurance of vehicle paid upto :
8. Driver License of Driver with Validity :

**Yours faithfully**

Copy submitted for information & wide circulation to:-

1. Chief Engineer, Teesta Barrage Project, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri.
2. Superintending Engineer, Teesta Barrage Circle, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri.
3. District Magistrate, Jalpaiguri
4. Executive Engineer, Teesta M. & Evaluation Division, Tinbatti more, Siliguri.
5. Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
6. Executive Engineer, Jalpaiguri Irrigation Division.
7. Executive Engineer, Teesta Barrage Division.
8. R.T.O, Jalpaiguri.
9. Sub-Divisional Officer, Teesta Barrage Sub-Division No -I/III/IV.
10. Divisional Accountant, Teesta Barrage Division, Oodlabari, Jalpaiguri.
11. Divisional Estimator, Teesta Barrage Division, Oodlabari, Jalpaiguri.
12. District Information & Cultural Affairs Officer, Jalpaiguri.
13. Notice Board, Teesta Barrage Sub Division II, Gazaldoba, Jalpaiguri.

A handwritten signature in blue ink, followed by the date '22/01/19' written in blue ink.

Sub-Divisional Officer  
Teesta Barrage Sub Division II  
Gazaldoba, Jalpaiguri