



**Government of West Bengal**  
**IRRIGATION AND WATERWAYS DIRECTORATE**  
**Office of the Executive Engineer**  
**Teesta Design Division.**  
**(TEESTA BARAGE PROJECT)**  
**Tinbatti, Siliguri.**

**N.I.Q. NO.- 02 / 2019-20 of E.E./T.D.D.**

**Dated :- 30.12.2019**

Notice Inviting Quotation NO.- 02 /2019-20 of Executive Engineer , Teesta Design Division.

Sealed and separate quotations in prescribed proforma are hereby invited by the Executive Engineer , Teesta Design Division on behalf of the Governor of West Bengal, from reputed, bonafied and resourceful travel agencies, taxi suppliers/owners for hired vehicle (diesel driven) motor cab for the following work:-

**Sl. No.- 1) “ Hiring and running of 1 (one)No. inspection Vehicle ( Motor Cab ), diesel driven for use in the office of the Executive Engineer, Teesta Design Division , Teesta Administrative Building, Tinbatti more, Siliguri .”**

The intended supplier/owner shall submit their application on their letter head pad/ plain paper to the undersigned. The quotationers shall have to enclose with their application the self attested Xerox copies of relevant documents i.e. Registration and Blue book with Certificate of fitness and contract carriage permit of the vehicle along with pollution, Insurance certificate upto date , Professional Tax and Pan card ,Road Tax clearance certificate.

Quotation paper will be issued to the eligible applicants with prescribed proforma, terms & conditions at free of cost from the office of the undersigned upto 5.00 P.M on 15.01.2020.

The supplier/owner should quote their rates for hire charge of vehicle including the driver wage(per day basis) excluding fuel and lubricants. The rate should be quoted both in figure as well as in words in prescribed proforma.

Any correction in the quotation(except rate) should be initialed with date. Conditional quotation or quotations which do not fulfill any of the conditions of this quotation notice are liable to rejection without assigning any reason.

The supplier/owner of the vehicle is only eligible for taking part in the quotation. Any canvassing in rate in connection with quotation is strictly prohibited .Price escalation clause will not be admissible.

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

The successful quotationer will have to execute formal agreement (in triplicate) with the undersigned.

- i) Last date and time of application:- 15.01.2020 upto 3.00 pm .**
  - ii) Last date and time of issue of quotation paper:- 15.01.2020 upto 5.00 pm .**
  - iii) Last date and time of dropping of quotation paper:- 17.01.2020 upto 3.00 pm.**
  - iv) Date and time of opening of quotation paper:- 17.01.2020 after 3.30 pm.**
- In presence of participating quotationers or their authorized representatives.**

**Dropping Centre:-** Office of the Executive Engineer, Teesta Design Division, Tinbatti More, Siliguri

### TERMS AND CONDITIONS

Terms & conditions for Hiring and running of 1 (one) No. inspection Vehicle ( Motor Cab ), diesel driven for use in the office of the Executive Engineer, Teesta Design Division , Teesta Administrative Building, Tinbattimore, Siliguri.

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. Authenticated copies of the following documents have to be enclosed with their application. Original of the same will have to be produced on demand for verification.
  - a) Certificate of Registration & fitness from appropriate authority.
  - b) Tax clearance certificate from M.V. Department.
  - c) Contract carriage permit of Motor cab issued by the competent authority.
  - d) Auto emission testing certificate.
  - e) Certificate of Insurance of passenger carrying commercial vehicle.
  - f) PAN card of the owner/supplier.
2. The vehicle will be hired on daily basis for working days and on holidays as and when required for official use and will remain under the disposal of the controlling officer from reporting time to releasing time in a day. No hire charge will be entertained on hourly basis. Controlling officer will not be responsible for any type of unwanted untoward incident occurred by the vehicle.
3. The rates of hire charges per day shall be stated both in words and in figure. The rates should be inclusive of all charges for repair ,servicing charges, supply of spare parts for repairing , hire charges of garage , pay and all kinds of allowances to the driver, all taxes etc. except Diesel and Mobil oil . Cost of other lubricant oil viz. , gear oil , brake oil , grease etc. shall have to be borne by the owner/supplier of the vehicle.
4. The vehicle will be used for inspection of departmental works or in official tours as and when required by the departmental officers and staff. The tour may include journeys to other districts, hills as well as tour to adjoining states. The vehicle will have to be fit for plying on both pucca and kuchha roads.
5. The Motor/Maxi Cab along with the driver will be at the disposal of the controlling officer till the period of agreement (during time period used in a day). The initial period of agreement will continue for 6 months which may increase or decrease if necessary. The Motor Cab will have to be replaced by another vehicle without any extra cost if the vehicle gets breakdown during journey or due to any other causes. The vehicle must be kept in tip-top condition in every respect. The speedometer , kilometer reading meter and fuel meter should always be in good working condition and the running capacity should not be less than 500 (five hundred) K.M. per day if required.
6. Any complaint regarding defects in the engine or any other defects of the vehicle must be promptly attended to and the defects should be repaired forthwith by the quotationer , failing which the officer used the vehicle will make necessary repair of the vehicle and will recover the cost will be recovered from the hire charges bill of the quotationer.
7. If the quotationer intend to replace his vehicle by another one due to major repair or any other reason during the period of agreement, the alternate vehicle should be got approved by the undersigned prior to replacement of the same.
8. The hire charges will be paid only for the days of use of the vehicle on duty. No hire charge will be paid for any idle period due to break down of the vehicle and absence of driver etc.

9. The driver must follow the instructions of the officer using the vehicle. The driver must be well conversant with the mechanism of Automobiles so that instant repairing works on road may immediately be taken up by him as and when required and he must possess a valid L.M.V. ( Trade ) Driving Licence .
10. The responsibility of maintaining the log book always in upto date condition as per instruction and will be kept with the driver and no hire charge bill will be entertained for incomplete log book in any respect .
11. If the vehicle remains out of order for any particular period, the same is to be replaced by another vehicle . If replacement is not made, no hire charges 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 .
12. The vehicle should be made available within 7 (seven) days of the acceptance of the quotation and the owner shall have undergo an agreement(in triplicate) with the undersigned accepting all these terms and conditions of the quotation. Failing which quotation may be treated as cancelled. However the vehicle will be supplied only after issue of work order by the undersigned.
13. The successful quotationer will be allowed maximum 10Km.(both ways inclusive) between garage of the vehicle and place of reporting.
14. The contract may be cancelled by a notice of one month advance from either party.
15. The quotationer must pay wages to the driver engaged by him as per relevant Act in force of the Government, if he himself is not Driver.
16. The hiring authority reserves the right to employ the vehicle for a part of month if so required in the interest of Government and in such case the owner will have to accept part payment for number of days employed during the month.
17. The Mobile / Cell nos. of the driver/ owner should be made available and accessible round the clock to the concerned officers.
18. Rs. 10/ (Rupees Ten) only per empty tin will be deducted from agency's bill of hired vehicle as a token value of used container of sealed mobile oil supplied (5litre pack only).
19. The Diesel and Mobil oil will have to be supplied by the owner/supplier of the vehicle. The cost of such Diesel and Mobil oil will be reimbursed to the owner as per actual consumption as recorded in Log Book. The rate of such Diesel and Mobil oil as supplied will be as per market rates. Such reimbursement and hire charge of vehicle will be paid to the owner at the end of each month on availability of fund. Sometimes payments may be delayed and for such delay no extra claim will be entertained. To obtain such reimbursement the owner shall have to submit fuel bill supported by documentary evidence of purchase of Diesel and Mobil oil such as cash memo. For the supply of Diesel and Mobil oil no extra claim in any shape will be entertained.
20. The minimum run of the vehicle per litre of Diesel should be 12 km. and with 01 ( one ) litre Mobil oil per 500km.
21. The department will not be liable to pay compensation if there be any legal complicity & damages occurred due to any accident or in any unforeseen incident.

Sd/-  
Executive Engineer  
Teesta Design Division  
Tinbatti , Siliguri

**Memo. No. – Q3/363****Dated- 30.12.2019**

Copy submitted to the Chief Engineer/ Teesta Barrage Project, 2<sup>nd</sup> Mile Sevoke Road for favour of kind information.

Sd/-  
Executive Engineer  
Teesta Design Division  
Tinbatti , Siliguri

**Memo No. – Q3/363/1(23)****Dated- 30.12.2019**

Copy forwarded for information and wide circulation to the -

1-4) –Superintending Engineer, Mahananda Barrage Circle/ Teesta Barrage Circle / North Bengal Mechanical & Electrical Circle/ Design, Monitoring & Quality Control, attached to CE/TBP.

5-14)-The Executive Engineer, Mahananda Barrage Division/ Mahananda Canal Division/ Teesta Barrage Division/ Teesta Barrage Left Bank Division/ Mahananda Link Canal Division/ Teesta Mechanical Division/Teesta Electrical Division/ Teesta Irrigation Division./Teesta Monitoring and Evaluation Division/ Teesta Quality Control Division.

15)- Executive Engineer, DVC Study Cell, Jalasampad Bhawan, Kolkata -700091, He is requested to upload the same in the departmental website for wide circulation. .

16-19)- Sub Divisional Officer, Teesta Design Sub-Division No.-A/Teesta Rates & Schedule Sub Division/Teesta Survey & Investigation Sub-Division/Teesta Advance Planning Sub Division.

20) – Sub-Divisional Information & Cultural Officer, Mainak Tourist Lodge, Ext. Building, Siliguri.

21)- Junior Engineer, Teesta Advance Planning Sub-Division.

22)- Divisional Accountant, Teesta Design Division.

23) -Office Notice Board.

Sd/-  
Executive Engineer  
Teesta Design Division  
Tinbatti , Siliguri

SL NO.	NAME OF WORK
01.	“ Hiring and running of 1 (one)No. inspection Vehicle ( Motor Cab ), diesel driven for use in the office of the Executive Engineer, Teesta Design Division , Teesta Administrative Building, Tinbatti more, Siliguri .”

**Notice Inviting Quotation No.- 02 / 2019-20 of E.E./T.D.D. Dated: 30.12.2019**

**SCHEDULE TO BE FILLED UP BY THE QUOTATIONER**

**A. Particulars of Vehicle**

1. i) Name of the Owner/Supplier :
- ii) Full Address :
- iii) Phone No. :
2. Registration no. of the Vehicle & date. :
4. Model with Year :

**B. Rate**

5. Daily hire charges :Rs.....  
(In word)Rupees:.....

**Minimum rate of fuel consumption:-**

- i) Minimum consumption of Mobil Oil **500 KM per Liter**.
- ii) Minimum consumption of Fuel **12 KM per Liter**. (Diesel)

Signature of the Quotationer.