



Govt. of West Bengal
Irrigation & Waterways Directorate
Teesta Barrage Project
OFFICE OF THE SUB-DIVISIONAL OFFICER
TEESTA BARRAGE SUB-DIVISION NO. III
GAZALDOBA, JALPAIGURI, PIN- 735234

Memo No.- 54

Dated- 08.07.2021

Notice Inviting Quotation No. – WBIW / SDO / TBSD-III/ N I Q – 01/ 2021-22

Name of work: - “Hiring one no. Motor Cab (Diesel Driven) – Non AC on daily rate basis for the use in the office of Teesta Barrage Sub-Division No.- III in P.S – Mal, Dist. – Jalpaiguri.”

Sealed quotation are hereby invited from the bonafide and resourceful car owner/supplier for placement of a **Motor Cab (Diesel Driven) - Non AC** on hire charge basis for the Office of Teesta Barrage Sub-Division No. – III on account of site visit & regular office duty under the jurisdiction of Teesta Barrage Sub-Division No. – III from the head quarter of Teesta Barrage Sub- Division No. - III, Gazaldoba, Jalpaiguri for the period of **12 (Tewlve) months**.

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 :- 16.07.2021 up to 1-00 P.M.
2. Last date of issue of quotation paper :- 16.07.2021 up to 4-00 P.M.
3. Date of dropping :- 21.07.2021 up to 3-00 P.M.
4. Date of opening :- 21.07.2021 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 quotation(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 for movement in District Jalpaiguri of West Bengal.**
2. The car should be in good running condition and of Bharat stage –II purchased on or after **01-05-2005** specification with Diesel *engine*.
3. The Quotationers must produce in original copy of **PAN, GSTIN, P.Tax, I.T** (up to date), Road Tax Certificate paid up to date AND all the necessary original documents of vehicle i.e. Blue book of the vehicles, Certificate of pollution, Valid permit for Jalpaiguri, Darjeeling & Coochbehar District. Valid Insurance Certificate, Valid taxi Number etc. At the time of application 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 and over time per hour on pro-rate 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. The car owner has to ensure that the driver is physically fit with proper vision and has a valid driving license.
6. **Fuel of Vehicle will be departmental supply** as per consumption schedule.
 - a) Diesel consumption – **12 KM per liter of Diesel.**
 - b) Mobil consumption – **500 KM run per 1 liter of Mobil.**
7. The car owner has to pay minimum salary to the driver as per Govt. Rules.
8. 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.
9. 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 undersigned 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.
10. 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 Sub-Division No. – III, Gazaldoba, Jalpaiguri.
11. Day-to-Day Logbook will have to be maintained and signed by the Driver and submitted to the Sub-Divisional Officer, Teesta Barrage Sub-Division No.-III, 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.
12. While on journey, the officer/office staff/office person/authorized 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.
13. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
14. 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.
15. Incomplete and illegible quotations will be invalidated, over-writing & erasing in rates will also invalidate the quotation. All correction should be initiated and dated by the quotationers. The quotationers should submit the prayer for issuance of quotation paper on their own letter pad also.
16. 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.
17. After acceptance of quotation, the quotationer shall have to resume that work within 3 (three) days from the date of issuance of work order from the Sub-Divisional Officer, Teesta Barrage Sub-Division No. - III. Gazaldoba, Jalpaiguri. He must execute the agreement as per rule.
18. **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.**
19. After acceptance of quotation the quotationers has to execute a agreement in W.B. Form No. 2911/i/ii as applicable.
20. **Payment will be made on monthly basis as per availability of fund.**

21. Under any circumstances if any day/days of Application/Purchase/Dropping are declared as holiday or Bandh , the Application/Purchase/Dropping of Quotation will automatically become the next working date and the time will be same. No separate notification will be issued in the respect.
22. The contract is terminable with **7 (Seven)** days prior notice from the departmental side and one month prior notice from the owner side.
23. The vehicle should be made available within **7 (Seven)** 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.

Sd/-
Sub-Divisional Officer
Teesta Barrage Sub-Division No. – III
Gazaldoba, Jalpaiguri.

To,
The Sub-Divisional Officer,
Teesta Barrage Sub-Division No. – III
Gazaldoba, Jalpaiguri – 735234

Sub: Quotation for “Hiring one no. Motor Cab (Diesel Driven) – Non AC on daily rate basis for the use in the office of Teesta Barrage Sub-Division No.– III in P.S – Mal, Dist. – Jalpaiguri.”

Ref : Your Notice inviting Quotation No. **WBIW/SDO/TBSD-III/NIQ-01/ 2021-22.**

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. Manufacturing date, 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 number (if any)
4. Daily Hire Charge (with figure and :
words) of Motor Cab Diesel Driven –
Non AC excluding cost of Diesel and
Mobil oil
5. Rate of overtime beyond **10** hours of :
Duty
6. Consumption of fuel and Mobil oil for :
running the car
7. Road Tax valid up to :
8. Insurance of the vehicle paid up to :
9. Driving License of the Driver with name :
valid up to

Yours faithfully,

Copy submitted for information & Wide circulation to : -

1. Chief engineer, Teesta Barrage Project, 2nd Mile, Sevoke Road, Siliguri.
2. Superintending Engineer, Teesta Barrage Circle, 2ndMile, 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, Oodlabari, Jalpaiguri.
8. R.T.O, Jalpaiguri.
9. Sub-Divisional Officer, Teesta Barrage Sub- Division No. I/II/ IV.
- 10.Divisional Accountant, Teesta Barrage Division, Oodlabari, Jalpaiguri.
- 11.District Information & Cultural Affairs Officer, Jalpaiguri.
- 12.Notice Board, Teesta Barrage Sub-Division No. – III, Gazaldoba, Jalpaiguri.

Sd/-
Sub-Divisional Officer
Teesta Barrage Sub-Division No. – III
Gazaldoba, Jalpaiguri.