



GOVT. OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
Teesta Quality Control SUB-DIVISION -IV
Tinbatti More, Siliguri-734005

Memo No.11

Date: 23-09-2022

N.I.O. No. WBIW/SDO/TQCSD/NIQ-01/22-23

Sealed quotations are hereby invited in prescribed form by the S.D.O/Teesta Quality Control Sub Division IV, Siliguri from the bonafied resourceful and dependable persons/agencies for **“Hiring 01 (one) Number diesel driven Motor Cab** on daily basis for movement within district of Jalpaiguri, Darjeeling & Uttar Dinajpur.

The car should be Mass Emission standard of Bharat Stage IV/VI, purchased on or after **01/02/2018** with Diesel Engine having valid contract carriage permit and as per the terms and conditions attached here.

Necessary Performa with terms & conditions will be supplied free of cost from the office of the undersigned for one year on demand.

The quotations should be dropped in the office of the undersigned, by **3:00 PM** on **01-11-2022** and will be opened on the same day after **3:00 PM** by the undersigned in presence of the willing participating quotationer who may be present at the time of opening.

The rates should be quoted both in figures and in words and should be inclusive of all charges of repairing, spare parts, increase in market price, escalation etc. within the contractual period.

The quotationer should be in a position to place his vehicle with the driver complete in every respect (as per attached terms and conditions) under the disposal of the undersigned within 3 (three) days from the date of issue of the work order , failing which the work order may be treated as cancelled.

Income tax , GST , Professional tax etc will be borne by the quotationer/agency.

The accepting authority does not bind himself to accept the lowest quotation and reserves the right to cancel any or all the quotations received by the undersigned without assigning any reason thereof.

The lowest quotationer whose quotation is accepted will have to executed an agreement with the Executive Engineer, Teesta Quality Control Division in **W.B. Form no. 2911(i)/(ii)** in the office, accepting the terms and conditions for hiring of the vehicle.

Sd/-

Sub-Divisional Officer
Teesta Quality Control Sub-Division IV
Tinbatti More, Siliguri.

Memo No. 11

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Copy submitted for kind information to the

- 1) Chief Engineer, Teesta Barrage Project, 2nd mile, Sevoke Road, Siliguri.
- 2) Superintending Engineer (Design, Monitoring & Quality Control), Attached to chief Engineer, Teesta Barrage Project, 2nd mile, Sevoke Road, Siliguri.
- 3) Executive Engineer, Teesta Quality Control Division, Tinbatti More, Siliguri.

Sd/-

**Sub-Divisional Officer
Teesta Quality Control Sub-Division IV
Tinbatti More, Siliguri.**

Memo No. 11

Date: 23-09-2022

Copy forwarded for information to the

- 4) Teesta Quality Control Sub Division-II/III/IV.
- 5) Notice Board, Teesta Quality Control Sub Division-II/III/IV

Sd/-

**Sub-Divisional Officer
Teesta Quality Control Sub-Division IV
Tinbatti More, Siliguri.**



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TERMS & CONDITIONS

- 1) The rates should be quoted both in figures & in words. The rates should be inclusive of all repairs, servicing charges, supply of spare parts for repairing, hire charges of garage, pay & all kinds of allowances to the kinds of allowances to the driver and cleaner (if there be a cleaner with the vehicle) all taxes etc. including fitness. Except Diesel and Mobil oil, no other materials viz. gear oil, brake fluid, grease etc. will be supplied 01 (one) litre mobile oil per 500 K.M. run of the vehicle per liter of Diesel be 12 K.M.
- 2) Except Diesel and Mobil oil no other thing (like gear oil, breaks fluid, grease, distilled water etc.) will be supplied by the Department. Maximum 01 (one) Liter of Mobil oil will be supplied by the Department for 500 (five hundred) KM run of the vehicle and minimum mileage of the vehicle per liter of diesel should be 12 KM in case of a car.
- 3) The Driver should have adequate knowledge regarding the roots of North-Bengal and should have necessary Driving license.
- 4) The successful quotationer will have to arrange a garage for perking the vehicle after duty period at his own cost & risk. The vehicle should be kept in a safe place within 5 KM. If the garage is situated beyond 5 KM of the head quarter, the cost of fuel for extra journey in this connection shall have to be borne by the owner of the vehicle.
- 5) The vehicle will have to make long tour off & on and the driver must remain prepared to halt frequently outside the headquarters. The driver must follow the instructions of the officer using 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 any responsibility for any – a) Damage caused to the car due to any accident, b) Court case of compensation arising out of the vehicle & its driver, c) Taxes / Charges that may be levied by the State/Central Govt.
- 7) The vehicle will have to tour in any kind of motor able road including kachha road, river beds and hilly road.
- 8) The driver must be conversant with the mechanism of automobiles so that instant repairing works on road may immediately be taken up by him.
- 9) The responsibility of maintaining the Logbook always in up-to-date condition as per instruction & proforma will rest with the driver and no hire charge bill will be entertained for incomplete Logbook in any respect.
- 10) The vehicle will be hired on daily hire charge basis.
- 11) If the vehicle remains out of order for any particular period, the same is to be replaced by another vehicle in good condition.
- 12) Approved driver should not be changed except for urgent reasons.

- 13) The driver should be placed at the disposal of concerned office as per instruction mentioned in the work order failing which the quotation may be treated as cancelled.
- 14) If the quotationer wishes to replace the accepted vehicle by another vehicle owing to break down or any other reasons during the period of agreement, the alternative vehicle should be got approved by the undersigned prior to such replacement.
- 15) Any complain regarding defect in the engine or any other defect of the vehicle must be promptly attended and the quotationer of his own cost must repair defects forthwith. In the event of non-compliance, the undersigned will get the necessary repair work of the vehicle done and recover the cost of such repair work from the hire charge bill of the quotationer.
- 16) The lowest quotationer whose quotation is accepted will have to executed an agreement in **W.B. Form no. 2911(i)/(ii)** in the office of the undersigned accepting the terms and conditions for hiring of the vehicle.
- 17) The contract may be cancelled by a notice of 01 (one) month in advance from either party.
- 18) The successful quotationer must pay minimum wages to the driver engaged by him as per relevant rate of the Govt. now in force.
- 19) Any sort of canvassing in connection with the quotation is strictly prohibited. No relevant paper will be issued on the date of opening of quotations.
- 20) The contract agreement may require to be extended in exigency, if both parties agree to do so at the existing terms and conditions of contract.
- 21) The vehicle may have to ply beyond normal office-hours and on holidays also. The rate of such extra duty hours beyond office hours to be quoted by the quotationer in the prescribed manners and the acceptance of the rate for such extra duty hours will rest with the competent authority.
- 22) The vehicle will be hired for the use of Sub-Divisions under Teesta Quality Control Division.
- 23) In absence of the SDO, the driver must report to the SO/H.Q., who will prepare the bill in connection of the vehicle.

Sd/-
Sub-Divisional Officer
Teesta Quality Control Sub-Division IV
Tinbatti More, Siliguri.

Ref.: - N.I.Q. No. WBIW/SDO/TQCSD/NIQ-01/22-23

ANNEXURE – I

-: PARTICULARS OF THE VEHICLE: -

**01) NAME OF THE OWNER & ADDRESS: -
WITH CONTACT NO**

02) REGISTRATION NO. OF THE VEHICLE: -

03) YEAR OF MANUFACTURE: -

04) NAME OF DRIVER. :-

05) ENGINE NO.: -

06) CHASIS NO.: -

07) RATE: -

A) DAILY BASIS: -

SIGNATURE OF OWNER

**Sub-Divisional Officer
Teesta Quality Control Sub-Division IV
Tinbatti More, Siliguri**

**Executive Engineer
Teesta Quality Control Division
Tinbatti More, Siliguri**