



GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DEPARTMENT
 OFFICE OF THE SUB-DIVISIONAL OFFICER
 JALPAIGURI INVESTIGATION SUB-DIVISION
 CLUB ROAD : JALPAIGURI
 Email : sdojisdiwd@gmail.com

NOTICE INVITING QUOTATION NO - WBIW/SDO/JIInvSD/NIQ-03/22-23

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Sub Divisional Officer, Jalpaiguri Investigation Sub Division, Club Road, Jalpaiguri from reliable owner / travel agent and other bonafide & resourceful Agencies/Contractor, for acceptance by the Superintending Engineer, North East Irrigation Circle-II, I&W Dte. Club Road, Jalpaiguri against the following work – **“Hiring 1(One) no Diesel driven Maxi Cab (Non AC), (preferably Bolero Jeep) on daily basis for official use for the Office of the Sub Divisional Officer, Jalpaiguri Investigation Sub Division, Club Road, Jalpaiguri.”**

The Supplier should quote their rate (excluding the cost of fuel & lubricants) strictly as per prescribed form which will be available in the office of the undersigned at free of cost upto **3:00 pm of 14-11-2022** with other term & conditions.

The rate should be quoted in figure as well as in word. The quotation will be received up to **3:00 pm of 16-11-2022** & open on the same date in presence of the quotationers who may be present at that time.

The acceptance of the quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation & reserve the right to reject any or all the quotations without signing any reason.

The quotationers will have to present their vehicle for trail run before final acceptance at their own cost. In case of any discrepancy the decision of the Executive Engineer, Jalpaiguri Irrigation Division, Jalpaiguri will be final & binding upon the Quotationers.

The successful quotationers will have to execute formal agreement in WBF No-2911.

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|------|---|------------------------------|
| i) | Last Date & Time of application | : 11/11/2022 up to 3.00 P.M. |
| ii) | Last Date & Time of Issue of quotation paper | : 14/11/2022 up to 3.00 P.M. |
| iii) | Last Date & Time of dropping of quotation paper | : 16/11/2022 up to 3.00 P.M. |
| iv) | Date & Time of opening of quotation paper | : 16/11/2022 after 3.30 P.M. |

The quotation shall have to enclose the self attested Xerox copy of relevant papers, viz Registration & Blue book, pollution certificate, Insurance certificate up to date & details of driver particulars (licence, educational qualification, age proof) during submission of quotation.

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 tax officer of M.V. Department.
 - c) Contract carriage permit of Maxi Cab issued by the competent authority.
 - d) Auto emission testing certificate.
 - e) Certificate of Insurance of passenger carrying commercial vehicle.

f) PAN Card.

2. The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a Maxi Cab will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.
3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
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. The cost of hire charge will be paid monthly on production of bill by the quotationers, subject to availability of fund.
5. The maintenance and repair of the vehicles 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 Oil will be issued free of cost by the department and all other types of fuel/ Oil/ Lubricant for running the vehicle will have to be supplied by the supplier/ owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed by the Department as per prescribed limit of run of the vehicle per liter of fuel as given below :-

Type of vehicle	Fuel	Minimum permissible limit of run
Maxi Cab, Non-AC (Diesel)	Diesel	10(Ten) Km per Liter
Maxi Cab, Non-AC (Diesel)	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 the supplier. The Department will also not hold responsible for any -
 - i) Damage caused to the car due to any accident,
 - ii) For any 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. 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 1 (one) month notice** without any financial implication.
8. Garage distance allowed maximum (5 Km. Up & 5 Km. Down) total 10 Km. or the actual distance whichever is less for each day after journey is over.
9. 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 the agency / owner shall have to substitute not below quality than of existing make immediately. If no replacement is provide in time, the undersigned shall have the right to hire a car from elsewhere and what so ever be the cost that is incurred towards such, hire charges will be deducted from the bill of the agency / owner in succeeding month or he has to pay the rent for those days.

10. 2 (two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties. 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. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work
11. The quotationer shall have to bear all expenditure for servicing maintenance and repair including cost of spare parts and labour charges. The quotationer has to pay all the Taxes to keep the vehicle in road worthy condition. Servicing of the vehicle should be done with prior intimation so that duty may be adjusted.
12. The quotationer will ensure that the driver of the vehicle shall have a mobile phone in working condition, for which, no separate payment will be made to the driver / supplier / owner of the vehicle.
13. No other terms and conditions from the quotationer will be entertained.
14. In case of violation of the above terms and conditions the quotation will be liable to be rejected.
15. I&W Department's Memorandum No. 716-IB/IW-14011(36)/1/2019-SECTION(IW)-Dept. of IW dated 19th Feb, 2019 regarding monthly total expenditure related to hired vehicle should be strictly complied

Duty
28/10/22

Sub Divisional Officer
Jalpaiguri Investigation Sub- Division
Club Road, Jalpaiguri

Memo no: 436(10)

Dated -28/10/2022

Copy Forwarded for favour of information and wide circulation by display through his Office Notice Board to the:-

- 1 Superintending Engineer, North East Irrigation Circle-II, Club Road, Jalpaiguri
- 2 Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri. This has a reference to the discussion held with him.
- 3 Executive Engineer, DVC study cell, Jalsampad Bhavan, Salt Lake, Kolkata
- 4 Sub -Divisional Officer, Jalpaiguri / Maynaguri/ Malbazar/ Banarhat Irrigation Sub-Division.
- 5 Divisional Accounts Officer.
- 6 Divisional Estimating Branch.
- 7 Office Notice Board

Duty
28/10/22

Sub Divisional Officer
Jalpaiguri Investigation Sub- Division
Club Road, Jalpaiguri

o/c