



Notice Inviting Quotation No.-WBIW/SDO/TMSD-I/NIO-04/2022-2023

Memo No. 16 /N-1

Date: 27/02/2023

Offline Sealed quotation are invited from the bonafied and resourceful car owner / supplier for supplying of a **Motor Cab (Diesel Driven)- Non AC** on hire charge basis for the use of the office of the Sub-Divisional officer/Assistant Engineer (M & E), Teesta Mechanical Sub-Division No-I, Tinbatti, Siliguri for the period of **06(Six) months** & performing whole time duty.

Rate to be quoted in the attached proforma and in the letter head pad/ plan paper.

The prescribed Proforma of the quotation document will be available at the office of the Sub-Divisional Officer, Teesta Mechanical Sub- Division No.-I, Tinbatti, Siliguri as well as Govt. website portal www.wbiwd.gov.in.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

Name of the Work: *"Hiring one no. Motor Cab (Diesel Driven) – Non AC on hire charge daily rate basis for the use of the office of the Assistant Engineer (M & E), Teesta Mechanical Sub-Division No-I, Tinbatti, Siliguri for the period of 06(Six) months & performing whole time duty.*

1) Last Date of receiving application	: 10.03.2023	upto 03.00PM
2) Last Date of issuing quotation paper	: 13.03.2023	after 03.00PM
3) Last Date of receiving quotation	: 17.03.2023	upto 03.00PM
4) Date of opening quotation	: 17.03.2023	after 03.00PM

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 ,utter dinajpur & Darjeeling of West Bengal.**
2. The car should be in good running condition and it should be Bharat stage –III and above, purchased on or after **01-04-2009** specification with Diesel engine.
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 vehicles, Certificate of pollution, Valid permit for Jalpaiguri Utter Dinajpur & Darjeeling districts, Valid Insurance Certificate, Valid taxi Number 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 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 documents and has a valid driving license.
6. as per consumption schedule.
 - a) Diesel consumption – **12 KM per liter of Diesel(for Motor Cab).**
 - b) Diesel consumption – **10 KM per liter of Diesel(for Maxi Cab).**
 - c) Lubricant/Mobil consumption – **500 KM run per 1 liter of Mobil.**
In case of exigency, the vehicle owner will have to arrange fuel and lubricants by his own for which cost will be paid the MRP on producing bill with Cash Memo.
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 Sub-Divisional officer/Assistant Engineer (M & E), Teesta Mechanical Sub-Division No-I, *Tinbatti, Siliguri.*
11. Day –to-Day Logbook will have to maintained and signed by the Driver and submitted to the office of the Sub-Divisional officer, Teesta Mechanical Sub-Division No-I, Tinbatti, Siliguri, or his authorized Sub-Assistant 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 / 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.
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 be invalidated the quotation. All correction should be initiated and dated by the quotationers and quotationers should be submitted quoted rate on their own letter pad also.
16. The acceptance of the quotation will rest with S.E / NBMEC, Tinbatti, 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 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 Mechanical Sub- Division No.-I, Tinbatti, Siliguri. 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 quotationer has to execute a agreement in W.B. Form No. 2911 / i / IV 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 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.

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. In case of supply of Mobil oil by the department in sealed tin of 5 liters each an amount of Rs. 10 (Ten) only per sealed tin will be deducted from the corresponding charges bill of the quotationer.

27. 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.

28. Correspondence by e- mail. Or by post will not be entertained.

Sd/-
(Biplab Sarkar)
Sub-Divisional Officer
Teesta Mechanical Sub-Division No.-I
Tinbatti, Siliguri.

To
The Sub-Divisional Officer,
Teesta Mechanical Sub Division No. – I
Tinbatti, Siliguri-734005

Sub : *“Hiring one no. Motor Cab (Diesel Driven) – Non AC on hire charge daily rate basis for the use of the office of the Sub-Divisional officer/Assistant Engineer (M & E), Teesta Mechanical Sub-Division No-I, Tinbatti, Siliguri for the period of 06(Six) months & performing whole time duty.*

Ref : Your Notice inviting Quotation No. WBIW/SDO/TMSD-I/NIO-04/2022-2023

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 Charges (with in figure and words) of Motor :
Cab Diesel Driven – Non AC per item inclusive
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

Memo No. 16 / () - () / N-1

Dated : 27/03/2023

Copy submitted for information & Wide circulation to :-

1. Superintendent Engineer, North Bengal Mechanical & Electrical Circle, Tinbatti, Siliguri.
2. Executive Engineer, Teesta Mechanical Division, Tinbatti, Siliguri.
3. Sub-Divisional Officer, Teesta Mechanical Sub-Division No-II, III & IV. Tinbatti, Siliguri, Fulbari, Jalpaiguri & Islampur.
4. Accountant , Teesta Mechanical Division, Tinbatti, Siliguri
5. Junior Engineer, Teesta Mechanical Sub-Division – I, Tinbatti, Siliguri
- 6 .Notice Board, Teesta Mechanical Sub-Division – I, Tinbatti, Siliguri.

Sd/-
(Biplab Sarkar)
Sub-Divisional Officer
Teesta Mechanical Sub-Division No.-I
Tinbatti, Siliguri.