



GOVT. OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE EXECUTIVE ENGINEER  
SILIGURI IRRIGATION DIVISION  
26, NABINSEN ROAD, MAHANANDAPARA  
SILIGURI-734001, DIST. DARJEELING  
Tel & Fax: (0353) 2431 842  
Email ID : executiveengineersid@gmail.com

Memo No:- 109

Date:-27/02/2023

**NOTICE INVITING QUOTATION FOR HIRING OF VEHICLE**  
**NOTICE INVITING QUOTATION NO. – 03 OF 2022-23 OF E.E./S.I.D.**

Sealed quotations are, hereby invite in prescribed form by the Executive Engineer, Siliguri Irrigation Division from the bonafied, resourceful and dependable persons/agencies for the below mentioned work for plying within West Bengal for a period of one year on daily hire-charge basis.

**Name of the Work:- Hiring of one Diesel driven Motor Cab with engine Capacity More Than 2000 C.C. ( with Air Condition) for official use in the Office of the Superintending Engineer, North East Irrigation Circle-II, Club Road, Jalpaiguri.**

Necessary proforma with terms and conditions will be supplied free of cost from the office of the undersigned from 28/02/2023 to 06/03/2023 from 11 a.m. onwards. The quotations should be submitted in the Office of the Undersigned by 5.00 p.m. on 06/03/2023 and will be opened on 09/03/2023 at 12.00 p.m.

The quotationer should be in a position to place his vehicle with the driver complete in every respect ( as per attached Annexure-TC) under the disposal of the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri, Dist:-Darjeeling within 3(three) days from the date of issue of the Work Order, failing which the Work Order may be treated as canceled.

The rate should be quoted both in figure and in words and should be inclusive of all charges of repairing, spare parts, increase in market price of fuel, escalation etc. Within the contractual period.

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

The Superintending Engineer, North East Irrigation Circle-II 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 execute an agreement in W.B. Form No. 2911(i)/(ii) in the office of the undersigned accepting the terms and conditions for hiring vehicle. The Agreement Form will be supplied free of cost from office of the undersigned.

The payment will be made according to the availability of fund.

  
Executive Engineer,  
Siliguri Irrigation Division.

**Memo. No.109 /1(9)**

**Dated 27/02/2023**

Copy forwarded for information and necessary action to :-

1. The Superintending Engineer, North East Irrigation Circle-II, Club Road, Jalpaiguri.
2. The Executive Engineer, North Bengal Investigation Division, Siliguri.
3. The Executive Engineer, Mahananda Barrage Division, Tinbati More, Siliguri.
4. The Executive Engineer, P.W.D., North Bengal Construction Division, Siliguri.
5. The Sub-Divisional Officer, Siliguri Irrigation Sub-Division, Siliguri.
6. The Sub-Divisional Officer, Siliguri Investigation Sub-Division, Siliguri.
7. The Divisional Accountant, Siliguri Irrigation Division, Siliguri.
8. The Notice Board, Siliguri Irrigation Division, Siliguri.

Sd/-

**Executive Engineer  
Siliguri Irrigation Division  
Siliguri.**

**Schedule for NIQ Process:-**

Start Date of Submission of Tender	28/02/2023 from 11:00 a.m. onwards.
Last Date of Submission of Tender	06/03/2023 at 5 p.m.
Date of Opening of Tender	09/03/2023 at 12.00 p.m.

Sd/-

**Executive Engineer,  
Siliguri Irrigation Division.**



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**BID DOCUMENT FOR THE**

**Hiring of one Diesel driven Motor Cab with engine Capacity More Than 2000 C.C. (with Air Condition) for official use in the Office of the Superintending Engineer, North East Irrigation Circle-II, Club Road, Jalpaiguri.**

**NIQ bearing Memo No. 107 Dated:- 27/02/2023.**

**Last date of Submission :- 06/03/2023 upto 5 p.m.**

**( Tender Box will be kept open for bidders between 10:00 A.M. to 5:00 P.M. on all working days at the Office of the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri.)**

**Time of Opening of Quotation : 12P.M. on 09/03/2023**

**Venue : Office Chamber of the Executive Engineer, Siliguri Irrigation Division, Nabin Sen Road, Siliguri.**

**Annexure - A**  
**TECHNICAL BID**

1. Name of the Work:-	
2. NIQ Notice No with Date:-	
3. Due Date of Submission of the Quotation :-	
4. Name of the Quotationer :-	
5. Full Address:-	
	E-mail :-
	Telephone No./Mobile No:
6. Local Address,if any:-	
7. Legal entity of the quotationer whether Firm/Society/Company/Other entity:-	
8. A) Registration No:-  B) Authority with whom register:-	
9. A) PAN No / TAN No:- B) GST No:-	
10. Working Experience,if any:-	
11. Details of Past Experience Proposed for hiring a) Type of Vehicle b) Make & Year c) Proof of ownership ( Copy of Blue Book) d) Bharat-III/IV/VI cofomed/not	

e) Road Permit No. & Issued By  f) Tax Clearance g) Pollution Control Board Certificate h) Insurance Certificate	
12 ) Signature copy of Annexure-TC ( Attached in NIQ) is submitted with the Bid or Not.	

Certified that the above information is correct and true to the best of my knowledge and belief. In case of information found incorrect later on, I will be responsible and be liable to be rejected forthwith.

\_\_\_\_\_  
**Full Signature of the Quotationer with Date.**

**Annexure-B**  
**FINANCIAL BID**

Name, Address and Contact No of the Quotationer:-

Rate Quoted :-

Sl No (1)	Mass Emission Standard (2)	Category of Vehicle (3)	Monthly Hiring Per Day (3)	Remarks (4)
1	Bharat Stage III/ or above purchased on or after 01.05.2008 with Diesel Engine.	Motor Cab with Engine Capacity More than 2000 C.C. (with Air Condition)		*Monthly rate is Rs.590.00 per day for 10 hours and an additional charge @Rs.20.00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 liter for 12 Km.

The above chart should be followed as per Order No.-3564-WT/3M-81/98 dated-24/11/2008 of Transport Deptt.,Govt. of West Bengal.

\*Hiring charges rate are applicable as per Order No. -3564-WT/3M-81/98 dated-24/11/2008 of Transport Deptt.,Govt. of West Bengal.

\*\*Rate should not exceed the maximum allowed in terms of existing hiring rate approved by the Govt.of West Bengal through Order No. -3564-WT/3M-81/98 dated-24/11/2008 of Transport Deptt.,Govt. of West Bengal.

I/WE.....agree to all the terms and conditions laid by the  
Executive Engineer, Siliguri Irrigation Division, Siliguri, in their Notice for hiring of vehicle,  
date.....

\_\_\_\_\_  
Full Signature of the Quotationer with Date.

ANNEXURE -TC

(NOTICE INVITING QUATION NO. 03 OF 2022-23 OF E.E./S.I.D.)

TERMS & CONDITIONS FOR HIRING VEHICLES

1. The rate should be quoted on daily basis both in figure and in words.
2. The owner of vehicle shall place the care for journey along with a driver having valid upto date driving license. The vehicle should report for duty every day without fail at appointed time and place as instructed by the Superintending Engineer/Executive Engineer/Assistant Engineer.
3. Duty period will commence from the time of reporting till the time of release through the normal time for reporting the duty is 9.30 A.M. The period may be changed by departmental officers by an overnight notice communicated verbally.
4. The owner of the car must possess contract/public carriage license for the vehicle placed and shall have to produce the same when called for.
5. Journey may be undertaken upto any place within West Bengal but usually will be confined within the jurisdiction of North East Irrigation Circle-II.
6. The owner shall bear the cost of the entire running repair, major repairs and overhauling of the vehicles from time to time as and when necessary.
7. Pay Tiffin allowance, TA and overtime allowance of pay being payable to the driver of the vehicle shall be borne by the owner of the vehicles. But if the duty hour on a day exceed 10 hours payment will be made @ 20.00 (Rupees Twenty) only per hour.
8. The vehicle must possess a good meter to record accurately the kilometer run by it.
9. The department will not be responsible for any (i) damage to the car for any accident (ii) Court case of compensation payable because of the condition of the vehicle of because of driving by its driver and (iii) any charge of Tax or surcharge that may be levied by the state or Central Govt. including Road Tax except toll charges. The owner must pay road tax, Insurances charges within the stipulated time.
10. If the owner fails to provide the vehicle for duty for more than successive days, the whole contract of the hire of the car may be cancelled at the discretion of Department.



11. **Penalty:** In case of any failure to report at the duty place in proper time a penalty will be charged @Rs.6.00 per hour of delay subject to the maximum of the rate per day quoted in the quotation and accepted by the Department.
12. The owner has to supply Diesel and Department will pay the cost of fuel @ 1 liter per 12.0 K.M. on production of the cash memo. Such re-imburement will be claimed along with the current bill for hire charges.
13. Hire charges will be paid for the days on which the vehicle is on actual use by the Department officer/ officers. The total expenditure for the hired vehicle shall be limited to Rs.47000/- only, inclusive of all i.e. hiring charges, fuel consumption, mobile oil, over-time and parking fee as applicable, as per the Notification of Irrigation & Waterways Department bearing Memo No 716-IB, Dt:- 19/26 th February, 2019, until further order.
14. The owner will have to make his own arrangement for garaging.
15. If the vehicle is used by the Department officers for part of a day full payment for the day will be made.
16. For the actual distance from the garage an empty run of 5 KM maximum either way (total 10 km per day) will be borne by the Department.
17. Monthly payment will be made on submission of the bill by the owner of the car along with fuel consumption statement duly signed by the controlling officer.
18. Log Book will be maintained by the Department to record the movement of the vehicle.
19. Usually the vehicle will not be required on Sunday and Holidays. If required by the department the owner will have to provide the car at his contracted rates and terms.
20. The owner will be responsible if there is any damage to life or materials due to any accident involving the car, and the department will be liberty to ask the owner to make good such losses as per prevailing laws of the land.
21. The owner will be required to show Blue Book Registration record, contract carriage documents etc. before executing the agreement.
22. The agreement is terminable with one month's notice on either side failing which the security deposit of the owner will be forfeited.

23. In case of any emergency repair or major the car may be replaced by another car.
24. For every 2500 K.M. ( for Diesel car run mobile in sealed tin @ 5.00 liter will be allowed ). The cost of Mobil oil will be reimbursed on production of the memo. Such reimbursement may be claimed alongwith the bill for hire charges.
25. The tenure of the contract will be 1( One ) year from the date of issue of Work Order providing the contract is not terminable earlier under terms no. 23 above. But either party to the contract agreeing, the contract may continue for one more year under the same terms and conditions and rates. In the event of such a happenings, a fresh agreement under the same terms, rates and conditions shall be executed by the owner of the car with the undersigned.
26. The quotation must reach this office on or before 06/03/2023 upto 05:00 P.M.. The owner should quote rate in specified in the price schedule attached herewith.

Sd/-  
**Executive Engineer,  
Siliguri Irrigation Division.**

**DECLARATION**

I do hereby declare that I / We will abide by all terms and conditions mentioned above accordingly.

\_\_\_\_\_  
**Signature of the Owner.**