



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE EXECUTIVE ENGINEER**  
**NORTH BENGAL DESIGN DIVISION**  
**CLUB ROAD :: JALPAIGURI**

**NOTICE INVITING QUOTATION**

**NIQ NO. 01/EE/NBDD OF 2023-24**

Sealed Quotations are hereby invited by **The Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri**, from bona fide vehicle owner/ supplier having vehicle with commercial number for the work **“Monthly Hiring of Diesel driven Maxi cab daily rated basis for use in the Office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri”**, for a period of **6 (Six) months**. The vehicle will be used for official journey and field inspection purpose within North Bengal Districts. The rate is to be quoted in the prescribed Proforma attached with the quotation document which will be issued to the qualified quotetioner from the office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri.

<b>Sl. No.</b>	<b>Description of Item</b>	<b>Quantity</b>	<b>Rate of Hire Charge Per Day</b>	<b>Remarks</b>
1.	Monthly Hiring of Diesel driven Maxi cab daily rated basis for use in the Office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri	1 No.		Minimum Diesel consumption : 1 lt. for 10 km run Minimum Mobil consumption: 1lt for 500 km run

**TIME SCHEDULE OF QUOTATION:**

**LAST DATE AND TIME OF RECEIVING OF APPLICATION** : 29/11/2023 upto 15:30 Hrs.  
**LAST DATE AND TIME OF ISSUANCE OF QUOTATION PAPER** : 30/11/2023 upto 15:30 Hrs.  
**LAST DATE AND TIME OF RECEIVING QUOTATION PAPER** : 05/12/2023 upto 15:30 Hrs.  
**LAST DATE AND TIME OF OPENING OF QUOTATION PAPER** : 05/12/2023 after 15:30 Hrs.

The intending quotationer should apply for quotation papers in respective letter heads/plain paper enclosing self- attested photocopies of valid PAN Card, Commercial Registration Certificate of vehicle (Blue Book), Up to date Fitness Certificates, Permit and Pollution Certificate, Tax token, Insurance Clearance Certificate.

Quotation paper will be issued at free of cost to the qualified applicant.

The quotationer should quote their rate both in words and figure.

In case of partnership firm, the Quotation must have to be signed by all the partners furnishing a copy of partnership deed or authorized person having power of attorney.

The rate of the quotation will be accepted by **the Superintending Engineer, North East Irrigation Circle-I, I & W Dte, Coochbehar.**

The undersigned reserves all the rights to reject any or all of the quotations without showing any reasons.

The owner of the vehicle, whose quotation will be accepted, will have to execute a formal agreement as per terms and conditions as laid down in the notice inviting Quotation in non-judicial **Stamp Paper of Rs.50/-** with the Executive Engineer, North Bengal Design Division after issuing of acceptance letter.

### **TERMS AND CONDITIONS**

1. The car will be hired on monthly basis (Daily Rated) whose payment will be made in favour of the owner on the basis of the bill submitted in duplicate to the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri, at the end of every month subjected to the availability of the fund.
2. The consumption of diesel @10KM per litre of fuel and 1 litre of engine oil for every 500 K.M of run will be provided from the office.
3. The vehicle owner requires to arrange contract carriage permit for North Bengal Districts mainly for Darjeeling, Jalpaiguri & Coochbehar.
4. Initial contract period will be of one year. However on satisfactory service, the contact period may be extended further under mutual agreement from both ends.
5. The authority may terminate the agreement at any time without assigning any reason for which no compensation will be granted. One month's notice will have to be placed for termination of the agreement from either side.
6. Claim for escalation of rate due to any reason during the validity of the contract period, if any, will not be entertained.
7. The successful quotationer will have to arrange for garage for his vehicle after duty period at his own cost and risk within 5 Km of office premises.
8. The vehicle should be provided with an efficient driver having valid vehicle driving license and will be responsible to report for duty with the vehicle at the prefixed station at prefixed time unless otherwise specified the wages and allowance of the driver will have to be paid by the owner of the vehicle.
9. The driver must be well conversant with the mechanism of automobile so that instant repairing works on road may immediately be taken by him in case of any breakdown.
10. The driver should be custodian of valid driving license, Blue book, Tax token, insurance, pollution certificate & other relevant documents as required and have to be kept with the vehicle.

11. Driver with capricious, erratic, arrogant attitude should be replaced immediately.
12. Normal hours of duty will be 10 hours per day (excluding reporting & releasing time). Generally the vehicle will ply on week days. However, if required, it has to ply during holidays too. Duty hours may be extended on any urgency.
13. The vehicle may have to undertake journey for long hours in other district. The driver of the car should have to be prepared to halt with his own arrangement and cost.
14. The vehicle should be in good condition as regards to body and engine with necessary accessories and the owner of the vehicle will be responsible for all types of repair and maintenance of the vehicle including periodical servicing to keep the vehicle in tiptop condition.
15. In case of breakdown of the vehicle, the supplier has to replace a suitable substitute vehicle so that government work would not get hampered.
16. Payment will not be made for the day in case of vehicle break down or any other mechanical fault/or due to personal cause of driver himself.
17. This office will not be responsible in case of any accident or any untoward incident occurred during vehicle movement and thereby damages of the Vehicle.
18. Any penalty imposed by the police authority for violating traffic rules or any other reason should be borne by owner/the supplier of the vehicle.

**Sd/-**

**Executive Engineer  
North Bengal Design Division  
Irrigation & Waterways Directorate  
Club Road, Jalpaiguri**

**MEMO NO : 238/8**

**DATE : 08<sup>th</sup> Nov, 2023**

Copy forwarded for necessary information & wide circulation to:

1. The Chief Engineer (North-East), Irrigation and Waterways Directorate, Club Road, Jalpaiguri.
2. The Superintending Engineer, North- East Irrigation circle- I, Debibari , Coochbehar.
3. The Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
4. The Sub-Divisional Officer, North Bengal Design Sub-Division-I, Club Road, Jalpaiguri.
5. The Sub-Divisional Officer, North Bengal Design Sub-Division-IV, Club Road, Jalpaiguri.
6. The Sub-Divisional Officer, Jalpaiguri Investigation Sub-Division, Club Road, Jalpaiguri.
7. The Sub-Divisional Officer, Jalpaiguri Irrigation Sub-Division, Club Road, Jalpaiguri.
8. The Divisional Accountant, North Bengal Design Division, Club Road, Jalpaiguri.
9. Notice Board.
10. Establishment Section of this Office.

**Sd/-**

**Executive Engineer  
North Bengal Design Division  
Irrigation & Waterways Directorate  
Club Road, Jalpaiguri**

## PROFORMA

**N.I.Q. NO.:- 01/EE/NBDD of 2023-24**

**Name of Work/ Supply:** “Monthly hiring of a Diesel driving Maxi cab (daily rated basis) for the use in the office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri”

<b>Name and Address of Owner/ Supplier with Contact no. :</b>	
<b>Vehicle Model with Registration No.:</b>	
<b>Road Tax paid upto :</b>	
<b>Insurance valid upto :</b>	
<b>Daily Hire Charge (both in figures and words)</b>	

I/We do hereby agree to abide by all the terms and conditions, specification etc. as laid down in the quotation.

**DATE:**

**Signature of the Quotationer**