



**Government of West Bengal**  
**IRRIGATION AND WATERWAYS DIRECTORATE**  
**Office of the Sub Divisional Officer**  
**Teesta Irrigation Sub-Division No-II.**  
**Maynaguri, Jalpaiguri**

**N.I.Q. No. – 01 of Teesta Irrigation Sub Division No-II of 2024-25**

Sealed quotations in Prescribed Proforma is hereby invited by The Sub Divisional Officer, Teesta Irrigation Sub-Division No-II, Maynaguri, Jalpaiguri, from reputed travel agencies, luxury taxi owners/suppliers for supplying Diesel driven Maxi/Motor Cab (Non AC) having contract carriage permit for Jalpaiguri & Darjeeling district of North Bengal on temporary basis for the following work-

**“Hiring 1(One) no. Maxi/Motor Cab (Diesel driven NON AIR CONDITIONED) purchased on or after 01.10.2014 on daily basis for the use in the office of the Sub Divisional Officer, Teesta Irrigation Sub Division No-II, Maynaguri, Jalpaiguri.”**

The supplier should quote their rates (excluding the cost of Fuel and lubricant) **strictly as per prescribed proforma** which will be available in the office of undersigned **free of cost**, along with terms and conditions.

The rate should be quoted both in figure as well as in words. The quotation will be received up to 3:00 pm on or before **13/11/2024** and will be opened by the undersigned at 3:30 pm. on the same day in presence of Quotationers who may be present at that time.

The acceptance of quotation will rest upon the appropriate authority, who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotations without assigning any reason.

The supplier of the vehicle must be the owner. The vehicle will have to be provided with essential accessories and modern amenities to make same comfortable for long journey.

Quotation papers will be issued to the intending owner of the vehicle on production of following documents:-

1. In case of old vehicle (purchased on or after 01.10.2014.)

- a) Certificate of Registration from appropriate authority.
- b) Tax clearance certificate from tax officer of M.V. Department.
- c) Contract carriage permit of vehicle issued by the competent authority.
- d) Auto emission testing certificate.
- e) Certificate of Insurance of passenger carrying commercial vehicle.
- f) PAN Card.

2. In case of new vehicle (the vehicle will purchase within 30 (Thirty) days from the date of issue of the acceptance letter, if the offered rate is accepted)

- a) Declaration of vehicle purchase confirmation in Non-Judicial stamp paper in presence of 1st class Judicial Magistrate or Notary Public.
- b) PAN Card.
- c) Addhar Card/Votar Card
- d) Quotation from vehicle showroom

The quotations for the vehicle having no valid document will not be considered.  
Income tax, Professional tax etc. will be borne by the quotationers/agency.

The acceptance of the quotation will rest with the Superintending Engineer, Teesta Canal Circle, Siliguri

who does not bind himself to accept either the lowest of any of the quotations without assigning any reason.

The lowest quotationer whose quotation is accepted, will have to execute an agreement in proper form with the Sub Divisional Officer, Teesta Irrigation Sub Division No-II, Maynaguri, Jalpaiguri. accepting the terms and conditions for the vehicle with free of cost. No Security Deposit will be recovered from the monthly hire charges of the vehicle as per circular of the WB I & WD.

The successful Quotationers will have to execute formal agreement in Non Judicial Stamp Paper having value Rs. 50.00 (Rupees Fifty) at his own cost.

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|------|--|-------------------------------------|
| i)   | <b>Last Date &amp; Time of application</b>                 | <b>: 05/11/2024 up to 4.30 P.M.</b> |
| ii)  | <b>Last Date &amp; Time of Issue of quotation paper</b>    | <b>: 06/11/2024 up to 4.30 P.M.</b> |
| iii) | <b>Last Date &amp; Time of dropping of quotation paper</b> | <b>: 13/11/2024 up to 3.00 P.M.</b> |
| iv)  | <b>Date &amp; Time of opening of quotation paper</b>       | <b>: 13/11/2024 at 3.30 P.M.</b>    |

**Dropping Centre :**

- i) Office of the Sub Divisional Officer, Teesta Irrigation Sub-Division II, Maynaguri.**

**TERMS & CONDITION FOR HIRING OF DIESEL MAXI CAB**

**( NON AIR CONDITIONED) ON MONTHLY HIRING (PER DAY) BASIS WITH DRIVER**

1. The rate should be quoted both in figures and in words. The rate should be inclusive of all repairs, servicing charges, supply of spare parts for repairing hire charges of garage, pay and all kinds of allowances to the driver and cleaner (if there be a cleaner with the vehicle), all up-to-date taxes etc. including fitness. Except cost of Diesel and mobile oil, no other materials viz. gear oil, brake fluid, greases etc. will be paid. Consumption of diesel and mobile oil should be indicated in the prescribed quotations.
2. Except the cost of Diesel and Mobil oil, no other thing (like gear oil, brakes fluid, grease, distilled water etc.) will be supplied by the Department. Maximum 1 (one) Liter of Mobile oil cost will be paid 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(Twelve) km. for Motor Cab & 10 (Ten) Km for Maxi Cab.
3. The successful quotationer will have to arrange a garage for parking the vehicle after duty period at his own cost and risk. The vehicle should be kept in a safe place within 5 Km from the office. If the Garage is situated beyond 5 Km of the Head Quarters, the cost of fuel for extra journey in this connection shall have to be borne by the owner of the vehicle.
4. The vehicle will have to make long tour, off and on and the driver must remain prepared to halt frequently outside the Head Quarters. The driver must follow the instructions of the officer using the vehicle.
5. The vehicle must be a tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, speedometer (kilometer) and fuel-meter should always be in working conditions. The running capacity per day should not be less than 500 km.
6. The vehicle have to ply on any kind of motor able road including Kutcha road, river- beds etc.
7. The driver must be conversant with the mechanism of automobiles so that instant repairing works on road may immediately by taken up by him.
8. The responsibility of maintaining the Log Book always in up-to-date condition as per instruction and proforma will rest on the driver and no hire-charge bill will be entertained with incomplete Log Book in any case.
9. The vehicle will be hire on daily hire-charge basis.

10. If the vehicle remains out of order for any particular period, the same is to be replaced by another commercial vehicle in good conditions.
11. Approved driver should not be changed except for urgent reasons.
12. The vehicle 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.
13. If the quotationer wishes to replace the accepted vehicle by another vehicle owing to breakdown or any other reasons during the period of agreement should have taken prior permission from the concerned Officer.
14. Any complaint regarding defect in the engine or any other defect of the vehicle must be promptly attended and defects must be repaired forthwith by the quotationer at his own cost.
15. The contract may be cancelled by a notice of one month in advance from either party.
16. The owner of the vehicle with contract carriage permit is only eligible for taking part in the quotation. 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.
17. The contract agreement may require to be extended in exigency, if both the parties agree to do so at the existing terms and conditions of contract.
18. The documents like Certificate of Registration, Tax clearance certificate, Contract carriage permit, Auto emission testing certificate, Certificate of Insurance of passenger etc must be produce during supply of vehicle.
19. The car will normally be utilized for 10 (Ten) hours a day. The vehicle may have to ply beyond normal office-hours and on holidays also.
20. Payment will be made subject to availability of fund. No claim will be entertained for delayed payment.

**Sd/-**

**Sub Divisional Officer  
Teesta Irrigation Sub Division No-II  
Maynaguri, Jalpaiguri**

**Memo. No. – 196**

**Dated- 30.10.2024**

Copy forwarded to the

- 1) Chief Engineer/ Teesta Barrage Project, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri for favour of his kind information.
- 2) Superintending Engineer, Teesta Barrage Circle, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri, for favour of his kind information.
- 3) Executive Engineer, Teesta Irrigation Division, Assam More, Jalpaiguri.
- 4) Executive Engineer, Teesta Quality Control Division, Tinbatti, Siliguri.
- 5) Sub Divisional Officer, Teesta Quality Control Sub Division No. III, Isampur, Uttar Dinajpur
- 6) Sub Divisional Officer / Information & cultural affairs, Ghosh Villa, Subhash Pally, Siliguri.
- 7) This Office Notice Board.

**Sd/-**

**Sub Divisional Officer  
Teesta Irrigation Sub Division No-II  
Maynaguri, Jalpaiguri**

## **Notice Inviting Quotation No.- 01 of Teesta Irrigation Sub-Division II, Maynaguri**

### **SCHEDULE TO BE FILLED UP BY THE APPLICANT**

#### **A. Particulars of Vehicle**

Name of Work : "Hiring 1(One) no. Maxi/Motor Cab (Diesel driven Non-AC taxi) purchased on or after 01.10.2014 on daily basis for the use in the office of the Sub Divisional Officer, Teesta Irrigation Sub Division No-II, Maynaguri, Jalpaiguri."

1. Name & Address of Supplier of Vehicle with Phone No. :
2. Address & Phone No. of garage with distance from this office. :
3. Registration No. of Vehicle with date of registration & Kilometers run up to date. :
4. Model with Year :
5. Rate of hire charge per day (in figures & words). :

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*Signature of the Applicant*

**Sub Divisional Officer  
Teesta Irrigation Sub-Division II  
Maynaguri, Jalpaiguri**