



GOVERNMENT OF WEST BENGAL
Irrigation and Waterways Department.
Office of the Sub-Divisional Officer.
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri.

Memo No. 101

Date. 10.06.2024

Notice Inviting Quotation

Notice Inviting Quotation No. – WBIW/SDO/MNG/NIQ-01/24-25

Name of work: - “Hiring 1(One) no. Maxi Cab (Diesel driven Non AC) on hire charge daily rental basis for the use in the Office of the Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri”.

Sealed quotation are invited from the bonafied and resourceful car owner / supplier for placement of a **Maxi Cab (Diesel Driven) - Non AC** on hire charge daily rental basis for the Office of the Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri on account of site visit & regular office duty.

Quotation Papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule.

1. Last date of Application : - 18.06.2024 up to 5-00 P.M.
2. Last date of issue at quotation paper : - 18.06.2024 up to 5-30 P.M.
3. Date of dropping : - 19.06.2024 up to 5-00 P.M.
4. Date of opening : - 19.06.2024 after 5-30 P.M.

Dropping Centre: Office of the Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri.

Intending quotationers or his / their representative should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

The quotationers 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 or should be commercial in nature.**
2. The car should be in good running condition and it should be purchased on or after **01-05-2008 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 vehicle, Certificate of pollution, Valid permit for Jalpaiguri 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 on pro-data 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.
4. Diesel and other lubricants will be supplied by the Dept as follows.
 - a) Diesel consumption – 10 KM run per liter of Diesel.
 - b) Mobil consumption – 2500 KM run per 5 liter of Mobil.
6. The car owner has to pay minimum salary to the driver.
7. 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.
8. 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 under signed 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.
9. 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, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri .
10. Day-to-Day Logbook will have to maintained and signed by the Driver and submitted to the Sub Divisional Officer, or his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.
11. While on journey, the 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.
12. Late attendance for more than 3 (Three) occasion in a month may be treated as disqualification and may lead to termination of contract.
13. 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.
14. 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.
15. The acceptance of the quotation will rest with S.E/North East Irrigation Circle-II, Club Road, Jalpaiguri 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.
16. After acceptance of quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Executive Engineer, Jalpaiguri Irrigation Division. He must execute the agreement as per rule.
17. **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.**
18. After acceptance of quotation the quotationer has to execute an agreement in W.B Form 2911 as applicable.
19. Payment will be made on monthly basis as per availability of fund.

20. Under any circumstances if any day/days of Application / Purchase/Dropping are declared as holiday or Bandh the date 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.
21. The contract is terminable with 7 (Seven) days prior notice from the departmental side and one month prior notice from the owner side.
22. The vehicle should be of Bharat stage III. Purchased on or after 01.05.2008 specification with Diesel engine.
23. The vehicle should be made available within 7 days of the acceptance of the quotation failing which quotation may be treated as cancelled.
24. The vehicle will be hired for on daily rental basis. No hire charge will be entertained on hour basis. Normal Duty hours will be 10 hours per day. Cost of Overtime allowance etc. (i.e. more than 10 hours per day) as per Notification of Transport Department vide circular no. 3564-WT/3M-81/98. Dt. 24.11.2008. And the hiring charges regarding engagement of vehicle on Saturday, Sunday, and other notified holidays will be guided by the **Memorandum of Finance Department, Govt. of West Bengal vide No. 560-F(Y) Dt. 15.02.2022** and its day to day modification.
25. The quotationer whose quotation is accepted will have to make an arrangement accepting Terms and conditions for hire of the vehicle.
26. 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.
27. The period of utilization of the vehicle is 6 (Six) months. This period may however vary (curtailed or extended) depending upon the relevant aspects as per discretion of the under signed.
28. Hire charges will be paid for the days on which the vehicle is on actual use by the Departmental Officers. The total expenditure for the hired vehicle shall be limited to Rs. 47000/- only, inclusive of All i.e. hiring charges, fuel consumption, mobil oil, overtime and parking fee as applicable as per the Notification of Irrigation and Waterways department bearing memo no. 716-IB, Dt. 19.02.2019.



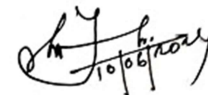
Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri

MemNo. 101/1(10)

Date: 10.06.2024

Copy submitted for information & wide circulation to:-

1. Chief Engineer, North East, Club Road, Jalpaiguri.
2. Superintending Engineer, North East Irrigation Circle II, Club Road, Jalpaiguri.
3. R.T.O, Jalpaiguri.
4. Sub-Divisional Officer, Jalpaiguri /Investigation/Banarhat/Malbazar irrigation Sub-Division.
5. Divisional Accounts Officer, Gr-II , Jalpaiguri Irrigation Division.
6. Estimating Section, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
7. Notice Board, Maynaguri Irrigation Sub-Division.



Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri

To,
Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri

Sub : Quotation for “Hiring 1(One) no. Maxi Cab (Diesel driven Non AC) on hire charge daily rental basis for the use in the Office of the Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri”.

Ref : Your Notice inviting Quotation NO.: **WBIW/SDO/MNG/NIQ-01/24-25**

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. Make, 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 no., if any. :
4. Daily Hire Charges (within figure and words) of Motor cab Diesel Driven- Non AC per item inclusive of all hire charges as per terms and conditions but excluding cost of Diesel and Mobil oil . :
5. Road Tax valid up to. :
6. Insurance of vehicle paid upto :

(Signature of Quotationer)



Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri