



Government of West Bengal  
Irrigation And Waterways Directorate  
Office of The Sub-Divisional Officer  
Mahananda Link Canal Sub-Division V  
Teesta Sech Bhawan, 2nd Mile, Sevoke Road, Siliguri-01  
[Email- sdomlcsdv@gmail.com](mailto:sdomlcsdv@gmail.com)

**Memo No. 115**

**Dated. 01.08.2025**

Sealed quotations in Prescribed Proforma is hereby invited by The Sub-Divisional Officer, Mahananda Link Canal Sub-Division- V, Teesta Sech Bhawan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri from reputed travel agencies, Maxi cab owners/ suppliers for supplying Diesel driven motor cab (Non-AC) having contract carriage permit for all district of North Bengal on temporary basis for the following works -

“Hiring 1(One) no. Commercial Non-A.C. Maxi-Cab on daily rental basis for the use in the office of The Sub-Divisional Officer, Mahananda Link Canal Sub-Division- V, Teesta Sech Bhawan, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri (2<sup>nd</sup> Call).”

The supplier should quote their rates (excluding the cost of Fuel and lubricant) strictly as per prescribed form 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 and the quoted rate should be followed the rate of Transport Department, Govt. Of West Bengal vide Circular No-3564-WT/3M-81/98 dated 24.11.2008. The quotation will be received up to 3:00 pm on 25.08.2025 and will be opened by the undersigned at 3:30 pm. on 25.08.2025 in presence of quotationers who may be present at this 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 quotation without assigning any reason.

The successful quotationer will have to execute an agreement (in 2911 Form with free of cost) accepting terms and condition for hire of the vehicle.

- |      |   |                              |
|------|---|------------------------------|
| i)   | Last Date & Time of application                 | - 21/08/2025 up to 4.30 P.M. |
| ii)  | Last Date & Time of Issue of quotation paper    | - 22/08/2025 up to 4.30 P.M. |
| iii) | Last Date & Time of dropping of quotation paper | - 25/08/2025 up to 3.00 P.M. |
| iv)  | Date & Time of opening of quotation paper       | - 25/08/2025 at 3.30 P.M.    |

Dropping Centre: Office of the Sub-Divisional Officer, Mahananda Link Canal Sub-Division V, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri-01

## TERMS AND CONDITIONS

1. The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents: -
  - a) Certificate of Registration from appropriate authority.
  - b) Tax clearance certificate from tax officer of M.V. Department.
  - c) Contract carriage permit of Motor Cab (Non-AC) issued by the competent authority.
  - d) Auto emission testing certificate.
  - e) Certificate of Insurance of passenger carrying commercial vehicle.
  - f) PAN Card.
2. The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a luxury car will have to be provided in the car, kept in good and workable condition, failure of which, the car will be liable for rejection or reduction of the rates by the authority.
3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
4. The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier, subject to availability of fund.
5. The maintenance and repair of the vehicles is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.
  - i) Diesel and Mobil and all other types of fuel/ Oil/ Lubricant for running the vehicle will have to be supplied by the supplier/ owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed by the Department as per actual consumption basis, subject to the condition of minimum prescribed limit of run of the vehicle per liter of fuel as given below: -

Type of vehicle	Fuel	Minimum permissible limit of run
Maxi-Cab (Non-AC) BS III purchased on or after 01.05.2008	Diesel	10 (Ten) Km. per liter
	Mobil	500 (Five Hundred) Km. per liter

- ii) The cost of pay and allowances at the driver of the vehicle should be borne by the owner of the vehicle.
6. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsible for any,



- i) Damage caused to the car due to any accident
  - ii) For any court case of compensation arising out of the vehicle and its driver
  - iii) Any taxes/or charges that may be levied by the state/Central Govt
7. The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfill any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3 (three) days' notice without any financial implication.
  8. Garage distance allowed maximum (5 Km. Up & 5 Km. Down) total 10 Km. or the actual distance which over is less for each day journey is over.
  9. a. Normal duty hours will be 10 hours per day.  
b. Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.  
c. Cost of overtime allowance in case of duties beyond normal duty hours as per vide Circular No-3564-WT/3M-81/98 dated 24.11.2008 of Transport Department, Govt. of West Bengal. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message has to be sent by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work.
  11. 2 (two) machine numbered log books (printed) will be supplied from Sub-Divisional Officer, Mahananda Link Canal Sub-Division V for recording journeys when the vehicle is on Govt. duties and Payment will be made as per availability of fund.
  12. a. Vehicle will not usually be used on Sundays and holidays if not specially requisitioned. And for any day when the supplier will fail to supply the vehicle on requisition, for whatever reasons, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.  
b. A halting charges as extra over the usual hiring will be payable to the supplier of the hired vehicle in the case of outstation journeys with halt as per vide Circular No-3564-WT/3M-81/98 dated 24.11.2008 of Transport Department, Govt. of West Bengal.
  13. Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.
  14. The supplier must quote telephone no. for communication of message of the garage attending calls.
  15. The supplier can apply only for one of the works listed above and quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.
  16. After acceptance of quotation the quotationers has to execute a formal agreement (in 2911 form with free of cost) with the Department. Initial contract period will be for 6 (Six) months. However, on satisfactory service the contract period may be extended further.

17. In case of violation of the above terms and conditions the quotation will be liable to be rejected.

*Anamtol*  
01108125  
Sub-Divisional Officer  
Mahananda Link Canal Sub-Division V

Memo No.115

Dated. 01.08.2025

Copy forwarded for information and necessary action to the

1. Superintending Engineer, Teesta Barrage Circle, Teesta Sech Bhawan, 2<sup>nd</sup> mile, Sevoke Road, Siliguri.
2. Executive Engineer, Mahananda Link Canal Division, Teesta Sech Bhawan, 2<sup>nd</sup> mile, Sevoke Road, Siliguri with request to take necessary action to upload the same.
3. Sub-Divisional Officer, Mahananda Link Canal Sub-Division. No.-IV//VI, KTB-Sub-Division
4. Estimating Branch of Mahananda Link Canal Division, Siliguri.
5. Accounts Section of Mahananda Link Canal Division, Siliguri
6. Office Notice Board.

*Anamtol*  
01108125  
Sub-Divisional Officer  
Mahananda Link Canal Sub-Division V