



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer,
Teesta Barrage Sub-Division No-VII, Oodlabari, Jalpaiguri. Email Id:- sdo.tbsd7@gmail.com

Memo No:- 484,

Dated:-18/11/2025

NOTICE INVITING QUOTATION

NOTICE INVITING QUOTATION NO- [WBIW/SDO/TBSD-VII/NIQ-01/25-26](#)

Sealed Quotation in letterhead pad/plain papers are invited by the **Sub-Divisional Officer, Teesta Barrage Sub-Division No-VII**, Oodlabari, Jalpaiguri from the reliable owner for supplying of an Inspection vehicle (Non-Air Condition) Bharat Stage-III/IV/VI, purchased on or after 01.05.2010 with Diesel Engine on daily hire charges basis for a period of **1 (One) year** as and when required.

The rate is to be also quoted in the prescribed Proforma of the quotation document which will be available at the office of the **Sub-Divisional Officer, Teesta Barrage Sub-Division No-VII, Oodlabari, Jalpaiguri**.

Before submitting a quotation, the quotationers are to satisfy themselves of the terms & conditions, specifications etc. and accordingly, a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

Name of the Work: Hiring of 1 (ONE) no. Non-A.C. Maxi CAB vehicle along with the driver on daily rated but monthly hiring basis for use of the Sub-Divisional Officer, Teesta Barrage Sub-Division No-VII, Oodlabari, Jalpaiguri.

1) Last Date of receiving application	: 27.11.2025	Upto 05:00 PM
2) Last Date of issuing quotation paper	: 28.11.2025	Upto 05:00 PM
3) Last Date of receiving quotation	: 01.12.2025	Upto 03:00 PM
4) Date of opening quotation	: 01.12.2025	After 03:30 PM

The vehicle must be in good/road-worthy condition with the appropriate certificate and shall have up-to-date papers like **Contract Carriage Permit, fitness, pollution under control certificate, Road Tax clearance and Insurance clearance certificate with Blue Book**.

The vehicle will be hired on daily basis. Quotationer shall quote their rates/day in attached proforma and letterhead pad/plain paper mentioning the Registration number of the vehicle and must accompany all the papers like self-attested Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card, Trade License etc. which will have to be produced along with the application as well as with the quotation. The originals of the above mentioned papers are to be produced during the application for verification.

The payment of the vehicle will be made monthly on the production of the bill to the **Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri** through the Sub-Divisional Officer, Teesta Barrage Sub-Division-VI Oodlabari, Jalpaiguri.

The successful quotationer shall have to place the Diesel Car within a day for a test run and checking at the quotationers own cost. The quotationer shall have to bear all expenditures for servicing maintenance and repair including the cost of spare parts and labour charges. The quotationer shall have to pay all the Taxes to keep the vehicle in a road worthy condition.

Payment will be made only for Diesel and Mobile at the prevailing market rate on the basis of R.T.A. rules. Payment in respect of Driver's wages, T.A, D.A. etc. shall have to be borne by the quotationer and the hire charge of the said Diesel Car shall be inclusive of the expenditures.

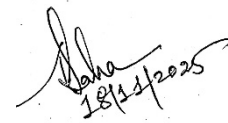
The successful quotationer shall have to arrange for Garaging facility of the vehicle at his own cost and the vehicle will have to be placed as per instructions.

The quotationer shall have to replace a Diesel Car of identical specification with Driver in the event of supplied Car being out of order/under servicing maintenance and repair, failing which hire charge for that/those day(s) will not be paid.

Terms & Conditions

- 1) **The vehicle will be hired on daily basis. Quotationer shall quote their rates/day in attached proforma and letterhead pad/plain paper mentioning the registration number of the vehicle and must accompany all the papers like Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card, Trade License etc. which will have to be produced along with the application as well as with the quotation. The originals of the above mentioned papers are to be produced during the application for verification.**
- 2) **The vehicle shall have to be supplied with Driver and fuel** and the driver will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The Driver with the vehicle in running condition will have to sign Log-Book at arrival as a token of his reporting for duty.
- 3) **The cost of fuel and mobile only will be paid by the Department at the consumption rate of 10Km/liter of Diesel and Mobile oil @1 lit./500Km.** The record of kilometer will be recorded in the Log-Book with the signature of the Officer making the journey. At the end of every month, the total kilometer run of the journey made during the month will be calculated and the consumption of Diesel & Mobile will be worked out. Copy of relevant voucher for Diesel & Mobile will have to be furnished for verification of cost for recoupment of the cost there of at the prevailing market rate. The supplier has to produce a bill including the cost of fuel every month.
- 4) No payment will be made for the vehicle if the same is in break-down condition or any other mechanical default develops which disrupts the journey after it begins unless the car is immediately replaced by another Car of similar specification and in good running condition.
- 5) In case of failure to replace the defaulted vehicle immediately or in the event of failure of the Driver to attend duty for any reason whatsoever, if the department is required to arrange any other vehicle on its own for the sake of the journey, any excess cost involved for undertaking such journey by other vehicles departmentally arrange, shall be recovered from the running bills of the owner as per agreement.
- 6) Supplier/owner of the vehicle shall be responsible for all types of repairs, servicing and maintenance of the vehicle and no payment will be made for the period for the repair of the vehicle.
- 7) Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority. The arrangement for the garage on any cost on that account will be borne by the owner of the vehicle within 5 km. of the respective Head Quarter.
- 8) The authority shall not have any liability arising out of any accident while the car is in use by the authority whether or not the accident would cause due to negligence etc. of the driver. The authority shall not be liable to pay damages/consumption to the owner/driver or any other person who may be affected by the accident.
- 9) The authority may terminate the agreement at any time without assigning any reason, for which no compensation will be paid. One month's notice will be given for termination of the agreement from either side.
- 10) **Initial contract period will be 1(one) year.** However, the authority reserves the right to extend the validity of the contract with the supplier beyond the expiry of the contract period at the same terms & conditions and rate under mutual agreement by both sides.
- 11) Claim for escalation of the rate due to any reason during the validity of the contract period, if any will not be entertained.
- 12) Driver with a **capricious, erratic, arrogant attitude or alcohol addiction** should be replaced immediately; otherwise, the contract will be terminated at anytime with the imposition of penalty as per Clause-3 of WBF No.2911.
- 13) Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.
- 14) The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with **the Sub-Divisional Officer, Teesta Barrage Sub-Division No-VII, Oodlabari, Jalpaiguri** as per terms & conditions laid down in the Notice Inviting Quotation.
- 15) The vehicle may have to undertake the journey for long hours in another district. The driver of the car shall be prepared to halt with his own arrangement and cost.
- 16) The vehicle must be placed within 3 (Three) days after receiving **Work Order** from the competent authority.

- 17) The vehicle should be operated by **Diesel**. It should be good, road worthy and comfortable in condition. If any petty repair is made by the Touring Officer or the competent authority during his journey, the cost of repair will have to be paid by the owner.
- 18) The usual service time is 10 (Ten) hours beyond which additional charge @Rs.20/-per hour will be paid.
- 19) The acceptance of the quotation will rest with the **Superintending Engineer, Teesta Barrage Circle, Siliguri**, who does not bind himself to accept the lowest quotations and reserve the right to reject in part or the whole of the quotations received, without assigning any reason thereof.
- 20) The quotationer whose quoted rate stands lowest and accepted by the competent authority has to deposit an amount of **2% of the probable amount** considering the total contract period during the formal agreement as Security Deposit in favour of the **Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri**.
- 21) Incomplete and illegible quotations will be invalidated overwriting & erasing in rates will also be invalidated the quotation. All correction should be initiated and dated by the quotationers. While quoting the rate Govt. Notification no-3564-WT/3M-81/98., Dated:- 24.11.2008 should be followed.



(N. C. Saha)
Sub-Divisional Officer,
Teesta Barrage Sub-Division No-VII,
Oodlabari, Jalpaiguri.

MemoNo:- 484/1(11),

Dated:-18/11/2025

Copy forwarded for information to :-

1. The Chief Engineer, Teesta Barrage Project, 2nd mile, Sevoke Road, Siliguri.
2. The Superintending Engineer, Teesta Barrage Circle, 2nd mile, Sevoke Road, Siliguri.
3. The District Magistrate, Jalpaiguri.
4. The Executive Engineer, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
5. The Executive Engineer, Teesta Barrage Division, Oodlabari, Jalpaiguri.
6. The Executive Engineer, Teesta Irrigation Division, Assam More, Jalpaiguri.
7. The Executive Engineer, Mahananda Link Canal Division, 2nd mile, Sevoke Road, Siliguri.
8. The Sub-Divisional Officer, Teesta Barrage Sub-Division-V/VI, Oodlabari, Jalpaiguri.
9. Divisional Accountant, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
10. Divisional Estimator, Teesta Left Bank Division, Oodlabari, Jalpaiguri.
11. Notice Board.



(N. C. Saha)
Sub-Divisional Officer,
Teesta Barrage Sub-Division No-VII,
Oodlabari, Jalpaiguri.

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SCHEDULE TO BE FILLED UP BY THE QUOTATIONER

P R O F O R M A

NAME OF WORK:- Hiring of 1 (ONE) no. Non-A.C. Maxi CAB vehicle along with the driver on daily rated but monthly hiring basis for use of the Sub-Divisional Officer, Teesta Barrage Sub-Division No-VII, Oodlabari, Jalpaiguri.

1. Name of the owner/ Supplier of vehicle :-

2. Full Address including Pin Code :-

3. Vehicle Registration No :-

4. Model with year :-

5. Name of the driver with Full address :-

6. Driver's license No :-

7. Rate of Hire Charge per day _____ per day

(In words) Rupees _____

"I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation"

Full Signature of the Quotationer with date.

**Sub-Divisional Officer
Teesta Barrage Sub-Division No-VII,
Oodlabari, Jalpaiguri.**