



GOVT. OF WEST BENGAL  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
JHARGRAM IRRIGATION SUB-DIVISION  
JHARGRAM.

**Memo No: 19E**

**Date: 15.01.18**

**N.I.Q.No- 01 of 2017-2018 of Sub-Divisional Officer, Jhargram Irrigation Sub-Division**

Sealed quotations in plain paper as per prescribe format ( Annexure-I) are hereby invited by the undersigned for the hiring diesel driven Maxi/Motor Cab (Non A.C) from the reputed travel agencies/ luxury taxi owners /suppliers with taxi permit for official use & site inspection within the terms and conditions attached herewith. The quotation will be received by the undersigned on behalf of the Executive Engineer, West Midnapur Division, Paschim Medinipur on or before 29.01.2018 up to 4.00 p.m and the same will be opened at 4.30 p.m. on same day in presence of the participants or their authorized representative.

Quotation paper consisting of the terms & conditions and Annexure-I will be available from the office of the undersigned free of cost during office hours of any working day up to 25.01.2018. Initial contract period will be for 12 (Twelve) months.

Sl. No.	Name of works	Remarks
1	"Hiring I (One) no diesel driven Maxi Cab (Non A.C) on daily basis for official use of the office of the Sub-Divisional Officer, Jhargram Irrigation Sub-Division under I & W.Dte.	The car should be mass emission standard of Bharat stage-II/III with diesel engine having valid carriage permit.

Quotation must be submitted with self attested xerox copy of PAN, Professional Tax, Trade license, Experience certificate etc.

The intending quotationers must quote the rate of daily basis in words and figure. The acceptance of the quotation will rest upon the competency of the Superintending Engineer, Western Circle-II, Paschim Medinipur. The acceptance authority has all rights to accept or cancel any or all quotations without assigning any reason thereof.

The lowest quotationer whose quotation is accepted will have to execute an agreement in duplicate with the Executive Engineer, West Midnapur Division in W.B. Form No-2911(i)/(ii) of the accepting the terms and conditions for having of the vehicle.

  
 (Sd/- S.K DAS)  
 Sub-Divisional Officer  
 Jhargram Sub- Division  
 Jhargram  
**Dated -**

**Memo No. -**

**Copy submitted/ forwarded for information and wide circulation to the:-**

- 1) Superintending Engineer, Western Circle-II, Paschim Medinipur.
- 2) Executive Engineer, West Midnapur Division, Paschim Medinipur.
- 3-5) Sub-Divisional Officer, Lachmapur Irrigation Sub-Division / Ghatal Irrigation Sub-Division / Investigation Sub-Division No-II.
- 6) Sr. Divisional Accounts Officer, West Midnapur Division.
- 7) Office Notice Board.
- 8-9) Secretary, Contractors' Association Paschim Medinipur/Taxi Association, Jhargram.

(Sd/- S.K DAS)  
 Sub-Divisional Officer  
 Jhargram Sub- Division  
 Jhargram

## TERMS AND CONDITIONS

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 Maxi/Motor Cab 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 Maxi/Motor Cab 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) Owner of the vehicle will be responsible for all types of repair and maintenance of the vehicle including periodical servicing and no payment will be made for that period, if not replaced by another car of good condition.
  - 6) Diesel and all other Lubricants for running the vehicle will be supplied by this office free of cost and fuel consumption will be at least 12 (Twelve) km. /Liter of diesel and Mobil oil consumption @ 500km/Liter. No other lubricant will be issued by the office.
  - 7) The vehicle will have to be supplied with its driver who will be responsible to report for duty with the vehicle at the prefixing station within stipulated time unless otherwise specified. The drivers have to be capability of well drive. The nature of driver should be good in behave and manners.

  
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Sub-Divisional Officer  
Jhargram Sub-Division  
Jhargram



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.
- 9) 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.
- 10) Normal duty hours will be 10 hours per day (excluding reporting & releasing time). Generally the vehicle will not play on Govt. holidays except specifically instructed. But hours may be extended on emergent duty if required in flood seasons or irrigation period.
- 11) Day to day Log Book will have to be maintained and signed by the driver and officer using the vehicle
- 12) The owner will be required to produce the bill in triplicate for processing of payment through Jhargram Irrigation Sub-Division after the end of each calendar month.
- 13) Financial bid with Specification should be submitted in one sealed envelope.
- 14) Each page of the bid document should be invariable, be self attested by the intending bidders
15. Rates for both daily should be quoted.
- 16) Only one bid per intending bidder will be accepted.
- 17) The Sealed envelope should invariably and clearly contain Memo No. and date of this notice, marked on the top of the envelope.
- 18) Initial contract period will be for 12 (Twelve) months. However, on satisfactory service the contract period may be extended further.
- 19) In case of violation of the above terms and conditions the quotation will be liable to be rejected.

  
(Sd/- S.K DAS)  
Sub-Divisional Officer  
Jhargram Sub- Division  
Jhargram

Certified that I have read all the above 19 (Nineteen) Points terms & condition and agree to abide by the same and rate quoted by me is binding to all these terms and condition.

Date:

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Signature of the Quotationer

## ANNEXURE-I

### N.I.Q.No- 01 of 2017-18 of Sub-Divisional Officer, Jhargram Irrigation Sub-Division

Name of work- Hiring 1(One) no diesel driven Maxi Cab (Non A.C) on daily basis for official use of the Office of the Sub-Divisional Officer, Jhargram Irrigation Sub-Division, Jhargram.

1) Name and address of supplier of vehicle with Phone no :

2) Registration No of vehicle with date :

3) Model with year :

4) Rate of hire charge per day ( In words and figures )

Signature of the applicant