



Govt. of West Bengal
Irrigation & Waterways Directorate
Office of the Sub Divisional Officer
Teesta Canal Sub Division No- IV,
Chopra, Uttar Dinajpur, Pin 733207

NOTICE INVITING QUOTATION

NOTICE INVITING QUOTATION NO.-02/SDO/ TCSD-IV OF 2018-19

Sealed Quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, Teesta Canal Sub-Division No. IV, Chopra, Uttar Dinajpur on behalf of the Governor of the State of West Bengal from bonafied and resourceful car owner/ suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

Sl. No	Name of Work	Eligibility of supplier	Time Period	Cost of quotation document
1	Hiring 1(one) no. Diesel Driven Maxi Cab (Non AC), on daily basis for the use in the office of the Sub-Divisional Officer, Teesta Canal Sub-Division No. IV, Chopra, Uttar Dinajpur.	Bonafied and resourceful car owners/ suppliers	204 (Two hundred & Four) Days.	Free of cost.

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

Time Schedule

i)	Last date and time for submission of application	07.03.2019	upto 16.00Hrs
ii)	Last date and time of issue of quotation papers :	08.03.2019	upto 16.00Hrs
iii)	Last Date and time for dropping quotation forms at the chamber of SDO/TCSD-IV, Chopra, UD :	11.03.2019	upto 14.00Hrs
iv)	Date and time of opening of sealed quotation at the chamber of SDO/TCSD-IV, Chopra, UD :	11.03.2019	After 14.30 Hrs.

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

The quotationer(s) should quote their daily hire rate for hire charges taking into account the following

Departmental terms and condition:-

1. The vehicle should have **contract carriage permit** from Regional Transport Authority for movement in District Uttar Dinajpur, Darjeeling and Jalpaiguri of West Bengal.
2. The vehicle should be in good running condition conforming to emission standard Bharat Stage- III/IV.
3. The quotationer must produce in original copy of PAN, P.Tax paid up to date all necessary original documents of vehicle i.e. Blue Book of the vehicles, Certificate of pollution, Valid permit for Uttar Dinajpur district, valid insurance certificate etc. at the time of application and one set Xerox copy should be attached with the application.
4. The hiring of the vehicle will be on daily basis. **Fuel, Mobil** and other lubricants like brake oil, gear oil etc. **shall have to be supplied by the owner, payment will be made only for normal Diesel and Mobil** at the prevailing market rate & on the basis of the existing Govt. Order. The hire charge of the Diesel Maxi Cab shall be inclusive of payment of the Driver wages & all related expenditure. Monthly rate is for 10 hours a day and additional charge for over time beyond 10 hours will be made following G.O No. 3564-WT/3M-81/98 Dated-24.11.2008.
5. Diesel and Mobil consumption as per G.O No. 3564-WT/3M-81/98 Dated-24.11.2008
6. For payment of cost of diesel and Mobil consumption in running the vehicle, daily records of kilometrage run will be recorded in the log book with signature of the officer making journey. At the end of the every month total kilometrage of the journey made during the month will be calculated and consumption of diesel and Mobil will be worked out on basis of rate of consumption contracted for and not on the basis of fuel or lubricants purchased/supplied by the owner. Original vouchers will have to be supplied with the bill for verification of purchased quantity & rate.
7. All types of Major / Minors repair 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 vehicle 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 to 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 4 KM from the office of the Sub-Divisional Officer, Teesta Canal Sub-Division No. IV, Chopra, Uttar Dinajpur.
10. Day to day log book will have to maintained and signed by Driver and submitted to the Sub-Divisional Officer or concerned 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 not the 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. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rates will also be invalidated the quotation. All correction should be initialed and dated by the quotationers.

14. The acceptance of the quotation will rest with the S.E. / Mahananda Barrage Circle, Tinbatti more, Siliguri, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.
15. After acceptance of the quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Sub-Divisional Officer, Teesta Canal Sub-Division No. IV. He must execute the agreement as per rule.
16. The quoted rate (Amount quoted per day/ maximum monthly duty days) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M- 81/98 dated 24.11.2008.
17. After acceptance of quotation the quotationer has to execute a formal agreement with the department.
18. Payment will be made as per availability of fund.
19. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike 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.
20. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
21. The vehicle will have to tour in any kind of motorable road including katcha roads. The quotationer must arrange for permit for running the vehicle within the district of Uttar Dinajpur, Darjeeling and Jalpaiguri. He will also have to furnish necessary clearance of the Motor Vehicle Department / appropriate authority as required in the case of placing the vehicle to Government Department on hire basis.
22. No hire charges will also be paid for any ideal day due to breakdown of the vehicle and absence of driver etc.
23. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle.
24. The driver must be well conversant with the mechanism of automobile, so that, instant repairing works on road may immediately be taken up by him.
25. Approved driver should not be changed except for urgent reason.
26. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
27. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete logbook in any respect.
28. The period of agreement will be only for 204 (Two hundred and Four) Days subject to a maximum expenditure of Rs. One lac towards hire charges bill of the vehicle as per the ceiling rates as mentioned in the order vide memo no. 3564-WT/3M- 81/98 dated 24.11.2008 of Transport Department, Govt. of West Bengal.
29. Any application and sealed quotation paper sent by post will not be entertained.

Sd/-

A.Kr.Mondal

Sub-Divisional Officer

Teesta Canal Sub-Division No. IV

Chopra, Uttar Dinajpur

Memo No: **73 /1(9)**Date: **28/02/2019**

Copy forwarded for favor of kind information and wider circulation to:-

1. The Superintending Engineer, Mahananda Barrage Circle, Tinbatti More, Siliguri.
2. The Executive Engineer, Teesta Canal Division No.-I, Islampur, Uttar Dinajpur.
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4. The Sub-Divisional Officer, Teesta Canal Sub-Division No-I, Islampur, Uttar Dinajpur.
5. The Sub-Divisional Officer, Teesta Canal Sub-Division No-II, Islampur, Uttar Dinajpur.
6. The Sub-Divisional Officer, Teesta Canal Sub-Division No-III, Haptiagach, Uttar Dinajpur.
7. The Sub-Divisional Officer, Teesta Canal Sub-Division No-VI, Panjipara, Uttar Dinajpur.
8. The Sub-Divisional Officer, Teesta Canal Sub-Division No-VII, Islampur, Uttar Dinajpur.
9. Notice Board, Teesta Canal Sub-Division No- IV, Chopra, Uttar Dinajpur.


28/02/19**Arnab Kumar Mondal***Sub-Divisional Officer**Teesta Canal Sub-Division No. IV**Chopra, Uttar Dinajpur*