



GOVT. OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER,
ALIPURDUAR INVESTIGATION SUB-DIVISION, ALIPURDUAR

Memo no- 202

Date: - 12/03/2024

Notice inviting Quotation No-02/ SDO-APD-INV of 2023-24

Sealed quotations are hereby invited from reliable bonafide owners of Motor car having valid Contract Carriage Permit from Regional Transport Authority for- "*Supplying of a Non-AC Diesel driven Maxi-Cab (preferably Bolero Jeep) with driver on monthly hire (daily rate) basis as and when necessary for the office use of the Sub-Divisional Officer, Alipurduar Investigation Sub-Division, Alipurduar.*"

Rate should be quoted with all taxes and all charges as mentioned below. Quotation must be made on daily basis. Quotations shall be submitted in prescribed format which will be available free of cost in office of the undersigned

The time schedule of the said quotation is as follows:

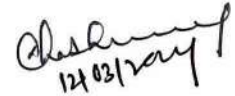
- i) Last date of receiving of application: - 19.03.2024 upto 2.00 p.m.
- ii) Last date of issue of quotation: - 19.03.2024 upto 5.00 p.m.
- iii) Last date of dropping of quotation: 20.03.2024 upto 2.00 p.m.
- iv) Date & time of opening of quotations: - 20.03.2024 at 3.00 p.m. (In the chamber of SDO/ APD-INV SD)

Terms and Condition for the quotation is as follows:

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The willing quotationers must produce valid PAN, PTPC, Trade License, latest ITR, GSTIN (if applicable) etc. together with credential papers in support of past experience, if any before issuing quotation papers from this end.
- 2) The suppliers should quote his rate both in figures and words (in rupees) over 'OWN - LETTER - HEAD' of the agencies. Rates, to be quoted, should not exceed the rates mentioned in the **existing Transport Department's (Govt of west Bengal) notification No. 3564-WT/3M-81/98, dated. 24.11.2008.**
- 3) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 4) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 5) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.
- 6) The vehicle must be in good / road worthy condition with latest B.S. Certificate and shall have **up to date Fitness, Pollution Control, Tax clearance, Contract carriage permit, Insurance clearance Certificate with Blue Book.** The successful quotation has to place the non-AC Diesel Maxi cab / Zeep within a day for a test run and checking at the quotationer' own cost. The quotationer shall have to bear all expenditure for servicing maintenance and repair including cost of spare parts and labour charges. The quotationer has to pay all the Taxes to keep the vehicle in road worthy condition.
- 7) Diesel and Mobil Oil will be issued free of cost by the department 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 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 (Diesel)	Diesel	10(Ten) Km per Liter
Maxi Cab, Non-AC (Diesel)	Mobil	500(Five hundred) Km per Liter

- 9) If the condition of the car is not found satisfactory to perform duty on in case of a breakdown, the agency / owner shall have to substitute not below quality than of existing make immediately. If no replacement is provided in time, the undersigned shall have the right to hire a car from elsewhere and what so ever be the cost that is incurred towards such, hire charges will be deducted from the bill of the agency / owner in succeeding month or he has to pay the rent for those days.
- 10) The service of the vehicle may be terminated in case of unsatisfactory service or if the condition of the vehicle is found not satisfactory and for failure on the part of the supplier to fulfill any other requirements 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 implications.**
- 11) The agency will ensure that the driver of the vehicle shall have a mobile phone in working condition, for which, no separate payment will be made to the driver / supplier / owner of the vehicle.
- 12) Garage distance allowed maximum **(5 Km up & 5 Km down) total 10 Km** or the actual distance whichever is less for each days of journey.
- 13) Driver should take responsibility for long drive and outside night stay if situation demands. Driver may need to perform his duty even in Holidays whenever required.
- 14) Owner may terminate the contract any time for which 1 (one) month prior notice is compulsory.
- 15) The quotationer should sign all the pages issued with the Quotation Schedule.
- 16) All papers connected with the car should be retained in the car.
- 17) The driver must maintain required decorum in the office while on duty so far, his behavior, conduct and dress are concerned. The driver shall not be intoxicated while on duty. If his behaviors are objectionable in any manner and if he does not behave himself properly on warning, the driver, on request from this end, should immediately be remove and a substitute be provided.
- 18) A detachable board as will be prescribed by this office is to be fixed properly in front of vehicle that should be covered when the vehicle will not be used in Govt. works.
- 19) I&W Department's Memorandum No. 716-IB, dated 19th Feb, 2019 regarding monthly total expenditure related to hired vehicle should be strictly complied


12/03/2024

Sub-Divisional Officer
Alipurduar Investigation Sub-Division
Alipurduar

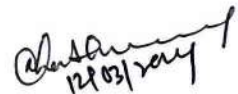
o/c

Memo No. 202/1(6)

Date . 12/03/2024

Copy for information to:-

- 1) The Superintending Engineer, North-East Irrigation Circle -I, Debibari, Cooch Behar.
- 2) The Executive Engineer, Alipurduar Irrigation Division, (I & W, Dte.) Alipurduar,
- 3) The S.D.O. Kamakhyaguri(I) Sub-Division/Alipurduar Irrigation Sub-Division.
- 4) The Divisional Accountant Officer, Alipurduar Irrigation Division.
- 5) Notice Board.


12/03/2024

Sub-Divisional Officer
Alipurduar Investigation Sub-Division
Alipurduar

o/c

SCHEDULE FOR QUOTING RATE FOR HIRED VEHICLES

fo

The Sub-Divisional Officer
Alipurduar Investigation Sub-Division
Alipurduar.

Name of the work: "Supplying of a Non-AC Diesel driven Maxi-Cab (preferably Bolero Jeep) with driver on monthly hire (daily rate) basis as and when necessary for the office use of the Sub-Divisional Officer, Alipurduar Investigation Sub-Division, Alipurduar."

Ref: - Your quotation Notice No.- 02/SDO-APD-INV of 2023-24

Sir,

In response to you mentioned quotation notice, I/we like to provide a Car on hire basis. The details of the Car and daily hire charge are furnished below. :-

1. Type and Model of Car:-
 2. Registration No.:-
 3. Date of Registration: -
 - 4) Contract Carriage permits No. with date: -
 - 5) Period of validity of Contract carriage permit: -
 - 6) Name and address of Owner (with Telephone No.): -
 - 7) Address of Garage and distance of Garage from above Office:
 - 8) Rate quoted for hire charge on daily basis: -
- (Both in figure and in words)

I /we agree to abide by all the terms and conditions and conditions Stated in the quotation Notice and have quoted the hire charges considering all the terms and conditions of the same (Self attested photocopies of Valid Pan Card, Road Tax clearance certificate, Insurance, Registration Certificate/ Blue Book, Pollution Control Certificate, Name & address of Driver with valid driving License, as per existing Govt. rules are to be submitted along with the application and these will be verified with the originals]

Thanking you,

Yours faithfully,

Signature of the Quotationer
(Owner of the Vehicle)