



**GOVERNMENT OF WEST BENGAL
IRRIGATION AND WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
MAYNAGURI IRRIGATION SUB-DIVISION
DEBINAGAR, MAYNAGURI, JALPAIGURI**

NOTICE INVITING QUOTATION

Notice Inviting Quotation No. 01/S.D.O/Maynaguri (I) Sub-Division of 2025-26 Dated: 15/09/2025

Sealed Quotations in prescribed proforma are hereby invited by the **Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Debinagar, Maynaguri, Jalpaiguri** for and 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. Maxi Cab (Diesel Driven, non AC), on daily basis for the office of the Sub-Divisional Officer, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri.	Bonafied and resourceful car owners/ suppliers	From 1st October 2025 up to 30th April'2026	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. Original of which will have to produce before **19/09/2025** up to 3 pm at office of the undersigned.

1. Last date of Application :- 17.09.2025 up to 11.00 A.M.
2. Date of issue of quotation paper :- 18.09.2025 up to 4.00 P.M.
3. Date of dropping :- 19.09.2025 up to 3.00 P.M.
4. Date of opening :- 19.09.2025 at 4.00 P.M.

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.

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The quotationer (s) should quote their daily hire rate for hire charges taking into account the following Departmental terms and condition:-

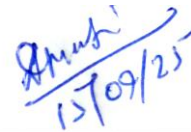
1. The vehicle should have **contract carriage permit** from Regional Transport Authority for movement in the District of Jalpaiguri, Coochbehar & Darjeeling (preferably All Bengal permit) of West Bengal.
2. The vehicle should be in good running condition and should preferably conform to the BS-III or higher emission norms.
3. The quotationer must produce valid in original copy of following documents and one set of self attested Photo copy of such documents should be attached with the application.
 - i) PAN,
 - ii) Registration certificate,
 - iii) P.Tax paid up to date,
 - iv) Blue Book of the vehicles,
 - v) Certificate of pollution under control,
 - vi) Valid contract Carriage permit for Jalpaiguri & Coochbehar District.
 - vii) valid insurance certificate
 - viii) Details of driver particular (License, Photo ID) etc. at the mentioned date &time.
4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis both in figures and words in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes / charges whatsoever and covering the wages of Driver / Helper including overtime and Tiffin allowance, insurance charges etc but excluding the cost of diesel & mobile.
5. **The supplier should quote their rate (excluding the cost of fuel & lubricants) strictly as per prescribed schedule which will be available in the office of the undersigned.**
6. Cost of Diesel and Mobil will have to be borne by the owner as per the following consumption schedule. Necessary receipt of fuel and Mobil consumption has to be produced during submission of bills.
 - A) Diesel consumption – **10 KM run per liter** of Diesel.
 - B) Mobil consumption – **500 KM run per liter** of Mobil.
7. 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.
8. 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 7(Seven) days' notice** without any financial implication.
9. 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.
10. The amount of Toll Tax involved during the journey may be paid by the Car Owner and claimed the same in that month's Vehicle Bill with necessary Toll Tax receipt.
11. If the original vehicle fails to report for duty for any reason (accident, break down etc.), 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 any hiring charge would be recovered from the bill(s) of the owner.

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12. 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, Jalpaiguri Investigation Sub-Division, Club Road, Jalpaiguri.
13. Day to day logbook 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.
14. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
15. 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.
16. The acceptance of the quotation will rest with the appropriate authority 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.
17. 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, Maynaguri Irrigation Sub-Division, Maynaguri, Jalpaiguri. He must execute the agreement as per rule.
18. 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**.
19. After acceptance of quotation the quotationer must execute a formal agreement with the department in WBF No 2911.
20. Payment will be made as per availability of fund.
21. 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.
22. 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 any area of West Bengal. 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.
23. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
24. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle.
25. 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.
26. Approved driver should not be changed except for urgent reason.
27. 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.
28. 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.
29. 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.

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30. The period of agreement will be up to **30th April 2026** from the date of commencement after issuance of work order.
31. Any application and sealed quotation paper sent by post will not be entertained.
32. The quotationer 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.
33. No other terms and conditions from the quotationer will be entertained.
34. In case of violation of the above terms and conditions the quotation will be liable to be rejected.
35. I&W Department's Memorandum No. 716-IB/IW-14011(36)/1/2019- SECTION(IW)-Dept. of IW dated 19th Feb, 2019 regarding monthly total expenditure related to hired vehicle should be strictly complied.

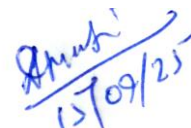

Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri.

Memo No.- 312/A

Date : 15.09.2025

Copy forwarded for kind information & wide circulation to the:-

- 1) Chief Engineer (North-East), Irrigation & Waterways Directorate, Club Road, Jalpaiguri.
- 2) Superintending Engineer, North East Irrigation Circle-II, Club Road, Jalpaiguri.
- 3) Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
- 4) Sub-Divisional Officer, Jalpaiguri (Sadar), Jalpaiguri.
- 5) Estimating Section/Accounts Section, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
- 6) Sub-Divisional Officer, Jalpaiguri Irrigation Sub-Division, Club Road, Jalpaiguri.
- 7) Sub-Divisional Officer, Jalpaiguri Investigation Sub-Division, Club Road, Jalpaiguri.
- 8) Sub-Divisional Officer, Banarhat Irrigation Sub-Division, Club Road, Jalpaiguri.
- 9) Sub-Divisional Officer, Malbazar Irrigation Sub-Division, Club Road, Jalpaiguri.
- 10) Office Notice Board.


Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri.

SCHEDULE

Issued to:-.....

NIQ No:-.....

Name of Work:-.....

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TIME ALLOWED: **From 1st October 2025 up to 30th
April'2026**

**Sub-Divisional Officer
Maynaguri Irrigation Sub-Division
Maynaguri, Jalpaiguri.**

QUOTATION FOR VEHICLE (DIESEL DRIVEN)

A) PARTICULARS OF THE VEHICLE:

i) Name of Owner & Address :

ii) Registration No. of the Vehicle :

iii) Year of Manufacture :

iv) Engine No. :

v) Chassis No :

vi) Any other features :

B) RATE – PER DAY :- (In figures) Rs.....

(In words) Rupees.....

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Signature of the Owner