



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**NORTH BENGAL DESIGN SUB-DIVISION-IV**  
**CLUB ROAD :: JALPAIGURI**

**NOTICE INVITING QUOTATION**

**NIQ NO.01/SDO/NBDS-IV OF 2025-26**

Sealed Quotations are hereby invited by **The Sub-Divisional Officer, North Bengal Design Sub-Division-IV, Club Road, Jalpaiguri**, from bona fide vehicle owner/ supplier having vehicle with commercial number for the work **“Hiring of an Inspection Vehicle (Diesel Driven Car) on daily rated basis for use in the Office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri”**, for a period of **6 (Six) months**. The vehicle will be used for official journey and field inspection purpose within North Bengal Districts. The rate is to be quoted in the prescribed Proforma attached with the quotation document which will be issued to the qualified quotetioner from the office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri.

Sl. No.	Description of Item	Quantity	Duration	Rate of Hire Charge	Cost of Quotation Documents	Remarks	Eligibility of Supplier
1.	Hiring of an Inspection Vehicle (Diesel Driven Car, Non-AC, Maxi Cab) on daily rated basis for use in the Office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri	1 No.	6 (Six) months after Work Order	Rs. Per Day	Free of Cost	Minimum Diesel consumption : 1lt. for 10 km run Minimum Mobil consumption: 1lt. for 500 km run	Bona fide resourceful Car Owner & Supplier

**TIME SCHEDULE OF QUOTATION:**

<b>LAST DATE AND TIME OF RECEIVING OF APPLICATION</b>	<b>:</b>	<b>24/12/2025 upto 15:30 Hrs.</b>
<b>LAST DATE AND TIME OF ISSUANCE OF QUOTATION PAPER</b>	<b>:</b>	<b>26/12/2025 upto 15:30 Hrs.</b>
<b>LAST DATE AND TIME OF RECEIVING OF QUOTATION PAPER</b>	<b>:</b>	<b>29/12/2025 upto 15:30 Hrs.</b>
<b>DATE AND TIME OF OPENING OF QUOTATION PAPER</b>	<b>:</b>	<b>29/12/2025 upto 16:00 Hrs.</b>

The intending quotationers should apply for quotation papers in respective letter heads/plain paper enclosing self-attested photocopies of valid PAN Card, Commercial Registration Certificate of vehicle (Blue Book), Up to date Fitness Certificates, Permit and Pollution Certificate, Tax token, Insurance Clearance Certificate.

Quotation paper will be issued at free of cost to the qualified applicant.

The quotationer should quote their rate for per day hire charge both in words and figure in the enclosed proforma.

In case of partnership firm, the Quotation must have to be signed by all the partners furnishing a copy of partnership deed or authorised person having power of attorney.

The rate of the quotation will be accepted by the **Superintending Engineer, North East Irrigation Circle-I, I & W Dte, Coochbehar.**

The undersigned reserves all rights to reject any or all of the quotations without showing any reasons thereof.

The successful quotationer, whose quotation will be accepted, will have to execute a formal agreement as per terms and conditions as laid down in the notice inviting Quotation in Non-Judicial **Stamp Paper of Rs.50/-** & in West Bengal Form No.2911 with the Sub-Divisional Officer, North Bengal Design Sub-Division-IV after issuing of Acceptance Letter.

### **TERMS AND CONDITIONS**

1. The vehicle must be in good working conditions. The supplier of the vehicle should either be the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending quotationer on production of self attested copy of following documents valid up to date along with the application.
  - A) Certificate of registration of appropriate authority.
  - B) Tax clearance certificate from Tax Officer of M.V. Department.
  - C) Contract carriage permit of Maxi cab issued by the competent authority.
  - D) Auto Emission Testing Certificate.
  - E) Certificate of Insurance.
  - F) PAN Card.
  - G) Fitness Certificate.
2. The car will be hired on monthly basis (Daily Rated) whose payment will be made in favour of the owner/supplier on the basis of the bill submitted in duplicate to the Sub-Divisional Officer, North Bengal Design Sub-Division-IV, Club Road, Jalpaiguri, at the end of every month subject to the availability of the fund.
3. Diesel and Mobil Oil either will be issued by the office or Diesel and Mobil 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 office as per actual consumption basis, subject to the condition of minimum prescribed limit of run of the vehicle per litre of fuel as given below :-

Fuel	Minimum permissible limit of Run
Diesel	10(Ten) KM per liter
Mobil	500 (Five Hundred) KM per liter

If Diesel and Mobil Oil is supplied by the office then the cost of Diesel and Mobil oil will be reimbursed to the supplier as per prevailing market rate on the date of purchase on production of necessary vouchers along with the bill. The cost of pay and allowances for the driver of the vehicle should be borne by the owner of the vehicle.

4. The vehicle owner requires to arrange contract carriage permit for North Bengal Districts mainly for Darjeeling, Jalpaiguri & Coochbihar.

5. Initial contract period will be of Six months. However on satisfactory service, the contact period may be extended further under mutual agreement from both ends.
6. The authority may terminate the agreement at any time without assigning any reason for which no compensation will be granted. 30 (Thirty) days notice will have to be placed for termination of the agreement from the either side.
7. Claim for escalation of rate due to any reason during the validity of the contract period, if any, will not be entertained.
8. The successful quotationers will have to arrange for garage for his vehicle after duty period at his own cost and risk within 5 KM of office premises.
9. The vehicle should be provided with an efficient driver having valid vehicle driving license and will be responsible to report for duty with the vehicle at the prefixed station at prefixed time.
10. The driver must be well conversant with the mechanism of automobile so that instant repairing works on road may immediately be taken by him in case of any breakdown.
11. The driver should be custodian of Valid Driving License, Blue book, Tax token, Insurance, pollution certificate & other relevant documents as required and have to be kept with the vehicle.
12. Driver with capricious, erratic, arrogant attitude should be replaced immediately.
13. Normal hours of duty will be 10 hours per day (reporting & releasing time). Generally the vehicle will ply on working days. However, if required, it has to ply during holidays too. Duty hours may be extended on any urgency and no extra payment will be given for such run.
14. The vehicle may have to undertake journey for long hours in other district. The driver of the car should have to be prepared to halt with his own arrangement and cost.
15. The vehicle should be in good condition as regards to body and engine with necessary accessories and to the owner of the vehicle will be responsible for all types of repair and maintenance of the vehicle including periodical servicing to keep the vehicle in good condition.
16. In case of breakdown of the vehicle or for major repairing the supplier has to replace a suitable substitute vehicle so that government work would not get hampered. In case of any problems with driver, owner of vehicle will replace him immediately.
17. Payment will not be made for the day in case of vehicle breakdown or any other mechanical fault/ or due to personal cause of driver himself.
18. The office will not be responsible in case of any accident or any untoward incident occurred during vehicle movement and thereby damages of the vehicle.
19. Any penalty imposed by the police authority for violating traffic rules or any other reason should be borne by owner/the supplier of the vehicle. Authorisation certificate need to be issued by the owner of vehicle to driven.

**Sd/-**  
Sub-Divisional Officer  
North Bengal Design Sub-Division-IV  
Irrigation & Waterways Directorate  
Club Road, Jalpaiguri

**Memo No.: 17/10**

**Dated: 15<sup>th</sup> December, 2025**

Copy forwarded for necessary information & wide circulation to:

1. The Chief Engineer (North-East), Irrigation & Waterways Directorate, Club Road, Jalpaiguri.
2. The Superintending Engineer, North East Irrigation Circle-I, Debibari, Coochbehar.
3. The Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri.
4. The Executive Engineer, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
5. The Sub-Divisional Officer, North Bengal Design Sub-Division-I, Club Road, Jalpaiguri.
6. The Sub-Divisional Officer, North Bengal Design Sub-Division-II, Club Road, Jalpaiguri.
7. The Sub-Divisional Officer, Jalpaiguri Investigation Sub-Division, Club Road, Jalpaiguri.
8. The Sub-Divisional Officer, Jalpaiguri Irrigation Sub-Division, Club Road, Jalpaiguri.
9. The Divisional Accountant, North Bengal Design Division, Club Road, Jalpaiguri.
10. Notice Board.

**Sd/-**  
Sub-Divisional Officer  
North Bengal Design Sub-Division-IV  
Irrigation & Waterways Directorate  
Club Road, Jalpaiguri

**NIQ NO.: 01/SDO/NBDSD-IV of 2025-26**

**(TO BE FILLED UP BY THE QUOTATIONER)**

**SCHEDULE OF WORK**

**Name of Work/Supply:** “Hiring of an Inspection Vehicle (Diesel Driven Car, Non-AC, Maxi Cab) on daily rated basis for use in the Office of the Executive Engineer, North Bengal Design Division, Club Road, Jalpaiguri”.

**Duration:** 06 (Six) months from the date of commencement after Work Order.

1	Name of Owner/Supplier	
2	Address & Contact No. of the Owner/Supplier	
3	Vehicle Model with Registration No.	
4	Month & Year of Manufacture	
5	Road Tax paid upto	
6	Insurance valid upto	
7	Name of the Driver with address & Contact No.	
8	Daily Hire Charge (both in figures and words)	<b>Rs:-</b> <b>In ward:-</b>

I/We do hereby agree to abide by all the terms and conditions, specifications etc. as laid down in the quotation.

**Full Signature of the Quotationer with date**