



**OFFICE OF THE SUB-DIVISIONAL OFFICER  
IRRIGATION & WATERWAYS DEPARTMENT  
JALPAIGURI IRRIGATION SUB-DIVISION  
CLUB ROAD, JALPAIGURI  
Email: [jisdsdo@gmail.com](mailto:jisdsdo@gmail.com)**

Memo No. 160

Date. 12.03.2026

**NOTICE INVITING QUOTATION**

**Notice Inviting Quotation No. – WBIW/SDO/JISD/NIQ-05/2025-26**

**Name of work: - "Hiring of 1(one) no. Motor cab (Diesel Driven)(Non-AC) along with driver on monthly hiring (Per Day) basis for use of the CHIEF ENGINEER, NORTH – EAST, Irrigation & Waterways Directorate, Club Road, Jalpaiguri"**

Sealed quotations in prescribed format (As per attached with notice of N.I.Q.) are hereby invited by the Sub – Divisional Officer, Jalpaiguri Irrigation Sub-Division, Club Road, Jalpaiguri from the bonafied owner supplier of vehicle(s) for placement of a **Motor cab (Diesel Driven)(Non AC) along with driver on monthly hiring (Per Day) basis for use of the CHIEF ENGINEER, NORTH – EAST, Irrigation & Waterways Directorate, Club Road, Jalpaiguri** on account of site visit & regular office duty.

**1. ELEGIBILITY OF THE QUOTATIONER :**

- (i) The intending Quotationers must have to be the owner of the vehicle.
- (ii) The intending Quotationers must have to submit an application on his/her/their letter head along with the valid documents of ownership, Certificate of registration viz. Blue Book, Commercial Permit, Tax clearance certificate up to date, pollution Certificate, Insurance Certificate up to Date Fitness certificate, Vehicle Tracking Device etc. for necessary verification.

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

- |  |                                       |
|--|---------------------------------------|
| 1. Last Date & Time of Application   | <b>:- 16.03.2026 upto 13:00 hours</b> |
| 2. Last Date of issue of quotation paper   | <b>:- 18.03.2026 upto 17.00 Hours</b> |
| 3. Last Date & Time for <b>Dropping</b> of sealed Quotation Paper along with necessary documents | <b>:- 23.03.2026 upto 15:00 hours</b> |
| 4. Date & Time for <b>Opening</b> sealed Quotations  | <b>:- 23.03.2026 at 15:30 hours</b>   |

**Dropping Centre:** **Office of the Sub – Divisional Officer, Jalpaiguri Irrigation Sub – Division, Club Road, Jalpaiguri, Pin-735101**

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

The quotationers should quote their daily hire rates for hire charges taking into account the following Departmental terms and condition:-

1. **The vehicle should have contract carriage permit from Regional Transport Authority or should be commercial in nature.**
2. The car should be in good running condition and it should be of Bharat stage III or advanced, purchased on or after **01-05-2015 with Diesel Engine.**
3. The Quotationers must produce in original copy of PAN, Road Tax Certificate paid upto date, all the necessary original documents of vehicle i.e. Blue Book of the vehicle, Certificate of pollution, valid permit for the districts Jalpaiguri, Darjeeling, Kalimpong, Coochbehar, Alipurduar etc. at the time of application and one set of photo copy should be attached with the application. Price variation clause will not be admissible.
4. **The hiring will be on daily basis. The rate should be quoted for hire of vehicle per day on pro-data basis (both in figures and in words) in the enclosed schedule inclusive of all Taxes / charges whatsoever and covering the wages of Driver / helper including overtime and Tiffin allowance, insurance charges etc.**
5. **Diesel and other lubricants will be supplied by the department in form of fuel issuance slip from the office of the Sub-Divisional Officer, Jalpaiguri Irrigation Sub-Division and the same have to be collected from registered fuel pump on the basis of consumption schedule, until further order.**
  - a) **Diesel consumption – 12 KM run per liter of Diesel.**
  - b) **Mobil consumption – 2500 KM run per 5 liter of Mobil.**
6. The car owner has to pay minimum salary to the driver.
7. All types of Major / Minor repairs 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 car 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 the 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 8 KM from the office of the Chief Engineer, North East, Club Road, Jalpaiguri.
10. Day-to-Day Logbook will have to be maintained and signed by the Driver and submitted to the Sub Divisional Officer, or his authorized 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 no way be 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. **Normally the vehicle would be used on working days only but the vehicle will have to be placed on Saturday / Sunday & holidays and kept in stand-by, if not used and no extra claim over hire charges is admissible on this account.**
14. Incomplete and illegible quotations will be invalidated. Over-writing & erasing in rates within quotation paper will also be invalidated. All correction should be initiated and dated by the quotationers.
15. **The acceptance of the quotation will rest with S.E/North East Irrigation Circle-II, Club Road, Jalpaiguri who does not bind himself to accept the lowest quotations and he reserves the right to regret in part or the whole of the quotations received, without assigning any reason thereof.**
16. **After acceptance of quotations, the quotationers shall have to resume that work within three days from the date of issuing work order from the Executive Engineer, Jalpaiguri Irrigation Division. He must execute the agreement as per rule.**
17. **The quoted rate (Amount quoted/maximum daily duty rate) should not exceed the rate of Transport Department, Govt. of West Bengal vide circular no.3564 - WT/ 3M - 81/98 dated 24.11.2008.**
18. After acceptance of quotation the quotationer has to execute an agreement in W.B Form 2908 / 2911 as applicable.
19. Payment will be made on monthly basis as per availability of fund.
20. Under any circumstances, if any day/days of Application / Purchase/Dropping are declared as holiday or Bandh 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.
21. The contract is terminable with 7 (Seven) days prior notice from the departmental side and one month prior notice from the owner side.
22. The vehicle should be made available within 7 days of the acceptance of the quotation failing which quotation may be treated as cancelled.
23. **The vehicle will be hired for on daily rental basis. No hire charge will be entertained on hourly basis.**
24. The quotationer whose quotation is accepted will have to make an arrangement accepting Terms and conditions for hire of the vehicle.
25. The owner of the vehicle with contract carriage permit is eligible for taking part in quotation. Canvassing in connection with the quotation is strictly prohibited. No relevant paper will be issued on the date of opening quotation.
26. **The period of utilization of the vehicle is 6 (Six) months. This period may however vary (curtailed or extended) depending upon the relevant aspects as per discretion of the under signed / the Executive Engineer, Jalpaiguri Irrigation Division.**

27. Hire charges will be paid for the days on which the vehicle is on use by the Departmental Officers. The total expenditure for the hired vehicle shall be limited to Rs. 47000/- only, inclusive of all i.e. hiring charges, fuel consumption, mobil oil, overtime and parking fee as applicable as per the Notification of Irrigation and Waterways department bearing memo no. 716-IB, Dt.26.02.2019.

  
12/03/26

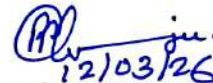
**Sub-Divisional Officer  
Jalpaiguri Irrigation Sub-Division  
Club Road, Jalpaiguri**

**Memo No. 160/1(7)**

**Date: 12.03.2026**

Copy submitted for information & wide circulation to:-

1. The Chief Engineer, North East, Club Road, Jalpaiguri.
2. The Superintending Engineer, North East Irrigation Circle II, Club Road, Jalpaiguri.
3. The R.T.O, Jalpaiguri.
4. The Sub-Divisional Officer, Maynaguri/Banarhat/Malbazar Irrigation Sub-Division & Jalpaiguri Investigation Sub-Division.
5. Divisional Accountant, Jalpaiguri Irrigation Division.
6. Estimating Section, Jalpaiguri Irrigation Division, Club Road, Jalpaiguri.
7. Notice Board, Jalpaiguri Irrigation Sub - Division, Club Road, Jalpaiguri.

  
12/03/26

**Sub-Divisional Officer  
Jalpaiguri Irrigation Sub-Division  
Club Road, Jalpaiguri**

To,  
The Sub-Divisional Officer,  
Jalpaiguri Irrigation Sub-Division,  
Club Road, Jalpaiguri.

**Sub :** Quotation for "Hiring of 1(one) no. Motor cab (Diesel Driven)(Non-AC) along with driver on monthly hiring (Per Day) basis for use of the CHIEF ENGINEER, NORTH – EAST, Irrigation & Waterways Directorate, Club Road, Jalpaiguri"

**Ref :** Your Notice inviting Quotation NO.: WBIW/SDO/JISD/NIQ-05/2025-26

Sir,

I / We intend to let a Car for your office on the terms and conditions as laid down in your above notice inviting quotation. I / We own the car and am / are authorized to let the car on hire as possess valid contract carriage permit. Relevant particulars and rates for the hire are quoted below :-.

Sl.No.	Details of the Vehicle		Remarks
1.	a)	Name & address of registered owner of the vehicle :	
	b)	Registration no. of the Vehicle :	
	c)	Date of Registration of the Vehicle :	
	d)	Manufacturing year of the Vehicle :	
	e)	Manufacturer name, Model & Class of the Vehicle :	
	f)	Emission standard of the Vehicle :	
2.	Road Tax renewed/ Valid upto :		
3.	Fitness Tax renewed/ Valid upto :		
4.	Insurance Tax renewed/ Valid upto :		
5.	Pollution under control certificate Tax renewed/ Valid upto :		
6.	Details of Permit of the Vehicle :		
	a)	Name of owner of permit of the vehicle :	
	b)	Area /Zone for which permit is granted :	
	c)	Permit renewed/ Valid upto :	
7.	Permanent account No. (PAN) :		
8.	Daily hire charge in Rupees to be quoted by quotationer (Hire charge for 10 Hours a day) (Both word & Figure) :		

Signature of the quotationer.

Witness :-

Name in full (In BLOCK letters)

Address:-

Occupation