

West Bengal Tourism Development Corporation Limited

(A Government of West Bengal Undertaking)

Mainak Tourist Lodge Complex

Mallaguri, Pradhan Nagar, Hill Cart Road, Dist.: Darjeeling, Siliguri – 734 003

Phone: (0353)251-7561 E-Mail ID: gmnorthtourism@gmail.com Web Site: www.wbtdcl.com

Ref. No.: GM(NORTH)/WBTDCL/151/X1(II)18

Date: September 26, 2018

NOTICE INVITING QUOTATION

Sealed quotations in prescribed format are hereby invited upto or before **3rd October, 2018 upto 3:00 pm.** from bonafide resourceful and reputed **vehicle owner/ rental agencies** for **letting out of one vehicle on monthly hire basis** in compliance with following terms & conditions for official use of the **Executive Engineer (Electrical), Siliguri Office, WBTDCL Limited.** The prescribed Quotation is hereby attached to the **NIQ No. 12/GM(North)/WBTDCL/2018-19 dated 26th September' 2018.**

Conditions for the Quotation:

1. The WBTDCL Limited, Siliguri Officers invites quotation for **letting out of one vehicle on monthly hire basis** as mentioned in the **Annexure B.**
2. All Quotations must be submitted in the format given under **Annexure A and B** on printed letterhead of the said agency.
3. Quotationer should quote the price for the items mentioned against the column given.
4. The bids should be given in sealed envelopes titled **"Quotation for letting out of one vehicle on monthly hire basis for WBTDCL Limited, Siliguri".**
5. Any papers submitted in support of the quotation or bid should be **self-attested.**
6. Applicant should include valid **Trade License, P. Tax Certificate, Society Registration Certificate** (for co-operative agencies), **Creditentials Certificates, GSTIN Registration** details, along with copy of **Income Tax paid over last 3 years** and **self-attested copy of PAN Card.**
7. Quotation/ bids may be dropped in the quotation box kept in the office of **WBTDCL Limited, Siliguri.**
8. Quotation will be opened as per schedule by the **Tender Committee;** quotationer may be present, if he/ she wishes so.
9. **The contract will be valid upto 31st March, 2019 w.e.f. 1st November, 2018.**
10. **Credential: similar type of work of the minimum value or Rs. 90 thousand during last 5 years in a single financial year to be submitted. Copy of the work order must be supported by payment certificate or completion certificate indicating the value of the work done.**
11. The successful bidder shall have to supply the vehicle(s) **within 1 week of the receipt of the Work Order.**
12. **WBTDCL Limited, Siliguri** shall be the final authority to **reject full or any part of the work,** which is not in accordance with the required specification, terms and conditions of the quotation/ schedule including the charging of items more than the **prescribed schedule as noted above.**
13. This office has the full right to reject/ withdraw/ revoke/ cancel whole or part of the Quotation or Work Order at any stage without assigning any reason thereof.
14. Quotation should be in the form prescribed and any bid not conforming to the above-said conditions may be liable to be rejected. **Any application and sealed quotation paper sent by post, will not be entertained.**
15. The vehicles to be let out on monthly hire basis must be a **Bharat Stage-4 compatible Maxi Cab/ SUV (diesel driven only)** of **engine capacity 2500 cc or more** and shall be of **manufacture not before 01.04.2015.**
16. The terms of hiring contract will be governed by the **Transport Department, Govt. of West Bengal vide Circular No. 3564-WT/3M- 81/98 Dated 24.11.2008.**
17. **The vehicle shall be registered in any district of West Bengal. The offer in respect of the vehicle registered outside this State shall summarily be rejected.**
18. **It is desirable that the vehicle(s) should possess the Commercial License (commonly known as Luxury Taxi Permit).**
19. Applicant should include all necessary documents of vehicle(s) (self attested copies) i.e. **Certificate of Registration, Certificate of Fitness, Blue Book, Insurance Premium Certificate, Tax Token, Road Tax Challan, Pollution Control Certificate, Permit for North Bengal districts and Driving License of the concerned driver** etc. (all of these must be valid and up to date) subject to verification of the original at later stage.
20. The driver shall be provided by the contractor with the following items; **(i) valid Driving License, (ii) proper Identity Card, (iii) No Objection Certificate to drive the particular vehicle, (iv) proper & decent dress. The driver so appointed by the contractor should not possess any criminal record.**
21. 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. The driver must follow instructions of the officer using the vehicle. 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.
22. The driver so appointed shall maintain a Log Book provided by the contractor and duly authenticated by the office. Before opening of new Log Book, the old one shall be deposited to the office and the new one shall be authenticated by the office. The driver should maintain the Log Book and shall place it before the officer concerned after the completion of journey mentioning brief history of tour for signature of the officer concerned.

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23. The contractor shall change the driver within three days after the complaint from the undersigned in respect of (i) misbehaviour, (ii) theft of article/ money, (iii) intoxication during discharge of duty. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
24. Change of driver or vehicle of similar nature shall be intimated to the office well ahead.
25. 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. Payment will be made as per availability of fund.
26. No repair charge either in petty or heavy nature, no charges due to the breakage of vehicle during (i) accident, (ii) normal circumstances and (iii) 'Bandh' or 'Hartal' shall be given. No demurrage charge/ repair charge shall be given to the contractor due to the damage inflicted to the vehicle due to explosion/ fire/ natural calamities. No washing charge of vehicle, no charges for removal of dent shall be paid to the contractor.
27. **The contractor will be responsible if there is any damage to life (public/ cattle) or materials (includes permanent/ temporary structure) due to an accident involving the Car and the WBTDCL Limited will be at liberty to ask the owner to make good sue issued as per prevailing laws.**
28. The vehicle(s) should be in good running condition in every respect includes good seating arrangement, foot mat, inner light, fog light, door lining, lifting of window glasses, locking arrangement, condition of tyre, Speedometer, Fuel Meter, wiper etc. should always be in working condition. The contractor shall provide seat cover, towel, and car freshener along with the vehicle.
29. Maximum 5 km between the garage of the vehicle and the place of reporting will be allowed.
30. The hiring of the vehicle will be on monthly basis. 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 & mobil*. The contractor shall submit the monthly bill in duplicate along with the Log Book to the office.
31. 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 districts of North 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.
32. The contractor so determined by the office shall enter into a contract by executing terms of the contract in a **Ten Rupee Non Judicial Stamp Paper** with the office. The contractor shall purchase the Non Judicial Stamp Paper in the name of **General Manager (North Bengal), WBTDCL Limited, Siliguri**.
33. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner side also.
34. The death of the contractor / mental retarded condition / insolvency of the contractor / dissolution of the office or any unnatural circumstances that binds termination of contract, shall cause termination of contract from any or both ends automatically.
35. **If any document(s) submitted alongwith the quotation is/ are found to be incorrect/ manufactured/ fabricated/ engineered/ forged, the undersigned may reject the bid unilaterally without making any correspondence in addition to resorting to legal measures, if the merit of the case so demands.**
36. The details of the tender may also be seen at www.wbtdcl.com


General Manager (North Bengal)
WBTDCL Limited, Siliguri

Ref. No.: GM(NORTH)/WBTDCL/151/XI(11)18

Date: September 26, 2018

Copy for information with a request to put up on Office Notice Board for publicity:

1. The Managing Director, WBTDCL Limited, Udayachal Tourist Lodge, Salt Lake City, Kolkata – 700 091.
2. The Sub Divisional Officer, Vivekananda Bhawan, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
3. The Sub Divisional Information & Cultural Officer, Mainak Tourist Lodge Complex, Hill Cart Road, Pradhan Nagar, Siliguri – 734 003.
4. The P.S. to HMIC, Tourism Department, N. S. Buildings, K. S. Roy Road, Kolkata – 700 001.
5. Office Notice Board.


General Manager (North Bengal)
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Annexure A
QUOTATION FORM

NIQ No. 12/GM(North)/WBTDCL/2018-19 dated 26th September' 2018

1.	Name of the Firm/Agency	:	
2.	Address of the Firm/Agency	:	
3.	Telephone/ Mobile No. of the concerned person	:	
4.	Name, Designation and Address of the authorized Person of the firm/agency	:	
5.	Last date & time for submission the bids	:	3 rd October, 2018 upto 3:00pm.

Sub: Bid/ Quotation for letting out of one vehicle on monthly hire basis.

Sir,

We offer our best competitive rates for letting out of one vehicle on monthly hire basis... We have read the terms & conditions of quotation and accept the same. We are enclosing herewith the following documents.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

And I/we hereby declare that the information submitted by me/us is true to the best of my/our knowledge & belief and fully take responsibility if proved otherwise. I/we also declare that I/we have read the terms and conditions of the quotation and will remain abide by them.

(Signature and Name of the Quotationer/Bidder with Stamp)

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Annexure B

PRICE BID

NIQ No. 12/GM(North)/WBTDCL/2018-19 dated 26th September' 2018

(Tariff for Letting Out of one Vehicle on Monthly Hire basis)

Types of Vehicle	Monthly Vehicle Rental (in Rs.) (without fuel)	Remarks (if any)
<i>Bharat Stage IV (w.e.f. 01.04.2017) compatible Motor/ Maxi Cab (diesel driven only) with Engine Capacity more than 2500 cc with Air Condition/ Luxury Passenger Vehicle (preferably 7 seater SUV).</i>	<i>Rs. 18,000/- (maximum)</i>	<i>Fuel consumption is 10 km per litre. Mobil Oil consumption is 500 km per litre run. Break/Gear Oil shall be admissible as per relevant Govt. Order.</i>