



GOVT. OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE EXECUTIVE ENGINEER
SILIGURI IRRIGATION DIVISION
26, NABINSEN ROAD, MAHANANDAPARA
SILIGURI-734001, DIST. DARJEELING
Tel & Fax: (0353) 2431 842
Email ID : executiveengineersid@gmail.com

Memo. No. 463

Date :- 03.06.2026

NOTICE INVITING QUOTATION
NOTICE INVITING QUOTATION No. 02 of 2026-27 of E.E./S.I.D.

Sealed quotations are, hereby invited in prescribed form by the Executive Engineer, Siliguri Irrigation Division from the bonafide, resourceful and dependable persons / agencies for the below mentioned works for plying within West Bengal for a period of one year on **daily hire-charge basis**.

Name of work : *"Hiring of 1(one) Diesel driven Motor Cab (Non Air conditioned) along with driver on monthly hiring (per day) basis for official use in the office of the Sub-Divisional Officer, Siliguri Irrigation Sub-Division, Siliguri."*

Necessary proforma with terms and conditions will be supplied free of cost from the office of the undersigned from **03.06.2026 to 15.06.2026 from 11:00 A.M. to 5.00 PM.**

The quotations should be submitted in the office of the undersigned, by **3.00 p.m. on 16.06.2026** and will be opened on the same day after 3.00 p.m. by the undersigned in presence of the willing participating quotationer who may be present at the time of opening.

The quotationer should be in a position to place his vehicle with the driver complete in every respect (as per attached terms and conditions) under the disposal of the **the Sub-Divisional Officer, Siliguri Irrigation Sub-Division, 26, Nabinsen Road, Mahanandapara, P.O. Siliguri, Dist. Darjeeling** within 3 (three) days from the date of issue of the work-order, failing which the work-order may be treated as cancelled.

The rates should be quoted both in figures and in words and should be inclusive of all charges of repairing, spare parts, increase in market price, escalation etc. within the contractual period.

Income tax, GST, Professional Tax, etc. will be borne by the quotationer / agency.

The Superintending Engineer, North East Irrigation Circle-II does not bind himself to accept the lowest quotation and reserves the right to cancel any or all the quotations received by the undersigned without assigning any reason thereof.

The lowest quotationer whose quotation is accepted, will have to execute an agreement in **W.B. Form No. 2911 (i) / (ii)** in the office of the undersigned accepting the terms and conditions for hiring of the vehicle. The Agreement Form will be supplied free of cost from office of the undersigned.

The payment will be made according to the availability of fund.

- i) Last date & time of Application – 15/06/2026 up to 3.00 P.M.
- ii) Last date & time of issue of quotation paper -15/06/2026 up to 5.00 P.M.
- iii) Last date & time of dropping of quotation paper -16/06/2026 up to 3.00 P.M.
- iv) Date& time of opening of quotation paper – 16/06/2026 after 3.00 P.M.

Dropping Center: Office of the Executive Engineer, Siliguri Irrigation Division, 26, Nabinsen Road, Mahanandapara Siliguri-734001, Dist. Darjeeling.

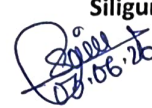

Executive Engineer
Siliguri Irrigation Division
Siliguri
03.06.26

Memo. No. 463/1 (11)

Date :- 03.06.2026

Copy forwarded for information and necessary action to :-

1. The Chief engineer, North East, Club Road Jalpaiguri.
2. The Superintending Engineer, North East Irrigation Circle-II, Club Road, Jalpaiguri.
3. The Executive Engineer, North Bengal Investigation Division, Siliguri.
4. The Executive Engineer, Mahananda Barrage Division, Tinbati More, Siliguri.
5. The Executive Engineer, Mahananda Canal Division, Tinbati More, Siliguri.
6. The Executive Engineer, Mahananda Link Canal Division, 2nd Mile, Siliguri.
7. The Executive Engineer, P.W.D., North Bengal Construction Division, Siliguri.
8. The Sub-Divisional Officer, Siliguri Irrigation Sub-Division, Siliguri.
9. The Sub-Divisional Officer, Siliguri Investigation Sub-Division, Siliguri.
10. The Divisional Accounts Officer, Siliguri Irrigation Division, Siliguri.
11. The Notice Board, Siliguri Irrigation Division, Siliguri.


Executive Engineer
Siliguri Irrigation Division
Siliguri

03.06.26

Annexure – A
TECHNICAL BID
(NOTICE INVITING QUOTAION NO. 02 OF 2026-27 OF EE/SID)

1. Name of the works:-	<i>"Hiring of 1(one) Diesel driven Motor Cab (Non Air conditioned) along with driver on monthly hiring (per day) basis for official use in the office of the Sub-Divisional Officer, Siliguri Irrigation Sub-Division, Siliguri."</i>	
2. NIQ Notice No with Date:-		
3. Due Date of submission of the Quotation:-		
4. Name of the Quotationer:-		
5. Full Address:-		
	E-mail:-	
	Telephone No./Mobile No:-	
6. Local Address, if any:-		
7. Legal entity of the quotationer whether Firm/Society/Company/Other entity:-		
8. A) Registration No:-		
B) Authority with whom register:-		
9. Working Experience of driver, if any:-		
10. Details of vehicle, if any:-		
a) Type of Vehicle		
b) Make & Year		
c) Proof of ownership (Copy of Blue Book)		
d) Bharat-III/IV/VI conformed/not Road Permit No. & Issued By		
e) Tax /Clearance		
f) Pollution Control Board Certificate		
g) Insurance Certificate		
11. Signature copy of Annexure-TC (Attached in NIQ) is submitted with the Bid or Not.		

Certified that the above information is correct and true to the best of my knowledge and belief. In case of information found incorrect later on, I will be responsible and be liable to be rejected forthwith.

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Full Signature of the Quotationer with Date

ANNEXURE - B

TECHNICAL BID

(NOTICE INVITING QUOTAION NO. 02 OF 2026-27 OF EE/SID)

Name of work : *"Hiring of 1(one) Diesel driven Motor Cab (Non Air conditioned) along with driver on monthly hiring (per day) basis for official use in the office of the Sub-Divisional Officer, Siliguri Irrigation Sub-Division, Siliguri."*

Name, Address and Contact No. of the Quotationer :-

Rate Quoted :-

Sl. No. (1)	Mass Emission Standard (2)	Category of Vehicle (3)	Monthly Hiring Per Day (4)
1	Bharat Stage III/or above purchased on or after 01.05.2015 with Diesel Engine	Motor Cab (Non Air conditioned).	Rs. _____ / day In words Rs. _____ _____/day

The above chart should be followed as per Order No. 3564-WT/3M-81/98 dated-24/11/2008 of Transport Deptt., Govt. of West Bengal.

*Hiring charges rate are applicable as per Order No. 3564-WT/3M-81/98 dated-24/11/2008 of Transport Deptt., Govt. of West Bengal.

**Rate should not exceed the maximum allowed in terms of existing hiring rate approved by the Govt. of West Bengal through Order No. 3564-WT/3M-81/98 dated-24/11/2008 of Transport Deptt., Govt. of West Bengal.

I/We agree to all the terms and conditions laid by the Executive Engineer, Siliguri Irrigation Division, Siliguri in their Notice for hiring of vehicle.

Date

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Full Signature of the Quotationer with Date

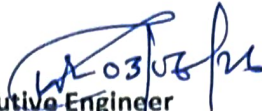
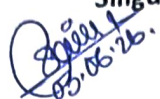
Annexure – C
(NOTICE INVITING QUOTAION NO. 02 OF 2026-27 OF EE/SID)
TERMS & CONDITIONS FOR HIRING VEHICLES

1. The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents:-
 - a) Certificate of Registration from appropriate authority.
 - b) Tax clearance certificate from appropriate authority.
 - c) Contract carriage permit of Motor/Maxi Cab issued by the competent authority.
 - d) Auto emission testing certificate. Conforming Bharat stage IV.
 - e) Certificate of issuance for passenger carrying commercial vehicle.
 - f) PAN Card.
 - g) GSTIN number (optional)
 - h) Commercial driving License of the Driver.
2. The rate should be quoted on daily basis both in figure and in words.
3. The owner of vehicle shall place the care for journey along with a driver having valid upto date driving license. The vehicle should report for duty every day without fail at appointed time and places as instructed by the Executive Engineer/Assistant Engineer.
4. Duty period will commence from the time of reporting till the time of release through the normal time for reporting the duty is 9.30 A.M. The period may be changed by departmental officers by an overnight notice communicated verbally.
5. The owner of the car must possess contract/public carriage license for the vehicle placed and shall have to produce the same when called for.
6. Journey may be undertaken upto any place within West Bengal but usually will be confined within the jurisdiction of Siliguri Irrigation Sub-Division.
7. The owner shall bear the cost of the entire running repair, major repairs and overhauling of the vehicles from time to time as and when necessary.
8. Pay Tiffin allowance, TA and overtime allowance of pay being payable to the driver of the vehicle shall be borne by the owner of the vehicles. But if the duty hour on a day exceed 10 hours payment will be made @20.00 (Rupees twenty) only per hour.
9. The vehicle must possess a good meter to record accurately the kilometer run by it.
10. The department will not be responsible for any (i) damage to the car for any accident (ii) Court case of compensation payable because of the condition of the vehicle or because of driving by its driver and (iii) any charge of Tax or surcharge that may be levied by the State or Central Govt. including Road Tax except toll charges. The owner must pay Road Tax, Insurances Charges within the stipulated time.

the car may be cancelled at the discretion of Department.

12. **Penalty:** In case of any failure to report any the duty place in proper time a penalty will be charged @Rs. 6.00 per hour of delay subject to the maximum of the rate per day quoted in the quotation and accepted by the Department.
13. The owner has to supply Diesel and Department will pay the cost of fuel @1 liter per 10.00 K.M. on production of the cash memo. Such re-imbursement will be claimed along with the current bill for hire charges.
14. Hire charges will be paid for the days on which the vehicle is on actual use by the Department Officer / Officers. The total expenditure for the hired vehicle shall be limited to Rs. 47000/- only, inclusive of all i.e. hiring charges, fuel consumption, mobile oil, over-time and parking fee as applicable, as per the Notification of Irrigation & Waterways Department bearing Memo. No. 716-IB, Dt.:19/26th February, 2019, until further order.
15. The owner will have to make his own arrangement for garaging.
16. If the vehicle is used by the Department officers for part of a day full payment for the day will be made.
17. Maximum 10 Kilometer between the garage of the vehicle and the place of reporting or one hour's hiring charges (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.
18. Monthly payment will be made on submission of the bill by the owner of the car along with fuel consumption statement duly signed by the controlling officer.
19. Log Book will be maintained by the Department to record the movement of the vehicle.
20. Usually the vehicle will not be required on Sunday and Holidays. If required by the department the owner will have to provide the car at his contracted rates and terms.
21. The owner will be responsible if there is any damage to life or materials due to any accident involving the car, and the department will be liberty to ask the owner to make good such losses as per prevailing laws of the land.
22. The owner will be required to show Blue Book Registration record, contract carriage documents etc. before executing the agreement.
23. The agreement is terminable with one month's notice on either side failing which the security deposit of the owner will be forfeited.
24. In case of any emergency repair or major the car may be replaced by another car.
25. For every 2500 K.M. (for Diesel car run mobile in sealed tin @5.00 liter will be allowed). The cost of Mobil Oil will be reimbursed on production of the memo. such reimbursement may be claimed along with the bill for hire charges.
26. The tenure of the contract will be 6 (six) months from the date of issue of Work Order providing the contract is not terminable earlier under terms no. 23 above. But either party to the contract agreeing, the contract may continue for one more year under the same terms and conditions and rates. In the event of such a happenings, a fresh agreement under the same terms, rates and conditions shall be executed by the owner of the car with the undersigned.

27. The quotation reach this office **on or before 3.00 p.m. on 08/06/2026**. The owner should be quote rate in specified in the price schedule attached herewith.


Executive Engineer
Siliguri Irrigation Division
Siliguri


DECLARATION

I do hereby declare that I/We will abide by all terms and conditions mentioned above accordingly.

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Signature of the Owner