

Government of West Bengal
Directorate of Agricultural Marketing
P-16, India Exchange Place Extension,
4th floor, K.I.T. Building, Kolkata – 700 073
Phone No. 033-2225 3889/2225
E-mail: ag.benmarketing19@gmail.com

NOTICE INVITING QUOTATION

Memo No: 64

N.I.Q. No. – 3/HV-DAM/24

Date 07.1.25

Sealed quotation in Prescribed Proforma is hereby invited by the Director of Agricultural Marketing, West Bengal, P-16, India Exchange Place Extension, 4th floor, K.I.T. Building, Kolkata – 700 073 from reputed travel agencies, luxury taxi owners/ suppliers for supplying Diesel driven Maxi Cab having purchased on or after 01-05-2008 and contract carriage permit for all district of West Bengal on temporary basis for the following work -

“Hiring 1(One) no. Motor Cab (Diesel Engine), Non-Air conditioned, having purchased on or after 01-05- 2008) on daily basis for the use in the office of the Director of Agricultural Marketing, West Bengal, P-16, India Exchange Place Extension, 4th floor, K.I.T. Building, Kolkata – 700 073”

The supplier should quote their rates (excluding the cost of Fuel and lubricant) **strictly as per prescribed form** which will be available in the office of undersigned **free of cost**, along with terms and conditions as annexed with this Notice.

The rate should be quoted both in figure as well as in words. The quotation will be received up to 3:00 pm on **16/01/2025** and will be opened by the undersigned at 3:30 pm. on the same day in presence of quotationers who may be present at this time.

The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotation without assigning any reason.

- i) **Last Date & Time of dropping of quotation paper - 16/01/2025 up to 3.00 P.M.**
- ii) **Date & Time of opening of quotation paper - 16/01/2025 at 3.30 P.M.**

Dropping Centre: Office of the Director of Agricultural Marketing, West Bengal, P-16, India Exchange Place Extension, 4th floor, K.I.T. Building, Kolkata – 700 073.

TERMS AND CONDITIONS

1. The vehicle must be in good working condition. The vehicle must have good ground clearance from the ground. 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 tax officer of M.V. Department.
 - c) Contract carriage permit of Luxury taxi issued by the competent authority.
 - d) Auto emission testing certificate.
 - e) Certificate of Insurance of passenger carrying commercial vehicle.
 - f) PAN Card.



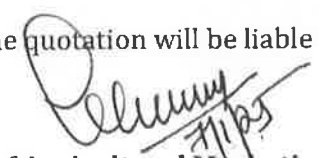
2. The authorization of the supplier, from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a luxury car will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.
3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
4. Each page of the documents supplied by the department related to the above mentioned NIQ is to be signed by the owner/ partner/ authorized representatives having legal authority to do so in favour of the individual/company failing which the quotation will be treated as "Informal".
5. The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier, subject to availability of fund. The vehicle may run on Saturday and Sunday and the govt. holiday if required.
6. The maintenance and repair of the vehicles is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.
 - a) 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 Directorate as per actual consumption basis, subject to the condition of minimum prescribed limit of run of the vehicle per liter of fuel as given below in accordance with G.O. no. 3564-WT/3M-81/98 dated 24.11.2008 of Transport Department, Government of West Bengal: -

Type of vehicle	Fuel	Minimum permissible limit of run
Motor Cab	Diesel	12 (Twelve) Km. per liter
	Mobil	500 (Five Hundred) Km. per liter

- b) The cost of pay and allowances at the driver of the vehicle should be borne by the owner of the vehicle.
7. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Directorate 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 3 (three) days' notice without any financial implication.
9. Maximum 10 Kilometer between the garage of the vehicle and the place of reporting or one hour hiring charge (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.
 - a. Normal duty hours will be 10 hours per day.

[Handwritten Signature]
7/12/25

- b. Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.
 - c. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs. 20/-(twenty) per hour in accordance with G.O. no. 3564-WT/3M-81/98 dated 24.11.2008 of Transport Department, Government of West Bengal.
10. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message has to be sent by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work.
11. 2 (two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties.
12. a. Vehicle for any day when the supplier will fail to supply the vehicle on requisition, for whatever reasons, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
- b. A halting charges as extra over the usual hiring rate @ Rs. 80/~ (Rupees eighty) only per night halt will be payable to the supplier of the hired vehicle in the case of outstation journeys with halt in accordance with G.O. no. 3564-WT/3M-81/98 dated 24.11.2008 of Transport Department, Government of West Bengal.
13. Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.
14. The supplier must quote telephone no. for communication of message of the garage attending calls.
15. The supplier can apply only for one of the works listed above and quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.
16. Contract period will be up to 31.10.2025.
17. Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.
18. If the quoted rates are not found reasonable for the works of a bid may be held amongst the participating tenderers on the date of opening tender just after opening or other day as deemed fit. The participants should present positively on that date to participate in the Bid if so arises.
19. In case of any dispute arise, the contract may be terminated by the undersigned with one week notice to the supplier.
20. In case of violation of the above terms and conditions the quotation will be liable to be rejected.


Director of Agricultural Marketing,
West Bengal

Memo. No. 64/1(7)

Dated: 07.01.25

Copy for information and wide circulation to: -

1. The Principal Secretary to the Government of West Bengal, Agricultural Marketing Department.
2. The Chief Executive Officer, West Bengal State Agricultural Marketing Board with request to upload this Notice to the website of WBSAMB.
3. The Managing Director, Paschimbanga Agri Marketing Corporation Ltd.
4. The Project Director, Sufal Bangla Project Management Unit with request to upload this Notice to the website of Sufal Bangla
5. The Treasury Officer, Pay and Accounts Office-I
6. The General Manager, GPO, Kolkata.
7. Notice Borad of this Office



**Director of Agricultural Marketing,
West Bengal**

N.I.Q. No. - 3/HV-DAM/

SCHEDULE TO BE FILLED UP BY THE QUOTATIONER

A. Particulars of Vehicle

Name of Work

: "Hiring 1(One) no. Motor Cab (Diesel Engine), Non-Air conditioned, having purchased on or after 01-05- 2008) on daily basis for the use in the office of the Director of Agricultural Marketing, West Bengal, P-16, India Exchange Place Extension, 4th floor, K.I.T. Building, Kolkata - 700 073"

1. Name & Address of Supplier of Vehicle with Phone No.

:

2. Registration No. of Vehicle with date of registration & Kilometers run up to date

:

3. Model with Year

:

4. Rate of hire charge per day (in figures & words)

:

Signature of the Quotationers