

Government of West Bengal
Department of Information Technology & Electronics
Monibhandar, 5th & 6th Floor, Webel Bhavan Complex
Block-EP & GP, Sector-V, Salt Lake, Kolkata- 700 091
Phone: 2357-2345, Fax No. 2357-2534

NOTICE INVITING QUOTATION

N.I.Q. No. 1100-ITE-11027/1/2025 dt. 11/11/2025

Sealed quotations in Prescribed Proforma is hereby invited by The Deputy Secretary, Information Technology & Electronics Department, Government of West Bengal, from reputed travel agencies, luxury taxi owners/ suppliers for supplying Diesel driven Maxi Cab (Toyota Innova Crysta, White colour) having contract carriage permit for all districts of West Bengal on temporary basis for the following works -

“Hiring 1(One) No. Maxi Cab (Diesel Drive) on daily basis for the use of the Head of the Department of the Information Technology & Electronics, Government of West Bengal.”

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.

The rate should be quoted both in figure as well as in words. The duration of application & quotation will be **seven (07)** working days from the issuance of this NIQ and the quotation will be dropped upto 3:30 pm on the **eighth (08)** day and will be opened by the undersigned at 4.00 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.

The successful quotationer will have to execute an Agreement (In Non-Judicial stamp paper having value of Rs 50.00 at his own cost.

Dropping Centre: Information Technology & Electronics Department, Moni Bhandar 5th & 6th floor, Webel Bhavan complex, Block EP & GP, Salt Lake Sec-V, Kol.- 700091.

TERMS AND CONDITIONS

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 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. 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.

5. 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.

i) 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 Department 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 :-

Type of vehicle	Fuel	Minimum permissible limit of run
Maxi Cab	Diesel	10 (Ten) Km. per liter
	Mobil	500 (Five Hundred) Km. per liter

ii) The cost of pay and allowances at the driver of the vehicle should be borne by the owner of the vehicle.

6. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department 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.

7. 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.

8. Carriage distance allowed maximum (5 Km. Up & 5 Km. Down) total 10 Km. or the actual distance which over is less for each day journey is over.

9. a. Normal duty hours will be 10 hours per day.

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.

10. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have 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 will not usually be used on Sundays and holidays if not specially requisitioned. And 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.

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. Initial contract period will be for 6 (six) months. However, on satisfactory service the contract period may be extended further.

17. In case of violation of the above terms and conditions the quotation will be liable to be rejected.



Deputy Secretary
Govt. of West Bengal

No.- 1100/1(6)- ITE-11027/1/2025

Dt. 11/11/2025

Copy forwarded for information only:

1. The PS to MIC, Dept. of Information Technology & Electronics
2. The SPA to Secretary, Dept. of Information Technology & Electronics.
3. The SPA to Special Secretary, Dept. of Information Technology & Electronics.
4. The Sr. Deputy Secretary, Dept. of Information Technology & Electronics.
- ✓ 5. Office Copy.
6. Guard file.



Deputy Secretary
Govt. of West Bengal

N.I.Q. No. – of
SCHEDULE TO BE FILLED UP BY THE QUOTATIONER

A. Particulars of Vehicle

Name of Work :

“Hiring 1(One) No. Maxi Cab (Diesel Driven) on daily basis for the use of the Head of the office of the Information Technology & Electronics Department, Govt. of West Bengal.”

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

2. Address & Phone No. of garage with distance from this office :

3. Registration No. of Vehicle date of registration & Kilometers run upto date. :

4. Model with Year :

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

Signature of the Quotationers

sd/
**Deputy Secretary to the
Govt. of West Bengal**