



Government of West Bengal  
**OFFICE OF THE DISTRICT MAGISTRATE, COOCH BEHAR**  
**জেলাশাসকের কার্য, কোচবিহার, পশ্চিমবঙ্গ**  
**[MINORITY SECTION]**

Sagar Dighi Complex, P.O.: Cooch Behar, Dist.: Cooch Behar, Pin: 736101, West Bengal  
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No.: MS/46

**NOTICE**

Dated: 28/01/2020

**Sub : Inviting Tender for hiring one Air conditioned Motor Cab On monthly basis for Office of the District Officer Minority Affairs, Cooch Behar**

Sealed Tender is invited from resourceful Agency / Owner for placing 1 (one) Diesel driven Air Conditioned Motor Cab having Engine capacity more than 2000 cc and purchased within the last one year on monthly hired basis having commercial permit at the office of the District Officer Minority Affairs, Cooch Behar, District Magistrate's Office, Cooch Behar. The date of dropping of Tender document on and from 28.01.2020 to 06.02.2020 up to 2 PM and tender papers will be opened on 06.02.2020 at 3.00 PM in the office chamber of the undersigned in presence of tenderers who desires so.

**TERMS & CONDITIONS AS FOLLOWS**

1. Rate must not exceed Rs. 590/- (Five hundred ninety) only (including all other charges except HSD Oil, Mobil) and the rate to be quoted in their letter head both in figures & words per day basis excluding fuel.
2. Intending bidders must submit a valid commercial registration, road permit, tax clearance, PCB certification and all other documents required for paying in the road along with PAN Card, updated I.Tax return and P.Tax challan. In case of new vehicle the bidders may submit the application with proper Invoice.
3. New vehicle will be preferred first, in no case vehicle older than one year will be hired. The driver of the vehicle having valid driving license to operate the vehicle and no additional payment outside accepted rate is payable for hiring of driver and / or fooding & lodging of driver.
4. The owner will ensure submission of relevant documents (log-sheet as per Govt. prescribed proforma) signed by the undersigned and his / her authorized person authenticating movement of vehicle before payment of hiring charges along with vouchers of fuel & Mobil.
5. An agreement to be required to be executed by the owner and the undersigned for one year which may be extended for further period and the said agreement may get terminated before expiry without assigning any reason by the undersigned. In case of any dispute decisions of the Authority hiring the vehicle will be final.
6. The HSD consumption of the vehicle will at least @ 10 Kms. per liter and lubricants (Mobil) consumption will be at least 500 Kms. per litre.
7. The owner will be liable to deploy the driver to serve as & when required round the clock throughout a calendar year even at odd hours, difficult weather & tough situation. All the liabilities of the vehicle/ driver/ documents therefore are on the owner aside.
8. Maintenance of the vehicle shall be borne by the owner himself.
9. Payment of claim after scrutiny & rectifications, if any, will be made time to time on availability of fund. Interior & exterior decoration as desired by the undersigned are to be made at once at the cost of the owner. Insurance for life and property on board are to be bored by the owner of the vehicle.
10. The tender may get cancelled at any stage without assigning any reason by the undersigned.

This office will have every authority to accept or reject the tender without assigning any reason whatsoever. The authority is not bound to select the vehicle owner quoting lowest rate to offer executing the agreement, rather technical/ financial resource, experience, reputation, proper documents will also be considered.

  
District Officer Minority Affairs  
Cooch Behar