



# West Bengal State Book Board

AQ-13/1, Sector-V, Salt Lake City, Kolkata - 700 091  
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Memo. No. 47 –WBSBB/EOI/Hiring of office vehicle/2017-18

Dated: 15.05.2017

## EXPRESSION OF INTEREST FOR HIRING OFFICE VEHICLES

West Bengal State Book Board, having office at AQ-13/1, 2<sup>nd</sup> floor, Salt Lake, Sector-V, Kolkata- 700091 desires to hire vehicle for office use for a period of one (1) year, as per the conditions laid down in the notification no. 3564-WT/3M-81/98 Dated 24.11.2008 of Transport Department Government of West Bengal.

Accordingly bonafide Motor-Cabs (Luxury Taxi) owners and/ or, suppliers are requested to submit their Expression of Interest and Quotes (both in figures and words) for providing vehicles to the West Bengal State Book Board in their letter head in the format given below, following the terms and conditions mentioned overleaf.

*for 15/5/2017*  
Chief Executive Officer  
WB State Book Board

SL. No.	Mass Emission Standard	Category of Vehicles	Monthly Hiring Rate (per day)	Remarks
1.	BS-III purchased on or after 01.05.2008 with Diesel/LPG/CNG Engine	Motor Cab (Non AC) Ambassador or Indigo Make	Rs. _____ (in figures) Rupees _____ _____ only. Please quote the rate above	(For Rate equal to or, less than Rs. 475.00 per day) a. Monthly rate is for 10 hours a day and additional charge @ Rs. 20.00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km. in case of Motor cab, Maruti Omni and 1 litre for 10 Km. in case of Maxi-cab other than Maruti Omni. Mobil oil @ 5 liters per 2500 Km. run. b. Rate for casual hiring is inclusive of fuel and all other charges Minimum rate of hiring will be the rate for 4 hours.
2.	BS-III purchased on or after 01.05.2008 with Diesel/LPG/CNG Engine	Motor Cab. Maxi Cab with engine Capacity less than or equal to 2000 C.C. with (Air Condition)	Rs. _____ (in figures) Rupees _____ _____ only. Please quote the rate above	(For Rate equal to or, less than Rs. 525.00 per day) a. Monthly rate is for 10 hours a day and additional charge @ Rs. 20.00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 Km. in case of Motor cab, Maruti Omni and 1 litre for 10 Km. in case of Maxi-cab other than Maruti Omni. Mobil oil @ 5 liters per 2500 Km. run. b. Rate for casual hiring is inclusive of fuel and all other charges Minimum rate of hiring will be the rate for 4 hours.

Signature of the Owner of the Vehicle

\_\_\_\_\_  
[Name of the Owner]

Address : \_\_\_\_\_

Registration Number of the Vehicle: \_\_\_\_\_

Road Tax valid up to [for Contract Carriage]: \_\_\_\_\_

Insurance valid up to: \_\_\_\_\_

Pollution Certificate valid up to: \_\_\_\_\_



**TERMS & CONDITIONS**

1. The owners of commercial Maxi cabs with valid road permit can apply. The owners of the cars shall have to produce a valid Fitness Certificate from the competent authority to the effect that the vehicles have been found mechanically fit. The valid certificate of pollution, insurance and road tax are also to be attached with the application.
2. Letter of contact for the period from June, 2017 to May, 2018 may be primarily used to the owner of the hired vehicles from the basis of the validity of the permit and insurance, wherever is earlier. The contact may be further extended on the basis of renewal of the above, as per existing State Government Rules.
3. The vehicles may be used normally for 10 (ten) hours a day during any part of the day including Sundays and holidays, if required, as per actual requirement on the holidays and after normal duty hours, considering the Sales of the Books through the Sales Counters and any Fair. The Bidder shall be responsible to ensure the availability of vehicle on all days that the vehicle is asked to report for duty including Saturdays or other holidays if need be.
4. The owners of the cars should be in a position to replace the car on contact with another Maxi cab in the event of mechanical failure for repairing of the former.
5. The car should always be kept in good condition with sufficient fuel in the tank.
6. The charges of hiring of the cars should be bill at monthly rate as fixed by the Transport Department Notification no. 3564-WT/3M-81/98 Dated 24.11.2008 w.e.f. 01.12.2008.
7. The monthly hiring bill should be submitted by tenth (10) day of the next month on a regular basis. The office will not be responsible for delayed payment due to delay submission of monthly hiring bills.
8. Replacement or substitution of a hired vehicle during a year will be allowed only through another vehicle.
9. The owner of the car shall produce evidence in respect of enrolment of Profession Tax, PAN and EPIC.
10. Filled in form of application should be submitted by the owner and the signature is to be done by the owner of the respective car at the time of submission in front of the Officer-in-Charge or Dealing Assistant of the car section.
11. The Bidder shall have to arrange for garage facility at any place required which is nearest to the residence or of the officer concerned or as advised by the WB State Book Board.
12. Maximum of 10 Kms. (both ways inclusive) between garage of the vehicle and place of reporting will be allowed.
13. The Bidder shall be responsible for all the repair and maintenance/taxes and certifications and fees and fines in respect of vehicles and all the papers of the vehicles should be up to date.
14. The vehicle should be maintained in excellent condition and should abide by all the norms of playing commercial vehicle as laid down by the Transport Department or any other related department of the Govt. of West Bengal.
15. The Bidder shall be responsible to ensure the alternative agreement of arrangement of vehicle of similar category is available in case of any break down of any vehicle.
16. The driver to be engaged for the hired car by the bidder should be physical in fit and mentally alert and should be disciplined, well behaved and maintained cleanliness of the car.
17. The driver should be advised to maintain all traffic rules on the road.
18. The West Bengal State Book Board reserves the right to discontinue with the services of the vehicles at any time without assigning any reason.
19. **LAST DATE OF SUBMISSION OF THIS EXPRESSION OF INTEREST: 25.05.2017**

Sl. No.	Mass Emission	2
1	BS-III	1
2	Motor Cab	1
3	Maxi Cab	1
4	Capacity	1
5	Capacity	1
6	Capacity	1
7	Capacity	1
8	Capacity	1
9	Capacity	1
10	Capacity	1
11	Capacity	1
12	Capacity	1
13	Capacity	1
14	Capacity	1
15	Capacity	1
16	Capacity	1
17	Capacity	1
18	Capacity	1
19	Capacity	1

Signature of the Owner of the Vehicle

[Name of the Owner]

Address

Registration Number of the Vehicle

Road Tax valid up to [for Contact Charge]

Insurance valid up to

Pollution Certificate valid up to