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GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS DIRECTORATE
OFFICE OF THE SUB-DIVISIONAL OFFICER
DAMODAR CANAL HEAD QUARTER SUB-DIVISION
KANAINATSAL, PURBA BARDHAMAN

Memo No: 543 **Date: 05.06.2026**

Notice Inviting Quotation No.: - 04 /WBIW/ D.C. Hd. Qtr. Sub-Division/2026-27

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, D.C Hd Qtr Sub-Divisional, Kanainatsal , Purba Bardhaman from the bonafide and on behalf of the Governor of West Bengal for resourceful owners / suppliers / willing bonafide agencies / outsiders according to the enclosed terms & conditions and Schedule of Rate for the works.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

NAME OF THE WORK: -

SLNO	Name of work
01	Supplying 1(One) no. diesel Motor Cab(Non Air Conditioned) or similar type of vehicle with valid commercial permit including driver on daily hire charge basis for a period of six month following Go No. 3564-WT/3M-81/98 dated 24.11.2008 for official use of the Chief Engineer (West), Kanainatsal ,Purba Bardhhaman.

IMPORTANT DATES & TIMES:

Sl. No.	*Particulars*	*Date*	*Time*
1.	Last date & time for submission of prayer or application for issue of quotation paper	12/06/2026	Up to 15:00Hrs.
2.	Last date and time of issuing of quotation papers	12/06/2026	15:00 to 16:30 Hrs.
3.	Last date of receiving quotation papers	15/06/2026	Up to 15:30 Hrs.
4.	Date and time for opening quotation	15/06/2026	At 16:00 Hrs.

N.B:- Under any unavoidable circumstances the above-mentioned dates can be rescheduled by the tender inviting authority without showing any explanation to intending tenderers.

PLACE OF DROPPING OF QUOTATION DOCUMENTS:

At the chamber of the Sub-Divisional Officer, D.C Hd Qtr Sub-Divisional, Kanainatsal, Purba Bardhaman. Intending quotationer or his / their representative(s) should remain present at the time of opening of quotations on the schedule date in the office chamber of the undersigned.

QUOTATION ACCEPTING AUTHORITY:

The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.

ELEGIBILITY OF THE QUOTATIONER:

1. The intending Quotationers must have to be the owner of the vehicle.
2. The intending Quotationers must have to submit an application on his/their letter head along with the valid documents for ownership bellow mentioned etc. for verification.
    a) Certificate of Registration from appropriate authority i.e., Blue Book.
    b) Tax clearance certificate from appropriate authority.
    c) Commercial Permit of vehicle issued by the competent authority.
    d) Pollution Certificate.
    e) Valid Insurance Certificate of the vehicle.
    f) Up to Date Fitness certificate
    g) PAN Card.
    h) Trade license.
    i) In case of new vehicle (the vehicle will have to be purchase within 30 (Thirty) days from the date of issue of the acceptance letter, if the offered rate is accepted).

One set Xerox copy of all documents should be attached with the application

QUOTATION:

1. 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.
2. The rate should be quoted both in figure as well as in words. The quotation will be received up to 15:30 pm on prescribed date and will be opened by the Undersigned at 4.00 pm. on 15.06.2026 in presence of quotationers who may be present at this time.
3. Acceptance of quotation will be rest with the Superintending Engineer ,Damodar Irrigation Circle, Kanainatsal , Purba Bardhaman who does not bind himself to accept the lowest quotations & reserves the right to reject any or all the quotations without assigning any reason thereof.
4. The quotation papers will be available from the office of the undersigned from 06.06.2026, 10.15 AM on all working day excluding holiday on free of cost after receiving application. The

last date and time for receiving of application for issuing of quotation paper is 15.06.2026 and 15:30 Hrs.

5. Quotationer /Bidder have to apply on his Letter Head Pad with credential along with NIQ No. & Serial No. , for evaluation. All information consisting of NIQ and related documents, WB Form 2911/2911(i)/2911(ii), Bill of Quantities (BOQ), corrigenda / addenda, etc. if any, shall form the part of quotation document.
6. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
7. The lowest quotationer shall have to submit formal agreement in duplicate along with 2% of the quoted amount as Earnest money by BID in favour of the Executive Engineer-I, Damodar Canal Division, in form of Bank Draft (BD) / Bankers Cheque (BC) / Deposit Call Receipt (DCR) of any scheduled bank of India. Payment in any other form will not be accepted.

Encl: Schedule with terms and conditions.

Sd-
Sub Divisional Officer
D.C Hd Qtr Sub-Dvn.
Kanainatsal , Purba Bardhaman

TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. An experienced Driver is to be deployed by the owner of the vehicle at his own cost. The Driver should possess necessary valid Driving License & should keep close contact with the officer using the vehicle.
2. The vehicle should be in very good running condition and the age of the vehicle shall not be more than 15 (Fifteen) years from the date of its first registration. If the vehicle was resold from the first owner, existing owner shall possess either necessary change in ownership or power of attorney in his favour. The vehicle shall be kept ready for use of the officer using the vehicles as and when required. Outstation halting charges of the Driver, if any will have to be borne by the owner of the vehicle.
3. The basic rate of consumption of fuel will be calculated during preparation of monthly bill as per 3 (I) & 3(II) and will be borne by the Department as per prevailing market rate. No other lubricant will be allowed by the office. Copy of relevant voucher for Diesel & Mobil will have to be furnished for verification of cost of the fuel of the office for recoupment of cost thereof at the prevailing market rate.
   I. Diesel – 1 (one) Liter per 12 (twelve) Km run.
   II. Mobil – 1 (one) Liter per 500 (five hundred) Km run.

   (As per circular no. 3564-WT/3M- 81/98 dated 24.11.2008 of Transport Deptt., GoWB)
4. The quoted rate (Amount quoted per day/ maximum monthly duty days) should be followed the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M- 81/98 dated 24.11.2008.
5. The rate for Daily Hire Charges of the vehicle will be inclusive of all relevant taxes, permit & insurance and compensation of the driver including his salary, overtime & other allowances but excluding the cost of Diesel and Mobil. The hire charges will be borne by the Department.
6. All repairing and maintenance cost both petty & major with servicing cost etc. will have to be borne by the owner of the vehicle with due intimation to this office.
7. The car owner has to ensure that the driver is physically fit and has a valid driving license.
8. In case of any break down for major repairs of the vehicle, a suitable Vehicle with Driver is to be placed by the owner as substitute, the cost of which is to be borne by the owner of the vehicle. Also, any accident /mechanical problem/driver related problem, the same fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative same in replacement shall have to be arranged by him for reporting to duty place.
9. In case of failure to attend the duty for any day, hire charges for the day will be deducted accordingly. Penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
10. In case of failure to replace the defaulted vehicle immediately or in the event of failure of the Driver to attend duty for any reason whatsoever; if the department is required to arrange any other vehicle on its own for the sake of journey, any excess cost involved for undertaking such journey by other vehicle departmentally arranged, shall be recovered from the running bills of the owner as per agreement.

11. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract. Also, the authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
12. The detail of daily journey including time of arrival, departure and running Kilometer shall be recorded and verified daily by the officer in the Log Book to be issued by the Engineer In-Charge. The Kilometer of the vehicle must always be kept in order. In case of any disorder in Kilometer reading shall be verified immediately by the officer using the vehicle and the same shall be accepted by the owner without assigning any reason thereof.
13. The officer using the vehicle or the Engineer In-Charge will have no responsibility for any loss, damages, accident and theft etc. in connection with the vehicle.
14. The vehicle must have requisite Blue Book, relevant registrations documents, WB road permit, up to date Tax paid certificate & Insurance certificate, (attested Xerox copies of each are to be enclosed with the quotation.
15. The existing Govt. order in force for hiring of vehicles is pending. The owner has also to carry out all Govt. orders which may be issued in connection with hiring vehicle.
16. Normally the vehicle will be used on working days but as per necessary or any other reason, the vehicle may have to ply beyond normal office hours and on holidays also.
17. The authority may terminate the agreement at any time without assigning any reason, for which no compensation will be paid. One month's notice will be given for termination of the agreement from either side.
18. Claim for escalation of rate due to any reason during the validity of contract period, if any, will not be entertained.
19. Driver with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time with imposition of penalty as per Clause 3 of WBF No.2911.
20. 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.
21. Duty Hour
    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. The driver has the ability to drive even at night. The nature of driver should be good in behave and manners.
    c. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs. 20/ (twenty) per hour.
    d. A halting charge 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.
    e. Duty hours are fixed by the transport Department's notification No:-3564-WT/3M-81/98 dated.24.11.2008.
22. The successful quotationer will have to execute a formal agreement in W.B.F.No.- 2911within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the Sub- Divisional Officer, Damodar Canal Hd. Qtr. Sub Division, Kanainatsal, I & W Dte., Purba Bardhaman / Executive Engineer – I, DCD, Court Compound, I & W Dte.,Purba Bardhaman free of cost.

23. After acceptance of quotation the quotationers has to execute a formal agreement in proper W.B Form No. 2911with the Department. Initial contract period will be for 06 (Six) months. The authority reserves the right to extend the validity of contract with the supplier beyond the expiry of contract period at the same terms & conditions and rate under mutual agreement by both the sides.
24. Declaration by the Applicant to the effect that there is no other application for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.
25. 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. Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority before dropping in the box. Submission of quotation by Post is not allowed. No quotation paper will be issued after expiry of date and time mentioned in the notice.
26. All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorized representative on the body of the documents with date and seal.
27. All corrections are to be attested under the dated signature of the quotationer.
28. The quotationers who will sign on behalf of a company or firm must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.
29. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.
30. The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.
31. Periodic maintenance, regular servicing, cleaning of vehicle is to be done by owner in his own cost.
32. The hire charges of the vehicle to be paid on availability of the fund.
33. No advance Payment to the selected agency will be made under any circumstances.
34. I&W Department's Memorandum No. 716-IB/IW-14011(36)/1/2019-SECTION (IW)-Dept. of IW dated 19th Feb, 2019 regarding monthly total expenditure related to hired vehicle should be strictly complied.
35. In the following cases a quotation may be unacceptable.
    a) Correction, alterations, additions, etc. if not attested by the quotationer.
    b) If the quotation paper is not properly filled in respect of the general description of the work, to verify the competency, capacity and financial stability of the intending quotationer(s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deemed necessary.
    c) Canvassing in connection with the quotation will be liable to rejection.
    d) Any quotation containing over writing is liable to be rejected.

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

EARMARKING VEHICLE: The vehicle should permanently be earmarked with suitable caption both on front and would be advised by the employer so as to ensure its proper identification during duty hours.

Sd-

Sub Divisional Officer
D.C Hd Qtr Sub-Dvn.
Kanainatsal , Purba Bardhaman

Memo No.-543/1(12) **Date: 05.06.2026**

Copy Submitted for favour of information & wide circulation to the: -

1. Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.
2. Executive Engineer- I, D.C. Division.
3. Executive Engineer, Hd. Works Division.
4. Executive Engineer, L.D.I. Division
5. Executive Engineer, B.I. Division.
6. Executive Engineer, R.B.I. Division.
7. DVC Study Cell for uploading in Departmental website
8. District Information Officer, Burdwan .
9. Office Notice Board, D.C. Hd. Qrt. Sub-Division.
10. Estimating Branch of D.C. Division.
11. Accounts Branch of D.C. Division
12. Sub-Divisional Officer, D.C. No. I / III / Edilpur (I) / Katwa (I).

Encl: *Schedule with terms & Conditions.*

Sd-
Sub Divisional Officer
D.C Hd Qtr Sub-Dvn.
Kanainatsal , Purba Bardhaman

Declaration by the Applicant

NAME OF THE WORK: -
1) Supplying 1(One) no. diesel Motor Cab(Non Air Conditioned) or similar type of vehicle with valid commercial permit including driver on daily hire charge basis for a period of six month following Go No. 3564-WT/3M-81/98 dated 24.11.2008 for official use of the Chief Engineer (West), Kanainatsal ,Purba Bardhhaman.

LIST OF WORK FOR NIQ NO: - ***04 /WBIW/ D.C. Hd. Qtr. Sub-Division/2026-27***

Circulated vide this office memo no: - ***543/1(12),*** **Dated: 05.06.2026**

(*As per clause 1.c of standard Form for Notice Inviting Quotation for Public Works)*

I/We hereby agree by and fulfill all the terms and provisions of the said condition of contract annexed here to so far applicable or in default thereof to forfeit and pay to the Governor or his successors in office the sums of money mentioned in the said conditions.

I/We do also hereby declare that information give in the memorandum are true in all respects to the best of my/our knowledge and having possession of valid carriage contract permit to lend the vehicle on hire basis from the competent authority of the Government under relevant and prevailing motor Vehicle Act do hereby exercise the quotation/bid and also I/We do declared that in the event of anything found incorrect and insufficient to the requisite qualification of placement of the vehicle and I/We shall remain liable to commensurate any/all loss. If any, sustained by the Government for such demerits/ defaults and / or Incompleteness etc.

I/We do hereby declare that there is no other application for quotation paper for work in this NIQ (NIQ No. ***04 /WBIW/ D.C. Hd. Qtr. Sub-Division/2026-27*** in which I/We have common interests.

Dated: -……

Bidder (s) Name:-……

(Signature of the Quotationer)

The above Tender/Quotationers are hereby accepted by me for and on behalf of the Government of the State of the Government of the State of West Bengal.

Date:-……

Signature of the Officer by who accepted

PRESCRIBED PROFORMA SCHEDULE TO BE FILLED BY

THE QUOTATIONER

NAME OF THE WORK: -

1) Supplying 1(One) no. diesel Motor Cab(Non Air Conditioned) or similar type of vehicle with valid commercial permit including driver on daily hire charge basis for a period of six month following Go No. 3564-WT/3M-81/98 dated 24.11.2008 for official use of the Chief Engineer (West), Kanainatsal ,Purba Bardhhaman.

Circulated vide this office memo no:- ***543/1(12)*** **, Dated: 05.06.2026**

NIQ NO:- ***04 /WBIW/ D.C. Hd. Qtr. Sub-Division/2026-27***

Issued to: - .....

A. Particulars of Vehicle:

1. Name of the owner of Vehicle:

2. Full Address of owner with Phone / Mobile No:

3. Driver's Name:

4. Driver's Full Address with Phone / Mobile No:

5. Driving license no:

6. Registration no. of vehicle and date:

7. Model with year of manufacturing:
    1. Engine No.
    2. Chassis No.

B. Schedule of Rate:

1. **Daily Hire Charges both in figure and word**: -

   The **Ceiling rate of hiring @ Rs……..per day** on monthly hiring basis for 10.00 hours a day. (Cost of hiring including cost of all relevant taxes, permit and insurance of the vehicle and compensation of the driver including his salary & other allowances but excluding cost of Over timing, ,Diesel and Mobil).Ceiling rate will be fixed as per transport Department's notification No: -3564-WT/3M-81/98 dated.24.11.2008.

2. **Additional Charge/hour beyond 10.00 hours (both in figure and word):**
   (The Ceiling rate @ Rs. 20.00 per hour for additional Charge beyond 10.00 hours.)

3. **Consumption of Mobil oil in Kilometer per 1 (one) Liter (both in figure and word):**
   (The Ceiling rate @ 500.00 Km per 1.00 Liter for consumption of Mobil oil)

4. **Consumption of Diesel in Kilometer per 1 (one) Liter (both in figure and word):**
   (The Ceiling rate @ 12.00 Km per 1.00 Liter for consumption of Diesel.)

5. **Night Halt charge: -**

The rate of hiring as shown above is the maximum rate at which a vehicle may be hired. There is no bar in hiring a vehicle at a rate lower than the ceiling rates.

N.B.: Consumption of Diesel and Mobil oil will be calculated on the basis of consumption offered by the quotationer in item nos. B. 3 & 4 above in case of any excess consumption of Diesel /Mobil oil the cost will be borne by the owner.

Certified that I have read all the above (36 points) terms and condition and agree to abide by the same and rate quoted @ Rs ……/ per day by me is binding to all these terms and condition.

(Dated signature of the Quotationer)