



**Governmentt of West Bengal
Irrigation & Waterways Directorate.**

Burdwan Investigation & Planning Division.
Purta Bhaban, 3RD Floor, Burdwan.
Phone:- 03422646799

Memo No.-540

Date :29.07.2025

NOTICE INVITING QUOTATION
N.I.Q. NO- 02 of 2025-26 of E.E / B.I & P Division.

Sealed quotation in the prescribed proforma are hereby invited by the Executive Engineer, Burdwan Investigation & Planning Division, Purta Bhaban, 3RD Floor, Burdwan from reliable and resourceful owner/Agency/Firm for the work –“**Supplying of one Motor Cab (BS-III) Non-A.C with Diesel Engine with Driver, on daily hire charge basis for a period of 6 (six) months**”.

The prescribed proforma, additional terms & condition & other particulars may be obtained by the intending quotationers from the office of the Executive Engineer, Burdwan Investigation & Planning Division Purta Bhaban, 3RD Floor, Purba Bardhaman during office hours.

Name of work:- –“**Supplying of one Motor Cab (BS-III) Non-A.C with Diesel Engine with Driver, on daily hire charge basis for a period of 6 (six) months**”.

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per following time schedule -

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|--|---|-----------------------------|
| 1) Last date of receiving application. | : | 05.08.2025 up to 12-00 Hrs. |
| 2) Last date of issue of prescribed forms and additional Terms & Conditions. | : | 06.08.2025 up to 13-00 Hrs. |
| 3) Last date for receiving quotation. | : | 07.08.2025 up to 13-00 Hrs. |
| 4) Date and Time of opening quotations. | : | 07.08.2025 at 15-00 Hrs. |

General Terms & Conditions :-

The vehicle must be in good/road worthy condition with appropriate Certificate and shall have *commercial number, up to date fitness, pollution control, Tax clearance, and Insurance clearance certificate with blue book*. The successful quotationer shall have to place the vehicle for a test run and checking at the quotationers own cost. The quotationer shall have to bear all expenditure for servicing, maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all the taxes to keep the vehicle in road worthy condition.

Fuel and other lubricants shall have to be supplied by the owner of the vehicle, payment will be made only for Diesel and Motor oil (Mobil) at the prevailing market rate on the basis of prevailing R.T.A. rules (as per the notification of Transport Department, Government of the West Bengal, Vide memo no-3564-WT/3M-81/98, Dt.-24.11.08 of the Additional Chief Secretary to the Government of West Bengal). Payment in respect of Driver's wages, T.A., D.A. etc. shall have to be borne by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditure. The successful quotationer shall have to arrange for garaging facility of the vehicle at his own cost and vehicle will be placed as per instruction.

The quotationer shall have to replace a Diesel Car of identical specification with Driver in the event of supplied Car being out of order/under servicing, maintenance and repair or being not available for any reason what so ever, failing which hire charge for that/those day(s) will not be paid.

The acceptance of quotation will fully lie on the Executive Engineer, Burdwan Investigation & Planning Division who does not bind himself to reserve the right to reject the lowest quotationer or any of the quotationer without assigning any reason.

Executive Engineer, Burdwan Investigation & Planning Division reserves the right to increase or decrease the Period Contract without assigning any reason what so ever and to terminate the contract by issuing 15 days notice .

The quotationers fails to comply with any of the above conditions, the undersigned reserves the right to take any action against the quotationer as may deem fit with approval of the competent authority.

The Superintending Engineer, Inv. & Planning Circle-II also reserves the right not to accept the Lowest Quotation or any other without assigning any reason thereof and also reserves the right for cancelling all the quotations.

The intending quotationers may apply for prescribed forms and additional terms & conditions on production of up to date fitness certificate, Bengal permit certificate, Pollution certificate, Registration certificate, Insurance certificate and Pan card.

The time allowed for a period of 06 (six) months from the date of commencement.

Soumendu Chattopadhyay
29.07.25

(Soumendu Chattopadhyay)
Executive Engineer
Burdwan Investigation & Planning Division

Additional terms and conditions :

1. The vehicle will be hired on daily basis for which payment will be made by the Executive Engineer, Burdwan Investigation & Planning Division by online through Burdwan-II Treasury in favour of the supplier on the basis of the bill submitted.
2. Normal hours of duty will be 10 hours per day (excluding reporting & releasing time). This period may be extended as and when required as per necessity. The area of Normal plying of the vehicle shall be Purba Bardhaman District and may be extended to anywhere within West Bengal in the interest of Government works.
3. The vehicle shall have to be supplied with Driver who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign Log Book at arrival as token of his reporting for duty.
4. No payment will be made for hire charge of the vehicle, if the same is in break down condition or any other mechanical default develops which disrupts the journey after it begins; unless another Car of similar specification and in good running condition is provided immediately by replacement of the defaulted vehicle.
5. In case of failure of the supplier/owner of the vehicle to replace the defaulted one 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; then any excess cost involved for undertaking such journey by other vehicle departmentally arranged shall be calculated in comparison with the actual cost as would have been involved had the journey been performed by the vehicle in respect of which agreement has been made and such excess cost shall be recovered from the running bills of the owner as per agreement.
6. Supplier/owner of the vehicle shall be responsible for the all type of repair servicing and maintenance of the vehicle and no payment will be made for the period for repair of the vehicle. The fuel and lubricant shall have to be supplied by the supplier/ owner of the vehicle for running of the vehicle. The authority / Deptt. will pay the cost of **Diesel and Mobil** only at the prevailing market rate for the consumption calculated on the basis of kilometer run by the vehicle at the rate of consumption agreed upon in the contract with the bill for hire charge, submitted by the owner/supplier.
7. For allowing payment of cost of Diesel and Mobil daily record of kilometer run will be recorded in the Log Book of vehicle with the signature of the Officer making journey. At the end of the every month total kilometer run of journey made during the month will be calculated and the consumption of Diesel and Motor oil will be worked out on the basis of rate of consumption of contract. Copy of relevant voucher for Diesel & Mobil will have to be furnished for verification of cost of Diesel and Mobil of the office for recoupment of cost thereof at the prevailing market rate.

8. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with the Executive Engineer, Burdwan Investigation & Planning Division as per terms and conditions laid down in the Notice Inviting Quotation with other Additional terms and conditions. The W.B. Form & other documents will be supplied on free of cost.
9. Acceptance of quotation lies with the Executive Engineer, Executive Engineer, Burdwan Investigation & Planning Division and he reserves the right to accept any quotation or reject any or all the Quotations without assigning any reason thereof. The supplier/owner of the vehicle has to report for testing of the vehicle within a day of accepting of quotation with his own cost.
10. The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5 km. of the respective head quarters.
11. Overtime charge in excess of 10 hours per day will be allowed. Maximum one hour will be allowed for reporting and also after releasing in calculating over time allowance.
12. The usual service time is 10 (Ten) hours beyond which additional charge @ Rs.20/ per hour will be paid on the basis of prevailing R.T.A. rules (as per the notification of Transport Department, Government of the West Bengal, Vide memo no-3564-WT/3M-81/98, Dt.-24.11.08 of the Additional Chief Secretary to the Government of West Bengal).
13. The authority shall not have any liability arising out of any accident while the Car is in use by the authority where or not the accident was caused due to negligence etc. of the Driver. The authority shall not be liable to pay any damages/ consumption to the owner/ Driver or any other person who may be affected by the accident.
14. The authority may terminate the agreement at any time without assigning any reason. Therefore, for which no compensation will paid one months' notice will be given normally for termination of the agreement from either sides.
15. The vehicle may have to undertake journey for long hours in the Districts. The Driver of the Car shall be prepared to halt outside Burdwan with his own arrangement and cost. In case of the vehicle halting outside Burdwan no halting charges will be paid in addition to the usual hire charges.
16. The authority reserves the right to extend the validity of contract of hiring vehicle, with the prayer of supplier beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both the sides.
17. Claim for escalation of rate of hire charge, overtime charge, halting charge, due to any reason during the validity of contract period including extended time period, if any, will not be entertained.
18. The vehicle must be placed within 3 days after receiving work order from the competent authority.
19. The vehicle should be operated by Diesel. It should be good, road worthy & comfortable in condition. If any petty repair is made by the touring officer or the competent authority during his tour, the cost of repair will have to be paid by owner. Oiling cleaning servicing of the vehicle should be done preferably on Sunday and Holidays with prior permission from the competent authority.

20. 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.

21. Usual recovery as per rule will be made from the running bills on a/c of Security Deposit, Income Tax etc. as applicable.

22. Minimum consumption of i) Fuel (diesel) : 12 Km/Lt. (Minimum)
ii) Lubricants : 05 Lt./2500 Km. (Minimum)

23. Payment will be made on the monthly basis as per availability of the fund.

Chyur
29.07.25

(Soumendu Chattopadhyay)
Executive Engineer
Burdwan Investigation & Planning Division

Memo No.- 540(10)

Dated: -29.07.2025

Copy forwarded for information and wide circulation to :

1. The Chief Engineer(D & R and Central) , Irrigation & Waterways Directorate, Govt. of West Bengal, Jalasampad Bhawan, Salt Lake City, Kol-91.
2. The Superintending Engineer, Investigation & Planning Circle-II, Jalasampad Bhawan, Salt Lake City, Kol-91
3. District Magistrate, Purba Bardhaman.
4. Assistant Commissioner of Sale Tax, Purba Bardhaman.
5. Assistant Commissioner of Income Tax, Purba Bardhaman.
6. R.T.O of Purba Bardhaman.
7. District Information and Cultural Officer, Purba Bardhaman.
8. The Assistant Engineer – I/II, Burdwan Investigation & Planning Division, Purba Bardhaman.
9. The D.A.O of Burdwan Investigation & Planning Division.
10. The Estimating Branch of Burdwan Investigation & Planning Division
11. The Notice Board of Burdwan Investigation & Planning Division.

Chyur
29.07.25

(Soumendu Chattopadhyay)
Executive Engineer
Burdwan Investigation & Planning Division