



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer-I, Canals Division
Sech Abason, FF Block, Salt Lake, Sector-III, Kolkata-700106
e-Mail ID: eecanalsiwd@yahoo.com

Memo No. 1918

Date: 28.08.2025

Notice inviting Quotation No-01/EE-I/CD/2025-26

Sealed quotations are hereby invited from reliable bonafide owners of Motor car having contract carriage permit from Regional Transport Authority for **"Supplying one no. BS-IV Diesel Luxury Type Car for use of the Executive Engineer-I, Canals Division, I&W Dte. , Govt. of West Bengal, on hire basis for one year"**

Rate should be quoted with all taxes and all charges as mentioned below. Quotation must be made on daily basis. Quotations shall be submitted in prescribed format which will be available free of cost in office of the undersigned as per following time schedule.

Last date of application	: 04.09.2025 up to 15.00 hrs.
Last date of issue of quotation papers	: 04.09.2025 after 15.00 hrs.
Last date of dropping of quotation papers	: 08.09.2025 up to 15.00 hrs
Date and Time of Opening of Quotation	: 08.09.2025 after 15.00 hrs.

Quotation papers will be issued to the intending quotationers free of cost, after checking necessary papers which needs to be dropped in sealed cover by writing NIQ Ref. No. over the envelope. Quotations for supplying BS-IV Diesel Luxury Type Car should be submitted in the Tender Box of this office within 15.00 hrs. on 05.09.2025 and will be opened on the same day after 15.00 hrs. by the undersigned in presence of the participating quotationers or their authorized representatives.

The successful quotationer will have to execute a formal agreement with the undersigned in duplicate in W.B. Form No. 2911 after opening the quotation the successful quotationer will have to produce the Car with Driver at pre-informed time for trial run at his own cost. Acceptance of lowest quotation is not obligatory and the Superintending Engineer, Eastern Circle reserves the right to cancel any or all quotation without assigning any reason therefore. Condition of the Car as well as skill and experience of the Driver will be the main criteria in quoting the offer. Detailed information will be available from the office of the undersigned during office hours in any working days.

The following conditions must be understood clearly by the quotation for accepting of the same:

1. Self attested photocopies of Valid Pan Card, Aadhaar card, Certificate of fitness, Contract Carriage Permit, Road Tax clearance certificate, Insurance, Registration Certificate/ Blue Book, Pollution Control Certificate, Name & address of Driver with valid driving License, as per existing Govt. rules are to be submitted along with the application and these will be verified with the original.
2. Contract is valid for one year starting from the date of issuing of work Order.
3. Contract may be extended in emergency at the same rate with the consent of the owner.
4. Owner must arrange for a substitute car in-case of non availability of the regular car.
5. The hired car must be in tiptop condition.
6. The car will be engaged for 10(ten) hours per day and additional charge @ Rs. 20/- per hour beyond 10(ten) hours.

7. Fuel allowed 12 KM per liter, and Mobile oil @ 5 liters per 2500 KM run.
8. Driver should take responsibility for long drive and outside night stay if situation demands.
9. Driver may have to perform his duty even in holidays whenever required.
10. Owner may terminate the contract any time for which 1 (one) months prior notice is compulsory.
11. The Executive Engineer-I, canals Division may terminate the contract any time with a prior notice of one month.
12. The quotationer should sign all the pages issued with the Quotation Schedule.
13. The car should be maintained always in good condition and should be providing with a skilled and experienced driver having at least 3 (Three) years' experience and standing valid license up to the full satisfaction of the undersigned. All papers connected with the car should be retained in the car. The driver along with the car should report for duty every day the pre-intimated time and place. Change of driver must be intimated. Name and driving license of the new / substituted driver is to be submitted.
14. The driver must maintain required decorum in the office while on duty so far his behavior, conduct and dress are concerned.
15. However, for the prompt communication with the vehicle owner for better performance of public service, a telephone or Mobile connection at the residence of vehicle owner will be considered as a desirable credential of the quotationer.
16. A detachable board as will be prescribed by this office is to be fixed properly in front of vehicle that should be covered when the vehicle will not be used in Govt. works.

Executive Engineer-I
Canals Division
Irrigation & Waterways Directorate

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Dated: 28.08.2025

Copy for information to: -

- 1) The Superintending Engineer, Eastern Circle, I & W, Directorate, Jalasampad Bhawan, Kolkata-700091.
- 2) Notice Board.
- 3) Estimating Branch, Canals Division.
- 4) Accounts Section.

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Name of the work: - "Supplying one no. BS-IV Diesel Luxury Type Car for use of the Executive Engineer-I, Canals Division, I&W Dte., Govt. of West Bengal, on hire basis for one year"

Data of Motor Cab		
A	Name of the Owner	
B	Address in full	
C	Car Registration No.	
D	Model No. with year	
E	Type of body	
F	Seating Capacity	
G	Hire charge per day inclusive of all charges *	

*Hire Charge should be mentioned both in figure and words.

Signature of Agency with seal