



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Sub-Divisional Officer**  
**BALURGHAT IRRIGATION SUB-DIVISION**  
**Dakshin Dinajpur**  
E-mail Id- [blg.irrigation@gmail.com](mailto:blg.irrigation@gmail.com)

Memo No. 301

Dated: - 14-10-2025

**NOTICE INVITING QUOTATION NO.- WBIW/SDO/BISD/NIQ-01/2025-26**

1.0 Sealed Quotation are hereby invited by the undersigned on behalf of the Governor of West Bengal, for the work as describe below from eligible bonafide and resourceful car owner/suppliers for the following works and on compliance with the under mentioned procedure and terms & condition. Intending quotationers who desires to participate in the quotation are requested to log on to the departmental website [www.wbiw.gov.in](http://www.wbiw.gov.in) and office of the Sub-Divisional Officer, Balurghat Irrigation Sub-Division, Balurghat, Dakshin Dinajpur for information about the quotation.

Sl No.	Name of Work	Eligibility of Supplier	Time Period
1.	Supply of 1(One) Nos. Maxi Cab (Diesel Driven, Non-AC), on daily basis for the use in the office of the Executive Engineer, South Dinajpur Irrigation Division, Balurghat, Dist-Dakshin Dinajpur.	Bonafied and resourceful car owners/suppliers	12(Twelve) Months
2.	Supply of 1(One) Nos. Maxi Cab (Diesel Driven, Non-AC), on daily basis for the use in the office of the Sub-Divisional Officer, Balurghat Irrigation Sub-Division, Balurghat, Dist- Dakshin Dinajpur.	Bonafied and resourceful car owners/suppliers	12(Twelve) Months

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

- |      |  |   |
|------|--|---|
| i)   | Last date of receiving application     | :- 07-11-2025 up to 4:00 P.M                                |
| ii)  | Last date of issue of quotation        | :- 10-11-2025 up to 4:00 P.M                                |
| iii) | Last date of receiving quotation       | :- 11-11-2025 up to 4:00 P.M                                |
| iv)  | Last date & time of opening quotations | :- 11-11-2025 after 4:30 P.M (In the chamber of S.D.O/BISD) |

Intending quotationer(s) 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.

The quotationer(s) should quote their daily hire rate in both figures and words for hire charges taking into account the following Departmental terms and condition:-

Terms and Condition for the quotation is as follows:-

- The vehicle must have valid commercial permit especially for the district of Dakshin Dinajpur, Uttar Dinajpur & Malda.
- The vehicle should be in good running condition and should preferably conform to the BS-III or higher emission norms. The date/year of manufacturing of the vehicle should not be preferably on and after 2012.
- The quotationer must produce in original copy of GST, PAN, P.Tax paid up to date all necessary original documents of vehicle i.e. Blue Book of the vehicles, Certificate of pollution, valid insurance certificate etc. at the time of application and one set Xerox copy should be attached with the application.**
- The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis both in figures and words in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all Taxes/Charges whatsoever and covering the wages of Driver/ Helper including overtime and Tiffin allowance, insurance charges etc. but excluding the cost of diesel & mobile.

Contd. to page-2



5. Diesel and Mobile will be issued by the Department as per consumption schedule.
  - i. Diesel consumption- 10 KM run per liter of Diesel.
  - ii. Mobile consumption- 500 KM run per liter of Mobil oil.
6. All types of Major/ Minors repair and maintenance work of the vehicle including cleaning/ washing etc. will have to be arranged by the owner at his own cost with due intimation to this office.
7. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure on the part of the owner to provide substitute vehicle. Otherwise, the undersigned will have to right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.
8. The car owner will arrange the garage at his own cost and the same should not be located beyond 4 Km. from the place of office of the reporting officer.
9. Day to day log book will have to be maintained and signed by Driver and submitted to the Sub-Divisional Officer or concerned Junior Engineer. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
10. While on journey, the officer/office person/person(s) using the vehicle will not be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the driver and owner of the vehicle.
11. Late attendance for more than 3(Three) occasions in a month may be treated as disqualification and may lead to termination of contract.
12. Incomplete and illegible quotations will be invalidated. Over writing & erasing in rate will invalidate the quotation. All correction should be initialed and dated by the quotationers.
13. The acceptance of the quotations will rest with the Executive Engineer, South Dinajpur Irrigation Division, Beltala Park, Balurghat, Dakshin Dinajpur, who does not bind himself to accept the lowest quotations and he reserves the right to reject in part or the whole of the quotations received without assigning any reason thereof.
14. After acceptance of the quotation, the quotationer is required to take up the works within 3(Three) days from date of issuing of work order from the Sub-Divisional Officer, Balurghat Irrigation Sub-Division, Balurghat. The quotationer must execute the work as per rule.
15. 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
16. The successful quotationer will have to execute an agreement (in Non-Judicial Stamp Paper having value of Rs. 50 at his own cost) accepting terms and condition for hire of the vehicle.
17. Payment will be made as per availability of fund.
18. 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.
19. The contract is terminable with 1(one) month prior notice from the departmental side and one month prior notice from the owner side also.
20. The vehicle will have to tour in any kind of memorable road including katcha roads. The department will not be held responsible for any loss or damage to parts of vehicle.
21. No hire charge will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
22. The driver must be prepared to halt outside the head quarter. The driver must follow instructions of the officer using the vehicle. Halt age charge etc. of the driver must be paid by the owner.
23. The driver must be well conversant with the mechanism of automobile, so that, instant repairing works on road may immediately be taken up by him.
24. The vehicle (in good condition) and driver (found suitable) placed under the disposal of the department should not be changed without prior approval of the department except in the case of major repairs.
25. Normal hour of duty will be 10(ten) hours per day including Saturday, Sunday and holiday if required. Duty beyond the specified period will have to be performed without any extra charge. The vehicle will be hired on an average per month 20 days.
26. The quotationer must pay minimum wages to the drivers engaged by him as per relevant Act in force of the Government, if he himself is not a driver.
27. The responsibility of maintaining the log book always in up to date condition as per instruction and proforma will rest with the driver and no hire charge bill will be entertained for incomplete log book in any respect.



28. The validity of the contract will be 12(Twelve) months from the date of written order for placement of vehicle. It may be extended beyond the expiry of the contract period on the same terms and conditions and rate etc. on mutual arrangement by the both sides.
29. Any application and sealed quotation paper sent by post will not be entertained.
30. The owner will be required to produce the bill in triplicate for processing of payment.
31. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
32. Till publication date, all Govt. Order, Memorandum, Corrigendum, Guidelines related to this tender procedure will be applicable.

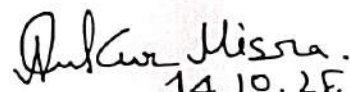
**Sub-Divisional Officer**  
Balurghat Irrigation Sub-Division  
Balurghat, Dakshin Dinajpur

**Memo No:-301/I (4)**

**Dated:-14/10/2025**

*Copy forwarded for information and wide circulation to:-*

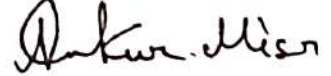
1. The Superintending Engineer, NIC-I, Green Park, Malda.
2. The Executive Engineer, South Dinajpur Irrigation Division, Balurghat, Dakshin Dinajpur.
3. Accounts Branch of South Dinajpur Irrigation Division.
4. Notice Board of this Sub-Division.

  
14.10.25.  
**Sub-Divisional Officer**  
Balurghat Irrigation Sub-Division  
Balurghat, Dakshin Dinajpur

Issued to: - .....

N.I.Q No. :- WBIW/SDO/BISD/NIQ-01/2025-26

Name of Work: - "Supply of 1(one) no. Maxi Cab (Diesel Driven, Non-AC) on daily basis for the use in the office of the Sub-Divisional Officer, Balurghat Irrigation Sub-Division, Balurghat, Dist. Dakshin Dinajpur".



Sub-Divisional officer  
Balurghat Irrigation Sub-Division  
Balurghat, Dakshin Dinajpur

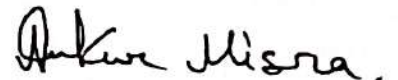
**QUOTATION FOR VEHICLE (DIESEL DRIVEN)**

**A) PARTICULARS OF THE VEHICLE**

- i) Name of Owner & Address :
- ii) Registration No. of the Vehicle :
- iii) Year of Manufacture :
- iv) Engine No. :
- v) Chassis No. :
- vi) Any other features :

B) RATE- PER DAY :- ( In figures) Rs. ....  
(In words) Rupees .....  
.....

\_\_\_\_\_  
Signature of the Owner

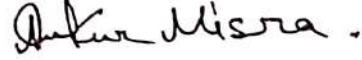


Sub-Divisional Officer  
Balurghat Irrigation Sub-Division  
Balurghat, Dakshin Dinajpur

Issued to: - .....

N.I.Q No. :- WBIW/SDO/BISD/NIQ-01/2025-26

Name of Work: - "Supply of 1(one) no. Maxi Cab (Diesel Driven, Non-AC) on daily basis for the use in the office of the Executive Engineer, South Dinajpur Irrigation Division, Balurghat, Dist. Dakshin Dinajpur".



Sub-Divisional officer  
Balurghat Irrigation Sub-Division  
Balurghat, Dakshin Dinajpur

**QUOTATION FOR VEHICLE (DIESEL DRIVEN)**

**A) PARTICULARS OF THE VEHICLE**

- i) Name of Owner & Address :
- ii) Registration No. of the Vehicle :
- iii) Year of Manufacture :
- iv) Engine No. :
- v) Chassis No. :
- vi) Any other features :

B) RATE- PER DAY :- ( In figures) Rs.. ..  
(In words) Rupees .....  
.....

\_\_\_\_\_  
Signature of the Owner



Sub-Divisional Officer  
Balurghat Irrigation Sub-Division  
Balurghat, Dakshin Dinajpur