

**Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhawan, 3rd Floor
Salt Lake City, Kolkata- 700 091**

No.3504 -IW-11011(31)/1/2024

Date: 26.11.2025

Sealed quotation in the **Letter Heads as per proforma below** are hereby invited by the undersigned from reliable firms/ persons/ Suppliers for **One no. hired Motor Cab (Non-Air-condition) (Petrol)** with driver for the work as mentioned below on monthly hire charges basis for a period of 12(twelve) months or so from the date of issue of work order.

1. Notice Inviting Quotation & Date : 3497- I&W Deptt. Date 26.11.25
2. Last Date & time of receiving of quotation Document : 4.12.2025 till 2 p.m
3. Place of receiving of quotation Documents : Receiving Section of I & W Department Jalasampad Bhawan, 3rd Floor, Kolkata- 700 091.
4. Date & time of opening quotation : At 3 p.m on 4.12.2025 at Office Chamber of Deputy Secretary
5. Quotation Accepting Authority : Joint Secretary, I&W Department.

Name of Work:- "One no. hired Motor Cab (Non-Air-conditioned) (Petrol) for the use of the office of the Law Section, Irrigation & Waterways Department, Jalasampad Bhawan, Kolkata- 700 091."

Sl. No	Name of Office	No. of vehicle
1.	Law Section	1 (one)

The quotation will be opened by undersigned on in presence of the quotationers or their authorized representatives who happens to be present at the time of opening. **Acceptance of quotation lies with the Joint Secretary, I&W Deptt.** Who is not bound to accept the lowest or reject any or all the quotations without assigning any reason whatsoever.

The vehicle must be in good condition. The successful quotationers will have to place the vehicle for a test run and checking by the undersigned at his (Suppliers) own cost. The quotationers will have to bear all the expenditure for maintenance and repair, servicing and tax to keep vehicle in ready worthy conditions, diesel engine oil and lubrication for running the vehicle will be supplied by the quotationers which will be paid by the Department by monthly with the hire charge of the vehicle bill.

Quotation should be submitted in sealed cover superscribing the name of the work on the envelope and addressed to the proper authority. The Quotationer's will quote the rate for the hire charges of the vehicle on daily hire basis. The salary of the driver with other establishment cost will be borne by the owner of the vehicle. The Quotationer's will have to arrange for the garaging facility of the vehicle at his own cost and risk and responsibility. The intending quotationer's will have to submit application along with the **Valid P. Tax Challan, Contract carriage permit, Road Tax Certificate, Pollution Certificate,**

Registration Certificate, Insurance Certificate, Fitness Certificate, PAN card, Trade license etc. as applicable.

If the vehicle becomes out of order and the quotationer fails to supply alternative vehicle, hire charges for that day/those days will not be paid. The undersigned reserves the right to change or reduce the period of contract without assigning any reason, what so ever, (if the quotationer fails to comply with any of the above conditions, the undersigned reserves to take any action against the quotations may deem fit proper).

The vehicle should always be ready for duty as per instruction and maintain Log book at his own cost as per instruction.

The successful quotationer will have to execute formal agreement . Copies of the Forms & other documents will be obtained free of cost from the Jalasampad Bhawan, I&W Deptt., 3rd Floor, Kolkata- 91 within 15 (Fifteen days from the date of issue of the work order, failing which the work order will be cancelled.

Sd -

Joint Secretary to the Government of West Bengal

ADDITIONAL TERMS AND CONDITIONS

1. The car will be hired on monthly basis whose payment into made undersigned for hire charge by account payee cheque in favour of the supplier on the basis of bill of bill submitted at the end of every month duly checked and passed by the undersigned subject to availability of fund.
2. Normal hours of duty will be 10 hrs. for day (excluding reporting and releasing time). This period may extend occasional as per necessity the area of plying of car will be within the District of Kolkata and may be extended to anywhere in West Bengal for the interest of Govt. works. Beyond 10 Hrs. duty over time charge allowed as per approved rate of the Government.
3. The vehicle will have to be supplied with its Driver who will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign '**Log Book**' on arrival as taken of his report for duty.
4. No payment will be made if the car is in break down condition or with any other mechanical defect which disrupt journey. In the event of failure of driver with pre-intimation to attend duty as prefixed programme and time recovery at the rate of hire for that day / dates would be effected.
5. Suppliers / Owners of the vehicle will be responsible for all type of repairs and maintenance of the vehicle including periodical servicing and no payment will be made for that period if not replaced by another car in good condition. All types of lubricants other than Mobil oil and fuel (Petrol) will have to supply by the suppliers / owners to keep the car in running condition. The Department will have to pay the cost of fuel (Petrol) and Mobil oil by monthly bill which will supplied by the quotationer earlier for minimum 12 km. run per litre and @ 500 km run per litre respectively for all sorts of journey on pucca or kutch road (congested or no congested).
6. The vehicle will be tested before hiring and only one, which perfect in running condition with good condition of its body engine etc. will be hired.
7. The owners / Suppliers of the vehicle whose quotation will be accepted preferably lowest will have to execute a formal agreement with undersigned in and all form as per terms and conditions as laid down in the Notice Inviting Quotation.
8. The agreement is terminable with a prior notice of 15 (fifteen) days from other side.
9. Acceptance of the quotation lies with undersigned and he reserves the right to cancel either the lowest or any other quotation without assigning any reason whatsoever the supplier / owner of the vehicle will have to report for testing of car within 7(Seven) days from receipt of letter of acceptance.
10. Garage distance allowed maximum (5km. up - 5km. down) 10 km. or the actual distance whichever is less for each day journey forever.
11. The Authority will not have any liability arising out of any accident while the car is in use by the authority whether or not that was caused due to negligence etc. of the Driver. The authority will not be liable to pay any damage to the owner driver or to any 3rd party arising out of the car.

12. The authority may terminate the agreement at any time without assigning any reason whatever for which no compensation will be paid.
13. The authority reserve the right to extend the validity of contract of hiring of vehicle with supplier beyond the expiry of contract of period on the same terms, conditions and rates etc. On actual agreement by both the sides.
14. Claim for escalation of rates due to any reasons during the execution of work including extended time period will not be entertained.

No. 3504/1(6)-IW-11011(31)/1/2024

Dated: 25.11.2025

Copy forwarded for information :

1. F.A, I & W Deptt.
2. P.S to Secretary, I & W Deptt.
3. Deputy Secretary (Estt), of this Department
4. The Registrar & D.D.O of this Department
5. OSD (Estt), of this Department
- ✓ 6. Executive Engineer, DVC Study Circle with the request to upload the order in the Department Website


Joint Secretary to the Government of West Bengal

Proforma

No.

Date: / /2025

Name of Work: "One no. hired Motor Cab (Non-Air-conditioned) (Petrol) for the use of the Shri Jayanta Dhali, Special Law Office, Ex-officio Deputy Secretary, Irrigation & Waterways Department, Jalasampad Bhawan, Kolkata- 700 091."

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1. (a) Registration No. of the Car :
2. Model with year :
3. Daily hire charges [**Monthly hiring basis**] :
- (Including Salary of Driver with other establishment cost)
4. Consumption of Mobil oil :
5. Consumption of fuel :
6. Over time (Beyond 10 hrs normal duty) :

N.B :- I will not claim additional amount for use of branded fuel & Lubricant etc. (if any)

Signature of the Quotationer.