



**GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUB-DIVISIONAL OFFICER
BURDWAN IRRIGATION SUB-DIVISION NO.-IV
KALNA, PURBA BARDHAMAN**

Notice Inviting Quotation No.- WBIW/SDO/BISD-IV/NIQ-06/2025-2026

Sealed quotation in plain paper in the prescribed proforma are hereby invited by the **Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV, Kalna, Purba Brdhaman** from reliable owner for supplying an diesel Bharat Stage -III Car purchased on or after 01.10.2015 (Motor Cab, Non A.C.) on daily hire charges basis for a period of 6 months & performing whole time duty.

The prescribed proforma or the quotation document will be available at the officer of The Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV, Kalna , Purba Brdhaman.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc and accordingly 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 :- Supply of one no hired Motor Cab (Non Air Conditioned) for official use at office of the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV under Damodar Canal Division.

Sl. No.	Particulars	Date & time	Venue
1	Last Date of receiving application	15.12.2025 up to 15:00 Hrs.	At office of the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV, Kalna, Purba Bardhaman
2	Last Date of issuing quotation paper	17.12.2025 up to 17:00 Hrs.	
3	Date of receiving quotation	19.12.2025 up to 15:00 Hrs.	
4	Date of opening quotation	19.12.2025 after 15:00 Hrs.	

The vehicle must be in good/road worthy condition with appropriate certificate and shall have up to date fitness, pollution control, Tax clearance, Insurance certificate with Blue book .

The successful quotationer shall have to place the Diesel Car within a day for a test run and checking at the quotationer's Own cost. The quotationer shall have to bear all expenditures for servicing maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all the Tax to keep the vehicle in 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 Mobil at the prevailing market rate on the basis of R.T.A. rules . Payment in respect of Driver's wages, T.A., D.A. etc shall have to be born by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditures. The successful quotationer shall have to arrange for Garaging facility of the vehicle at his own cost and the vehicle will have to be placed as per instructions.

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 , failing which hire charge for that / those day's will not be paid.

The acceptance of quotation will fully lie on the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV, who reserves the right to reject any of the quotationer without assigning any reason.

Terms & Conditions

1. The vehicle will be hired on daily basis as when required quotationers shall quote their rates per day mentioning no. of the vehicle and must be accompany all the papers like Blue- Book , Tax token , insurance Certificate , Pan Card etc. Which will have to be produced along with the quotation. The payment will be made monthly on production of bill to the Executive Engineer-II, Damodar Canal Division through the Sub-Divisional Officer in charge of the vehicle.
2. 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.
3. Fuel and Mobil lubricants shall have to supplied by the owner of the vehicle and payment will be made by the department at the rate of **12km/litre** of Diesel and **500km/litre** of Mobil. The record of kilometre run will be recorded in the Log – Book with the signature of the Office making journey. At the end of every month total kilometre run of journey made during the month will be calculated and the consumption of Diesel & Mobil will be worked out. 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.
4. No payment will be made for the vehicle if the same is in break down condition or any other mechanical default develops which disrupts the journey after it begins, unless the car is immediately replaced by another Car of similar specification and in good running condition.
5. 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 whatever, 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.
6. Supplier / Owner of the vehicle shall be responsible for the all types of repair, servicing and maintenance of the vehicle and no payment will be made for the period for repair of the vehicle.
7. Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority.
8. 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 would caused due to negligence etc. Of the driver. The authority shall not be liable to pay damages / consumption to the Owner / Driver or any other person who may be affected by the accident.
9. 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.
10. 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.
11. Claim for escalation of rate due to any reason during the validity of contract period, if any , will not be entertained.
12. 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.
13. Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.
14. The successful quotationer will have to execute a formal agreement in W.B.F.No – 2911(i)/2911(ii). within 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, Burdwan Irrigation Sub-Division No.-IV. on free of cost .
15. Declaration by the Applicant to the effect that there is no other applications 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 .
16. 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. Submission of quotation by post is not allowed .
17. Any suppression / misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division / Circle for at least 3(three) years from the date of detection , in addition to such other penal action as the Government may deem proper .
18. No quotation paper will be supplied by post .
19. No quotation paper will be issued after expiry of date and time mentioned in the notice.
20. The quotationers should quote their rate both in figures & words on each item of work / supply as per the NIQ.
21. All corrections are to be attested under the dated signature of the quotationer.
22. All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorised representative on the body of the documents with date and seal.

23. 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.

24. Conditional quotation , which does not fulfil any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

25. Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

26. The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotation received , with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.

27. GST, Royalty, Building & other constructional works , Cess and all other statutory Levy / Cess etc. will have to borne by the contractor (He/She will have to produce necessary documentary evidence of his having done so at the time of receiving the final payment for the work) . It may further be noted that if GST registration certificate is produced before receiving payment, deduction as per present Government Order or as may be notified by the Finance Department from time to time will be made , other- wise such deduction shall be as per present norms , or as may be prescribed by the Finance Department (If applicable).

28. The quotation will be opened , in presence of the participating quotationer or their duly authorised representatives, who may be present at the time of opening and who may also their signatures in the quotation opening register.

29. The successful quotationers will have to deposit earnest money @2% of the estimated amount at the time of executing formal agreement as per Govt. Rules . Anybody desirous of exemption from depositing Earnest Money , is to furnish , self attested copy of document exempting him from depositing Earnest Money before executing formal agreement , (If applicable).

30. No advance Payment to the selected agency will be made under any circumstances.

31. The quotationers will have to , if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

32. 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 quotationers , the quotation paper issuing Authority may demand production of any necessary document's as it may be deem necessary.

c) Canvassing in connection with the quotation will be liable to rejection.

d) Any quotation containing over writing is liable to be rejected.



**Sub-Divisional Officer
Burdwan Irrigation Sub-Division No.-IV
Kalna, Purba Bardhaman**

List of works of NIQ No. - WBIW/SDO/BISD-IV/NIQ-06/2025-2026

Last date and time of receipt of application for quotation papers: - 15.12.2025 up to 15:00 Hrs.

Last date and time of issued of quotation papers: - 17.12.2025 up to 17:00 Hrs.

Date and time of received of quotation: - 19.12.2025 up to 15:00 Hrs.

Date and time of opening of quotation: - 19.12.2025 after 15:00 Hrs.

In the office of the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV, Kalna, Purba Bardhaman.

Accepting authority :- Superintending Engineer, Damodar Irrigation Circle.

Sl. No.	Name of Work	Cost of Quotation paper plus cost of W.B.F (In Rs.)	Working Period
1.	Supply of one no hired Motor Cab (Non Air Conditioned) for official use at office of the Sub-Divisional Officer, Burdwan Irrigation Sub-Division No.-IV under Damodar Canal Division.	Nil	6 (Six) Months

Memo No. - 501 (7)

Date - 05.12.2025

Copy forwarded for information and circulation to:-

- 1) Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman
- 2) Executive Engineer-I, Damodar Canal Division.
- 3) Executive Engineer-II, Damodar Canal Division.
- 4) District Information Officer, Purba Bardhaman.
- 5) Accounts Section, Damodar Canal Division.
- 6) Estimate Section, Damodar Canal Division.
- 7) Office Notice Board, B.I. Sub-Division No.-IV.



**Sub-Divisional Officer
Burdwan Irrigation Sub-Division No.-IV
Kalna, Purba Bardhaman**

ANNEX-(1)

NOTICE INVITING QUOTATION NO.- WBIW/SDO/BISD-IV/NIQ-06/2025-2026
(Circulated vide Memo No.- 501 (7), Dated :- 05.12.2025)

1. A) Name of owner :
- B) Full name, address with telephone no. :
2. Vehicle Registration No. :
3. Name of the Driver with address :
4. Driver's License no. :
5. Daily hire charge (Including all taxes and salary of driver with other establishment cost) :
6. Overtime rate / Hrs. beyond 10 hrs. normal duty hours :
7. Maximum consumption of
Fuel (Diesel) (Min. 12 Km./Litre) :
Lubricant (Min. 500 Km./Litre) :

Signature of the Quotationer
with official seal if any

Sub-Divisional Officer
Burdwan Irrigation Sub-Division No.-IV
Kalna, Purba Bardhaman