



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAY DIRECTORATE**  
**Office of the Sub- Divisional Officer**  
**Investigation Sub-Division No-II**  
**P.O. - Midnapore, Dist. - Paschim Medinipur**  
[Email-inv.sub.div.ii@gmail.com](mailto:Email-inv.sub.div.ii@gmail.com)

**Memo No: 195<sup>E</sup> 115<sup>E</sup>**

**Dated : 08.12.2025**

**Notice Inviting Quotation No.- WBIW/SDO/INV/NIQ-4 of 2025-26**

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer Investigation Sub-Division No-II, Midnapore, Paschim Medinipur from the bonafide and resourceful owners/suppliers according to the enclosed terms & conditions and Schedule of Rate for the works.

**NAME OF THE WORK:** "Supplying for one no. Motor Cab & Maxi Cab (Bharat Stage-IV/VI) & onwards (Diesel/LPG/CNG/Petrol Engine) having valid carriage contract permit along with driver on monthly hiring (Per Day) charges basis for the office of the Executive Engineer, West Midnapore Division, Midnapore, Dist.- Paschim Medinipur".

**Important dates & times**

- Last Date & time of submission of application: 15.12.2025 and 1:00 pm.
  - Last Date & time for issuing of Quotation paper: 16.12.2025 and 4:00p.m.
  - Date and time of receiving quotation: 19.12.2025 and 2:30 pm.
  - Date and time of opening quotation: 19.12.2025 and 3:00p.m.
  - Place of dropping of quotation documents: At the office of the Sub-Divisional Officer, Investigation Sub-Division No-II, Midnapore, Paschim Medinipur, I & W Dte.
- The supplier should quote their rates (excluding the cost of Fuel and Mobil) strictly as per prescribed form which will be available in the office of undersigned free of cost, along with terms and conditions.
- The rate should be quoted both in figure as well as in words and the quoted rate should not exceed rate of Transport Department, Govt. of West Bengal vide Circular No-3564-WT/3M-81/98 dated 24.11.2008. The quotation will be received up to 2:30 pm on 19.12.2025 and will be opened by the Undersigned at 3:00 pm. on the same day in presence of quotationer(s) who may be present at this time.
- Acceptance of quotation will be rest with the Executive Engineer. West Midnapore Division who does not bind himself to accept the lowest quotations & reserves the right to reject any or all the quotations without assigning any reason thereof.
- The quotation papers will be available from the office of the undersigned from 11.00 am to 4:00 pm on all working day excluding holiday on free of cost after receiving application. The last date and time for receiving of application for issuing of quotation paper is 15.12.2025 and 1:00 p.m.
- Quotationer(s) /Bidder(s) have to apply on his Letter Head Pad with credential along with NIQ, for evaluation. All information consisting of NIQ and related documents, WB Form 2911, Bill of Quantities (BOQ) corrigenda/addenda, etc., if any, shall form the part of quotation document.

Encl: Schedule of Rate with terms & conditions

08/12/2025

Sub Divisional Officer  
Investigation Sub-Division No-II  
Irrigation & Waterways Dte.  
Midnapore, Paschim Medinipur

## TERMS AND CONDITIONS FOR HIRING OF VEHICLE

1. An experienced Driver is to be deployed by the owner of the vehicle at his own cost. The Driver should possess necessary valid Driving License & should keep close contact with the officer using the vehicle
2. The vehicle should be in very good running condition, if the vehicle was resold from the first owner, existing owner shall possess either necessary change in ownership or power of attorney in his favour. The vehicle shall be kept ready for use of the officer using the vehicles as and when required. Outstation halting charges of the Driver, if any will have to be borne by the owner of the vehicle.
3. The basic rate of consumption of fuel will be calculated during preparation of monthly bill as per 3 (1) & 3(11) and will be borne by the Department as per prevailing market rate. No other lubricant will be allowed by the office
  - i) Diesel-1 (one) Liter per 12 (twelve) Km run.
  - ii) Mobil-1 (one) Liter per 500 (five hundred) Km run
4. The rate for Daily hire Charges of the vehicle will be inclusive of all relevant taxes, permit & insurance and compensation of the driver including his salary, overtime & other allowances but excluding the cost of Diesel and Mobil The hire charges will be borne by the Department.
5. All repairing and maintenance cost both petty & major with servicing cost etc. will have to be borne by the owner of the vehicle.
6. The car owner has to ensure that the driver is physically fit and has a valid driving license
7. In case of any break down for major repairs of the vehicle, a suitable Vehicle with Driver is to be placed by the owner as substitute, the cost of which is to be borne by the owner of the vehicle. Also, any accident /mechanical problem/driver related problem, the same fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative same in replacement shall have to be arranged by him for reporting to duty place.
8. In case of failure to attend the duty for any day, hire charges for the day will be deducted accordingly. Penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
9. Late attendance for more than 1 (three) occasion in a month may be treated as disqualification and may lead to termination of contract. Also, the authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
10. The detail of dally journey including time of arrival, departure and running Kilometer shall be recorded and verified daily by the officer in the Log Book to be issued by the Engineer In-Charge. The Kilometer of the vehicle must always be kept in order. In case of any disorder in Kilometer reading shall be verified immediately by the officer using the vehicle and the same shall be accepted by the owner without assigning any reason thereof
11. The officer using the vehicle or the Engineer In-Charge will have no responsibility for any loss, damages, accident and theft etc. in connection with the vehicle.
12. **The vehicle must be commercial vehicle and must have requisite Blue Book, relevant registrations documents. W.B road permit, up to date Tax paid certificate & Insurance certificate, (attested Xerox copies of each are to be enclosed with the quotation).**
13. The existing Govt. order in force for hiring of vehicles is pending. The owner has also to carry out all Govt. orders which may be issued in connection with luring vehicle.

14. Normally the vehicle will be used on working days but as per necessary or any other reason, the vehicle may have to ply beyond normal office hours and on holidays also.

15. The Engineer In-Charge or concerned officer reserves the right to release the vehicle within 7 (seven) days notice without assigning any reason. The owner may pray for termination of the contract within 1 (one) month notice.

16. Carriage distance allowed maximum (5 Km. Up & 5 Km. Down) total 10 Km. or the actual distance which over is less for each day journey is over.

17. a. Normal duty hours will be 10 hours per day.

b. Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand. The driver has the ability to drive even at night. The nature of driver should be good in behave and manners.

c. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs. 20/ (twenty) per hour.

18. After acceptance of quotation the quotationer has to execute a formal agreement in proper WB Form 2911 as applicable with the Department. Initial contract period will be for 12 (Twelve) months. However, on satisfactory service the contract period may be extended further.

19. The supplier can apply only for one of the works listed above and quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.

20. Periodic maintenance, regular servicing, cleaning of vehicle is to be done by owner in his own cost.

21. The hire charges of the vehicle to be paid on availability of the fund.

22. In case of violation of the above terms and conditions the quotation will be liable to be rejected.



Sub Divisional Officer  
Investigation Sub-Division No-II  
Irrigation & Waterways Dte.  
Midnapore, Paschim Medinipur

**Memo No: 195<sup>E</sup>/(7)**

**Dated : 08.12.2025**

**Copy submitted / forwarded for information and wide Circulation to the:-**

- 1) Superintending Engineer, Western Circle-II, I & W Dte. Paschim Medinipur.
- 2) Executive Engineer, West Midnapore Division , I&W Dte., Paschim Medinipur.
- 3) Sub-Divisional Officer, Ghatal (I) Sub-Division, Paschim Medinipur.
- 4) Sub-Divisional Officer, Lachmapur (I) Sub-Division, Paschim Medinipur.
- 5) Divisional Account Officer, West Midnapore Division, I&W Dte.
- 6) Office Notice Board.
- 7) Estimating Section, West Midnapore Division.



Sub Divisional Officer  
Investigation Sub-Division No-II  
Irrigation & Waterways Dte.  
Midnapore, Paschim Medinipur

Issued to .....

Sub Divisional Officer  
Investigation Sub-Division No-II.  
I&WDte.,Midnapore, Paschim Medinipur

**SCHEDULE OF RATES FOR HIRING OF VEHICLE**

For Sl. No. 01 Notice Inviting Quotation No.- WBIW/SDO/INV/NIQ-4 of 2025-26

Name of work:- –“Supplying for one no. Motor Cab & Maxi Cab (Bharat Stage-IV/VI) & onwards (Diesel/LPG/CNG/Petrol Engine) having valid carriage contract permit along with driver on monthly hiring (Per Day) charges basis for the office of the Executive Engineer, West Midnapore Division, Midnapore, Dist.-Paschim Medinipur.”

**(SCHEDULE TO BE FILLED BY THE QUOTATIONER)**

1. Name of the owner of vehicle :
2. Address of owner with contact no. :
3. Vehicle Registration No. :
4. Date of Manufacturing :
5. Name of the Driver with address :
6. Driver's License No. :
7. **Rate**
  1. Daily Hire Charges both in figure and word:  
*The Ceiling rate of hiring @ Rs. 475.00 per day on monthly hiring basis for 10.00 hours a day.*  
*(Cost of hiring including cost of all relevant taxes, permit and insurance of the vehicle and compensation of the driver including his salary, overtime & other allowances but excluding cost of Diesel and Mobil).:*
  2. Additional Charge per hour beyond 10.00 hours (both in figure and word) :  
*(The Ceiling rate @ Rs. 20.00 per hour for additional Charge beyond 10.00 hours.)*
  3. Consumption of Mobil oil in Kilometer per 1 (one) Liter (both in figure and word) :  
*(The Ceiling rate @ 500.00 Km per 1.00 Liter for consumption of Mobil oil.)*
  4. Consumption of Diesel in Kilometer per 1 (one) Liter (both in figure and word) :  
*(The Ceiling rate @ 12.00 Km per 1.00 Liter for consumption of Diesel.)*

The rate of hiring as shown above is the maximum rate at which a vehicle may be hired. There is no bar in hiring a vehicle at a rate lower than the ceiling rates.

N.B.: Consumption of Diesel and Mobil oil will be calculated on the basis of consumption offered by the quotationer in item nos. B. 3 & 4 above in case of any excess consumption of Diesel /Mobil oil the cost will be borne by the owner. Certified that I have read all the above (22 points) terms and condition and agree to abide by the same and rate quoted @Rs/per day by me is binding to all these terms and condition.

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Full Signature of the quotationer with date