



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim medinipur

Memo No.:549/1Q-1

Dated: 07.11.2025

NOTICE INVITING QUOTATION NO: WBIW/EE/MEDM/N.I.Q-01/2025-26

Sealed quotations in prescribed proforma are hereby invited by the Executive Engineer, Mechanical & Electrical Division, Midnapore, Khasjungle, P.O-Abas, and District- Paschim Medinipur from vehicle owner/suppliers for the work:

“Supplying of 1(one) no. inspection vehicle (Motor cab with Diesel/LPG/CNG/Petrol Engine), Non Air-conditioned, having commercial permit on daily rated but monthly hire basis for the use in the office of the Executive Engineer, Mechanical & Electrical Division, Midnapore, Khasjungle, P.O-Abas, District- Paschim Medinipur.”

The supplier should quote their rates (excluding the cost of fuel and lubricant) strictly as per prescribed form (ANNEXURE-I) which will be available in the office of the undersigned free of cost along with terms and conditions or downloadable from the departmental website: www.wbiwd.gov.in.

The rate should be quoted both in figure as well as in words. The quotation will be received up to 2:00 P.M on 27.11.2025 and will be opened by the undersigned at 3.00P.M on the same day in presence of quotationers who may be present at this time.

The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotation without assigning any reason.

The successful quotationer will have to execute formal agreement in West Bengal form No. 2928 or in Non-Judicial stamp paper having value of Rs.50.00 at his own cost.

- i) Last Date & Time of receiving quotation paper : 27.11.2025 upto 2.00P.M.
ii) Date & time of opening quotation paper : 27.11.2025 at 3.00P.M.

Address for submission of Quotation: Office of the Executive Engineer, Mechanical & Electrical Division, Midnapore, Khasjungle, P.O-Abas, District- Paschim medinipur

1. **Evaluation of Bid:** The quotationer(s) should quote the rate on the following basis .i) Rate of the vehicle per day excluding cost of fuel and lubricant. ii) Fuel mileage per litre basis & lubricant mileage per 5 (Five) litre basis iii) Rate for overtime per hour excluding cost of fuel and lubricant. The rate up to two decimal place should be quoted both in figures and words. Evaluation will be made on the basis of Rate of vehicle & fuel mileage.

The applicant should abide by the following terms and conditions:-

Terms and Conditions:-

1. Vehicle owner/supplier shall be acquainted with the directives contained in order no. 3564-WT/3M-81/98 Dated 24.11.2008, read with Memo No. 4200-WT/TPT-18011/148/2023 dated 19.09.2023 of Transport Dept., Govt. of West Bengal and FD memo No. 560-F(Y) dated 15.02.2022.
2. The vehicle must be in good working condition and can be driven on rocky road or river bed. The vehicle must have good ground clearance from the ground. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents.
 - a) Certificate of registration from appropriate authority
 - b) Tax clearance certificate from tax officer of M.V Department.
 - c) Auto emission testing certificate.
 - d) Certificate of Insurance of passenger carrying commercial vehicle.
 - e) Valid contract carriage permit.
 - f) PAN Card.
 - g) Commercial driving License of the driver.

The acknowledgement receipt of application to RTO in respect of above mentioned documents will be accepted.

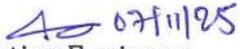
In case of purchase & supplying of new vehicle, a letter of intent to supply vehicle to be submitted by prospective vehicle owner/ supplier along with the application. In such case, Supplier shall have to purchase & supply the vehicle within 15 days from the date of issuing letter of intent (L.O.I) from the Undersigned.

3. The authorization of the supplier, from the owner should also be produced. In addition to this all the essential accessories of qualifying a motor car will have to be provided in the car, kept in good and workable condition, failure of which, the car will be liable for rejection or reduction of rates by the authority.
4. The vehicle should be **Diesel/LPG/CNG/Petrol Engine** driven of any make.
5. **Minimum Fuel consumption/mileage would be:**
 - i) **Fuel: - 12(twelve) K.M per liter.**
 - ii) **Engine Oil:-5(Five) liter per 2500 (two thousand five hundred) K.M run.**Owner/ supplier of vehicle shall supply fuel & Engine oil and bill of which shall be submitted by him/her in time to this office for payment. In this respect, payment will be made on no profit & no loss basis.
6. A suitable vehicle should be placed forthwith if the vehicle is withdrawn for any short of repairing work / break-down with prior intimation to the office so that in no case Govt. work is hampered.
7. The cost of pay and allowances of driver of the vehicle should be borne by the owner of the vehicle.
8. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsible for any

- i) Damage caused to the car due to any accident.
 - ii) For any court case of compensation arising out of the vehicle and its driver.
 - iii) Any taxes/ or charges that may be levied by state/central Govt.
9. **The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfill any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3(three) days notice without any financial implication.**
 10. Maximum 10 Km between the garage of the vehicle and the place of reporting or one hour hiring charge (both way inclusive) whichever is convenient to the owner of the vehicle will be allowed.
 11. The vehicle will be required to ply in the district of Paschim Medinipur, Purba Medinipur and Howrah of West Bengal.
 12. Normally the vehicle will ply for 10(ten) hours a day.If the vehicle runs more than the stipulated hours will be considered as overtime. Overtime will be paid at the rate of Rs.20.00 (twenty) per hour.
 13. 2(two) logbook will be supplied from this office for recording journeys when the vehicle is on Govt. Duty.
 14. The driver of the vehicle should be efficient, well experienced in driving in big towns, villages as well as canal site, polite in nature, and should posses his own license, blue book, tax token certificate and other documents of the vehicle are to be kept along with the vehicle. Driver/owner of the vehicle will be responsible for **maintaining /monitoring the log book**. One logbook (out of two) is to be submitted alternatively along with the bills (to be submitted in triplicate) on every occasion.
 15. **The owner will be bound to obey the instruction of the concerning officer using the vehicle for placement of the vehicle at any time and any place irrespective of weekday and holiday. Vehicle for any day when the supplier will fail to supply the vehicle on requisition for whatever reason, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.**
 16. a) Cost of repair, maintenance & servicing, and other allied charges should be borne by the owner in all cases.
b) Servicing of the vehicle should be done by the supplier with prior intimation so that duty may be adjusted.
 17. The cost of fuels and lubricants at the rate mentioned in para-5 would be paid subject to availability of fund alongwith hire charge bill on monthly basis.
 18. The supplier must quote telephone no for communication of message of the garage attending calls. Address of garage should also be mentioned in the quotation.
 19. The vehicle should be placed within 48 hours after issue of the work order.
 20. While under the use of the office of the Executive Engineer, Mechanical & Electrical Division, Midnapore and its subordinate office willnot bear any liability for any losses, damages or accident sustained by the vehicle and the cost of penalty may be imposed by the police or any other authority for violating traffic or other rules should be borne by the owner.
 21. The lowest quotationer/ Owner, at his own cost will make necessary arrangement for auto emission testing(Smoke testing) at an interval of six months and will keep the auto emission check certificate ready with the driver to be produced if required.
 22. The Speedo meter and fuel meter should always be in perfect working condition.

23. Initial contract period will be for 1(one) year. However on satisfactory service the contract period may be extended further.
24. Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.
25. In case of dispute arise; the contract may be terminated by the undersigned with one week notice to the supplier.
26. Claim for escalation of rate of hire vehicle due to any reason during the validity of the contract period, if any, will not be entertained.
27. Violation of the above terms & conditions, the quotation will be liable to be rejected.

Enclosure: As stated(Annexure-I).


Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur

I agree to abide by terms and conditions as stated above

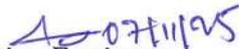
Signature of the quotationer

Memo No.:549/1/1Q-1

Dated: 07.11.2025

Copy submitted for favour of kind information to the: -

1)Superintending Engineer, South-West Mechanical & Electrical Circle, Irrigation & Waterways Directorate, Govt. Of West Bengal, New DVC Colony, Durgapur-2, Paschim Bardhaman.

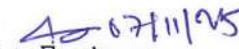

Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur

Memo No. : 549/1/4/1Q-1

Dated: 07.11.2025

Copy forwarded for information and necessary action to the:

1-2) Assistant Engineer-I/II attached to this office. 3) Divisional Accountant, Mechanical & Electrical Division, Midnapore.4) Notice Board of this office


Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur

[Enclosure to N.I.Q NO: WBIW/EE/MEDM/N.I. Q-01/2025-26 circulated vide Memo No. 549/1Q-1 dated 07.11.2025 of Executive Engineer, Mechanical & Electrical Division, Midnapore]

PROFORMA FOR SUBMISSION OF QUOTATION:

**To
The Executive Engineer
Mechanical & Electrical Division, Midnapore
Khasjungle, P.O-Abas, District- Paschim Medinipur**

Sub: Submission of Proforma against Quotation for supplying vehicle on Hire basis.

Sir,

Reference to above, I am to submit herewith above mentioed proforma duly filled alongwith necessary documents for favour of your kind consideration please.

- 1. Name of the quotationer(in block letter): -**
- 2. Postal address with telephone number: -**
- 3. Year of registration of the vehicle: -**
- 4. Address of registration Authority and registration No: -**
- 5. Name and address of driver with mobile no.: -**
- 6. Address of garage of the vehicle, where the vehicle is to be kept with telephone no.: -**
- 7. Hire charge on daily basis,specify in words also: -**
- 8. Over time charge per hour specify in words also: -**
- 9. Fuel service offered: a) Fuel (Kilometers/Liter) _____ b) Engine oil (Kilometers/5Liter) _____**

Enco: Attested photocopies of blue book, Fitness certificate, Contract carraige permit, Tax Token, Insurance, Pancard, driving license of the driver, Auto emission testing certificate etc.

Date:

Place:

Signature of the quotationer