



**GOVERNMENT OF WEST BENGAL  
IRRIGATION AND WATERWAYS DIRECTORATE  
MOGRAHAT DRAINAGE OUTFALL SUBDIVISION  
BARUIPUR, KOLKATA-700144**

**N. I. Q. No.04 of SDO / MDOSD of 2020-21**

Sealed Quotations in Proforma (Aneexture-I) are hereby invited by the Sub-Divisional Officer, Mograhat Drainage Outfall Sub-Division from the bonafide owners or supplier or travel agency for **"Supply of 1(one) no. Diesel Ambassador car on daily hire charges basis for official use of the Sub-Divisional Officer, Mograhat Drainage Outfall Sub-Division, Baruipur, Kolkata-700144."** under the following terms and conditions.

- 1) Quotations will be received up to 2.00 P.M. on 26.11.2020 and will be opened at 2.30 P.M. on the same day.
- 2) The supplier should quote the hire charges rate on 'per day basis' both in figures and in words excluding the cost of fuel and lubricants,
- 3) The registration number of the vehicle for which rate is quoted should be mentioned on the quotation paper,
- 4) Consumption of Diesel oil will be calculated @ 12 (twelve) Km. / litre and that of mobil oil will be calculated @ 500 (five hundred) Km. / litre which has to be supplied by the owner at prevailing market price. The cost of Diesel and Mobil will be reimbursed as per calculation of consumption for actual distance of official journey,
- 5) Pay of driver, cost of other lubricants like Brake oil etc, cost of all repair & maintenance work, servicing and all other allied works with respect to the hired car has to be borne by the supplier of the vehicle in all cases,
- 6) The supplier will arrange garage for the car at his own cost,
- 7) Usual duty hours of the vehicle will be 10 (Ten) hours but may continue further and it will be binding upon the supplier to perform such duty/journey. The overtime charge of the vehicle beyond 10 (Ten) hours of duty will be reimbursed @ Rs. 20.00/- (Rupees twenty) per hour,
- 8) Payment of hire charges including cost of diesel & mobil as well as over time charges will be made from time to time upon receipt of monthly bills in duplicate along with original cash memos from the supplier,
- 9) The vehicle must be kept in a good running condition with good outlook of interiors and exteriors,
- 10) The supplier of the vehicle will have to supply necessary Log books for recording journeys,
- 11) In case of breakdown of the vehicle the supplier will be liable to place a substitute vehicle so that Government works are not hampered. In case of failure to do so, the supplier will be liable to pay extra cost on account of hiring a vehicle from outsider,
- 12) The Driver of the vehicle should be efficient, experienced and should possess valid Driving License in his own name. All necessary papers of the vehicle to be kept in the vehicle observing traffic rules in force,
- 13) Any penalty that may be imposed by the police authority for violating traffic rules or any other offence that may be committed by the driver should be borne by the supplier of the vehicle,
- 14) No hire charges will be allowed for the days if the owner fails to supply the vehicle or the vehicle is not used for official works,
- 15) The owner shall, at all time, indemnify the officials using the vehicle against all claims of demand and compensation in case of any accident etc. The official using the vehicle will not bear responsibility for any payment of compensation thereof,

- 16) The vehicle needs to be supplied only for 12 (Twelve) months at present and the period of supply may be extended thereafter for a suitable period, if agreed by both the sides under the identical terms and conditions,
- 17) The vehicle has to be placed within 2 (two) days from the date of issue of the work order,
- 18) The supplier will have to produce valid certificates of the vehicle in original viz. Registration, Carriage Contract Permit, Fitness, Road Tax, Pollution Control, Insurance etc as and when necessary
- 19) The supplier should possess valid PAN Card.
- 20) Income Tax will be deducted from monthly bills at the prevailing rate.
- 21) In addition to original journey performed by the concerned officer the vehicle will be allowed maximum 10 Km. per day for to & fro journey to garage.
- 22) For premature termination of the contract, a notice for a period of one month should be served from the side who needs the termination.

*Sondh*  
18.11.20

SUB-DIVISIONAL OFFICER  
MOGRAHAT DRAINAGE OUTFALL  
SUB-DIVISION  
BARUIPUR, SOUTH 24 PARAGANAS

**Memo No. 320(6)**

**Dated – 18.11.2020**

Copy forwarded for information to:-

- 1) The Superintending Engineer, Greater Culcutta Drainage Circle, Jalasampad Bhavan, Salt Lake, Kolkatta-700091
- 2) The Executive Engineer, Mograhat Drainage Division, Baruipur, Kolkatta-700144
- 3) The AE / SDO, Mograhat Irrigation Sub-Division
- 4) The AE / SDO, Baruipur Drainage Sub-Division
- 5) The Office Notice Board of Mograhat Drainage Division
- 6) Official website [www.wbiwd.in](http://www.wbiwd.in), I & W Dte. Govt of West Bengal

*Sondh*

SUB-DIVISIONAL OFFICER  
MOGRAHAT DRAINAGE OUTFALL  
SUB-DIVISION  
BARUIPUR, SOUTH 24 PARAGANAS



**PROFORMA (ANNEXTURE - I)****N.I.Q No.- 04/SDO/MDOSD OF 2020-21**  
**SCHEDULE TO BE FILLED UP BY THE QUATATIONER**

- 1) Name of the Owner: :
- 2) Address with contact no : :
- 3) Vehicle Registration no : :
- 4) Brand of the vehicle : :
- 5) Monthly hire charge (per day) (in Rs.)  
to be quoted in figure & words
- 6) Mobil Consumption rate (per lit.) (in Rs.) :  
to be quoted in figure & words
- 7) Overtime Rate/Hrs. beyond 10 Hrs. :  
of normal duty Hrs.
- 8) Name & Contact No of the Driver
- 9) Minimum Consumption of : a) ..... Km run per 1 Litre Diesel
- b) ..... Km run per 1 Litre Lubricants
- 10) Attested copies of Blue book/ Smart card, fitness certificate, permit, tax token, insurance certificate etc. are enclosed herewith

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**Signature of the Quotationers**