

**GOVT. OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER,**  
**PANSKURA (IRRIGATION) SUB-DIVISION NO-I, PANSKURA, PURBA-MEDINIPUR**

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**Notice inviting Quotation No-01/P1 of 2021-22**

Sealed quotations are hereby invited from reliable bonafide owners of Motor car having contract carriage permit from Regional Transport Authority for-“**Supplying of a Non A.C diesel driven Motor Cab on monthly hire (daily rate) basis for 1(one) year on and from 06/09/2021 as and when necessary for the use of office of the Sub-Divisional Officer, Panskura (Irrigation) Sub-Division no-I, Panskura.**”

Rate should be quoted with all taxes and all charges as mentioned below. Quotation must be made on daily basis. Quotations shall be submitted in prescribed format which will be available free of cost in office of the undersigned

**Last date of issue of quotation papers: 01-09--2021**

**Last date of dropping of quotation papers: 02-09--2021**

Quotation papers will be issued to the intending quotationers free of cost at any working days up to 17:00 hrs after checking necessary papers which needs to be dropped in sealed cover super scribed quotations for supplying **Non A.C diesel driven Motor Cab** in this office by 14-30 hrs. on **02-09-2021** and will be opened on the same day at 15.00 hrs. by the undersigned in presence of the participating quotations' or authorized representatives.

The successfully quotationer will have to execute a formal agreement with the undersigned in duplicate in W.B. From No.2911 after opening the quotation the successful quotation will have to produce the Car with driver at pre-informed time for trial run at his own cost. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to cancel any or all quotation without assigning any reason therefore. Condition of the Car as well as skill and experience of the Driver will be the main criteria in quoting the offer. Detailed information will be available from the office of the undersigned during office hours in any working days.

**The following conditions must be understood clearly by the quotation for accepting of the same.**

1. Self attested photocopies of Valid Pan Card, Adhar card, Road Tax clearance certificate, Insurance, Registration Certificate/ Blue Book, Pollution Control Certificate, Name & address of Driver with valid driving License, as per existing Govt. rules are to be submitted along with the application and these will be verified with the original.
2. Contract is valid for one year starting from the date of issuing of work- Order.
3. Contract may be extended in emergency for a short period at the same rate with the consent of the owner.
4. Owner must arrange for a substitute car in-case of non availability of the regular car.
5. The hired car must be in tiptop condition.
6. The car will be engaged for 10(ten) hours per day and additional charge @ Rs. 20/- per hour beyond 10(ten) hours.
7. Fuel allowed 12 KM per liter, and Mobile oil @ 5 liters per 2500 KM run.
8. Driver should take responsibility for long drive and outside night stay if situation demands.
9. Driver may perform his duty even in Holidays whenever required.
10. Owner may terminate the contract any time for which 1 (one) months prior notice is compulsory.
11. Sub-Divisional Officer may terminate the contract any time with a prior notice of one month.
12. The quotationer should sign all the pages issued with the Quotation Schedule.
13. The car should be maintained always in tip condition and should be providing with a skilled and experienced driver having at least 3 (Three) years experience and standing valid license up to the full satisfaction of the undersigned. All papers connected with the car should be retained in the car. The driver along with the car should report for duty

every day the pre-intimated time and place. Change of driver must be intimated. Name and driving license of the new driver is to be submitted.

14. The driver must maintain required decorum in the office while on duty so far his behavior, conduct and dress are concerned. The driver shall not be intoxicated while on duty. If his behaviors is objectionable in any manner and if he does not behave himself properly on warning, the driver, on request from this end, should immediately be remove and a substitute be provided.
15. However, for the prompt communication with the vehicle owner for better performance of public service, a telephone connection at the residence of vehicle owner will be considered as a desirable credential of the quotationer.
16. A detachable board as will be prescribed by this office is to be fixed properly in front of vehicle that should be covered when the vehicle will not be used in Govt. works.
17. The vehicle will be engaged on working days of the office. All normal public or Gazetted holidays declared by the competent authority will be treated as non-working day. The vehicle may be used on non-working days also, if necessary, with prior intimation.

*[Handwritten Signature]*  
24/08/2021

Sub-Divisional Officer  
Panskura( I ) Sub-Division No-I  
Panskura :: Purba Medinipur.

Memo No. 474 P-1/1(5)

Date. 24/08/2021

Copy for information to:-

- 1) The Executive Engineer, East Midnapore Division, (I & W, Dte.) Tamluk, Purba-Medinipur
- 2) The S.D.O. Panskura-II/Tamluk(I) Sub-Division/Investigation Sub-Division No-I.
- 3) Notice Board.

*[Handwritten Signature]*  
24/08/2021

Sub-Divisional Officer  
Panskura( I ) Sub-Division No-I  
Panskura :: Purba Medinipur.

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Sub-Divisional Officer  
Panskura ( I ) Sub-Division No-I  
Panskura :: Purba Medinipur.

**Sub:-Quotation for providing Car on monthly hire (daily rate) basis.**

**Ref:- Your quotation Notice No.- 01/P1 of 2021-22**

Sir,

In response to you mentioned quotation notice, I/we like to provide a Car on hire basis. The details of the Car and daily hire charge are furnished below. :-

1. Type and Model of Car:- .....
  2. Registration No.:- .....
  3. Date of Registration: - .....
  - 4) Contract Carriage permits No. with date: - .....
  - 5) Period of validity of Contract carriage permit: - .....
  - 6) Name and address of Owner (with Telephone No.): - .....
  - 7) Address of Garage and distance of Garage from above Office: .....
  - 8) Rate quoted for hire charge on daily basis:- .....
- (Both in figure and in words ) .....

I /we agree to abide by all the terms and conditions and conditions Stated in the quotation Notice and have quoted the hire charges considering all the terms and conditions of the same (Self attested photocopies of Valid Pan Card, Adhar card, Road Tax clearance certificate, Insurance, Registration Certificate/ Blue Book, Pollution Control Certificate, Name & address of Driver with valid driving License, as per existing Govt. rules are to be submitted along with the application and these will be verified with the original)

Thanking you,

Yours faithfully,

Signature of the Quotationer  
(Owner of the Vehicle)