



**GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB DIVISIONAL OFFICER  
MAHANANDA EMBANKMENT SUB DIVISION NO-I  
BHALUKA, MALDA**

**Memo No. -122**

**Date:- 19/07/2023**

**NOTICE INVITING QUOTATION NO.-01/M.E.S.D-I OF 2023-24**

Sealed Quotation in letter head with PORFORMA is invited by the undersigned on behalf of the Governor of West Bengal from the Authorized owners / suppliers for supply of diesel Car /Motor cab on monthly hiring (daily rated) basis for office of the Assistant Engineer / Sub-Divisional Officer, Mahananda Embankment Sub-Division No-I, Bhaluka, Malda for one year.

The terms and condition attached herewith must be followed by the quotationer during submission of their Quotation.

The Quotation will be received by the Office of the undersigned in his office tender box up to 3.00P.M on 04/08/2023 and will be opened on the same day at 3.30P.M. in presence of the Quotation who desired to present at that time.

The rates should be quoted both in words and figures. The rates should be quoted inclusive of all taxes, Royalties Cess, Excise duty, Salary of Driver and other charges. Photocopy (Self-Attested) of all the documents i.e. W.B.M.V. Tax, Car Registration, pollution etc. should be submitted with the application upto 02.08.2023 within office working hours.

The undersigned or higher authority reserves the right to accept or reject all the Quotations without assigning any reasons. No conditional quotation will be accepted.

**NAME OF THE WORK:**

**“Supplying of a diesel Car /Motor cab on monthly hiring (daily rated) basis for Office use at the office of the Sub-Divisional Officer, Mahananda Embankment Sub-Division No.-I, Bhaluka, Malda for one year”**

Sd/

Sub Divisional Officer  
Mahananda Embankment Sub-division No-I  
Bhaluka, Malda

**Memo No.:-**

**Date:-**

Copy forwarded for information to:-

1. The Sabhadhipati, Malda Zilla Parishad, Malda.
2. The Chief Engineer (North), Irrigation and Waterways Directorate, Government of West Bengal, Green Park, P.O. Mokdumpur, Dist. Malda
3. The Superintending Engineer, North Irrigation Circle-I, Malda. I & W. Dte. Government of West Bengal, Green Park, P.O. Mokdumpur, Dist. Malda
4. The Executive Engineer, Mahananda Embankment Division, Green Park, Malda with request to wall up the NIQ in his Office NOTICE BOARD for wide Circulation.
5. The District Information & Cultural Officer, Malda with request to wall up the NIQ in his Office NOTICE BOARD for wide Circulation.
6. The Sub-Divisional Officer, Mahananda Embankment Sub-Division No.- / II /III, / Harishchandrapur / Green Park, Malda, .He is requested to wall up the NIQ in his Office NOTICE BOARD for wide Circulation.
7. Divisional Accounts Officer, Mahananda Embankment Division, Green Park, Malda
8. Divisional Estimator, Mahananda Embankment Division, Green Park, Malda.
9. NOTICE BOARD.

Sd/

Sub Divisional Officer  
Mahananda Embankment Sub-division No-I

**PROFORMA FOR OFFERING RATE FOR HIRING DIESEL CAR**

1. Car No. & Date of Purchased :-
  
2. Name of the Owner :-
  
3. Address :-
  
4. Model of the car with Registration No.& year :-
  
5. Name and address of the driver with License No. :-
  
6. Hire charge per day inclusive of all charges and wages of Driver excluding fuel & lubricant (In figure & word) :-
  
7. Any other feature of vehicle :-
  
8. Permit No. issued by the Motor Vehicle Department with validity :-
  
9. Pollution Under Control Certificate valid up to :-
  
10. M.V. Tax valid up to :-
  
11. Fitness certificate valid up to :-
  
12. Insurance Validity :-
  
13. IT&PAN :-

I do hereby agree to abide the all terms & condition as mentioned in the Notice Inviting Quotation.

Signature of the car owner/contractor  
Car No. \_\_\_\_\_

**TERMS AND CONDITIONS FOR HIRING OF DIESEL CAR/ MAXI-CAB**

1. The rate should be quoted both in figure and words. The rate should be including supply of spare parts for repairing, hire charges of Garage, pay and all kinds of allowances of the Driver & Cleaner and other unforeseen expenditure.
2. The car along with the driver will be at the disposal of the Sub-Divisional Officer, Mahananda Embankment Sub-Division No.-I, Bhaluka, Malda for the period of agreement. The period of agreement may be increased or decreased if any. The car will be furnished, i.e. out show of the car, condition of seats, foot mat, inner light, door and ceiling lining, lifting of window glass, looking arrangements, condition of tyre etc. The speedometer and Kilometer reading should be always in running condition.
3. The car will have to run in any kind of motorable road, including Kutcha road, river bed and hilly roads. The Quotationer must arrange for permit for running the car within the district of Malda. If required the vehicle will have to run within the State of West Bengal and have to be stay at outside the District or as directed by the Sub-Divisional Officer / Engineer-in-Charge.
4. Any complaints regarding defects in the Engine or other defects of the car must be properly attended and repaired forthwith by the Quotationer.
5. Average consumption of Diesel must not be less than 12(Twelve) Km per litre, average consumption of Mobil oil will be treated as 1(One) litre for a run of 500 Km and payment of fuel (Diesel) and lubricant (Mobil) will be paid as per consumption producing the LOG BOOK.
6. If the Quotationer wishes to replace the accepted car by another car due to break down or any other reason during the period of agreement, the alternative vehicle should got to be approved by the undersigned or the Sub-Divisional Officer prior to replacement of the same.
7. The car will have to make long tour and the driver must be prepared to halt frequently outside the Head Quarters. The driver must follow instructions of the officers using the car.
8. The car and driver must be physically fit to execute run even up to 500 Km per day on occasions. The Driver of the Car must be well conversant with the mechanism of Automobile, so that instant repair works on road may be immediately taken up by him. The Driver of the Car must be brought his driving license with all requisite documents of vehicle i.e. Blue Book, clearance of pollution control (smoke) etc.
9. The responsibility of maintaining departmental Log Book always in up to date condition as per instruction and Proforma will rest with the driver and no hire charge will be entertained for incomplete log book in any respect.
10. At least 15(fifteen) days' notice will be given before the final withdrawal of the vehicle from the Departmental service.
11. The lowest bidder must be submitted all valid documents before issuance of work order.

Sd/

Sub Divisional Officer  
Mahananda Embankment Sub-division No-I  
Bhaluka, Malda

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Signature of the car owner/ contractor