



**Govt. of West Bengal**  
**Office of the Sub-Divisional Officer**  
**Urban Drainage Sub-Division No-III, Irrigation & Waterways Dte.,**  
**Khardah, Kolkata 700116, Phone : 033-25630610, e-mail: [sdo.udsd3@gmail.com](mailto:sdo.udsd3@gmail.com)**

**Memo No:** 243

**Date:** 10.06.24

**NOTICE INVITING QUOTATION NO. 01 / UDSD-III Of 2024-25**

Sealed quotations in plain papers are invited from the registered / authorized owners of Diesel Run Ambassador /Tata Indigo / Indigo CS / Zest / Maruti Swift Dezire / Maruti Tour S Diesel etc or similar type good condition Luxury Taxi / Jeep (Bharat stage-III or above) with proper commercial carriage permit for " Supply of Non-AC vehicle on monthly hire charge basis but to be paid @ daily rate basis for the period of 1(one) year for official use of the Sub-Divisional Officer, Urban Drainage Sub-Division No-III, Irrigation & Waterways Dte., Govt of W.B., Adarsha Pally, Khardah, Kolkata 700116."

The rate should be quoted on daily basis both in figures & words. The quotationer must attach signed photocopies of all the pages of this Notice as well relevant documents.

The time schedule of the said quotation is as follows:

- I. Last date of receiving of application :- 20/06/2024 upto 4.00 p.m
- II. Last date of issue of quotation :- 21/06/2024 upto 2.00 p.m
- III. Last date of dropping of quotation :- 24/06/2024 upto 2.00 p.m
- IV. Last date & time of opening of quotations :- 24/06/2024 after 3.00 p.m ( In the chamber of SDO/AE )

**Accepting Authority:** The Superintending Engineer, Metropolitan Drainage Circle, Jhalasampad Bhawan, Saltlake, Kolkata- 700091, Irrigation & Waterways Dte.

The accepting authority reserves the right to accept or reject any of the Quotation (s) as received without assigning any reason.

Other terms & conditions are enclosed herewith in Annex-I.

Prescribed format for submitting Quotation is enclosed herewith in Annex-II.

**Memo No:** 243/1(5)

**Date:** 10/6/24

*Rohit*  
10/6/2024  
Sub-Divisional Officer  
Urban Drainage Sub-Division No-III  
Khardah, Kolkata 700116

Copy Submitted / Forwarded for information & wide circulation to :

- 1) The Superintending Engineer, Metropolitan Drainage Circle, Irrigation & Waterways Dte
- 2) The Executive Engineer, Urban Drainage Division, 4th Floor, Jhalasampad Bhawan, Saltlake, Kolkata- 700091
- 3-4) The Sub-Divisional Officers: Urban Drainage Sub -Division No. I/II
- 5) Notice Board/Urban Drainage Sub-Division No-III, Khardah

*Rohit*  
10/6/2024  
Sub-Divisional Officer  
Urban Drainage Sub-Division No-III  
Khardah, Kolkata 700116



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**Annex-I**

- 1) Hire charges and other payment of Fuel shall be made for the day of duty only.
- 2) The duty hours shall be reckoned from the time of reporting to the officer to the time of releasing the car by the Officer. Details of Journey duty hours etc. recorded in a log Book, to be maintained by the concerned office shall be treated as final and binding.
- 3) The duty hours shall normally be 10 (Ten) hours commencing from the reporting time, to be indicated by the Officer using the Car. Any official duty for a period of less than the schedule duty period of 10 (Ten) Hours shall be taken as duty for the full day.
- 4) Journey shall usually be confined within the Districts of North 24 Parganas and Metropolitan belt of Kolkata. If required journey shall be extended to any part of West Bengal as per requirement of the Office.
- 5) An overtime Allowance @ Rs.20.00 (Rupee) only per hours shew be paid for duty beyond normal duty 10(ten) hours.
- 6) The rate of consumption of fuel shall be taken as 12.00 km.(twelve) Km/litre of fuel for diesel driven car. The cost of Mobil oil @ 1.0 (One) Litre /500.0 (Five Hundred) KM run of car shall be allowed.
- 7) In calculating total kilometres covered by the vehicle a maximum of 10(ten) Km between the Garage of the vehicle and the place of reporting (both ways inclusive) or the actual K.M. whichever is less be allowed.
- 8) The owner must have allowed road permit 'Blue Book', Tax Token', 'Insurance' & 'Pollution Test Certificate' for the vehicle which will be produced on demand. The Driver engaged by the owner must be a well behave person having driving license.
- 9) The owner shall bear all other costs towards damages, accident, insurance, repairs, court cases etc. in respect of his car including salary etc. of the driver to been engaged by him.
- 10) Substitute Car shall have to be placed for duty if the scheduled car is found not suitable for duty. In case no car is placed for duty without notice a fine @ Rs.150.00. (Rupees One hundred fifty) only per days shall be imposed and the said penalty shall be recovered from the monthly bill of the respective month.
- 11) The contract may be terminated by serving 30 (thirty) days notice from either side.
- 12) The car shall have to be placed for duty on Sunday and holidays if required by the department on the same terms & conditions.
- 13) If the owner fails to provide the vehicle for duty for more than 2(Two) successive days the whole contract may be terminated at option of the Department.
- 14) The undersigned reserves the right to accept and or to reject any or all the quotations without assigning any reasons.
- 15) Owner shall have to supply diesel for duty of his car. The cost of such fuel will be reimbursed as per co consumption stated under SI No. 6.
- 16) No Extra claim will be entertained.
- 17) Income Tax as per existing Government Rules will be deducted from hire charges.
- 18) Payment will be made as per availability of fund.
- 19) Any application and sealed quotation paper send by post will not be entertained.

*10/6/2024*  
Sub-Divisional Officer  
Urban Drainage Sub-Division No-III  
Khardah, Kolkata 700116

**Annex-II**  
**Format for Submitting Quotation**  
**(To be filled by the Quotationer)**

1) Name of owner / Supplier With full address & Phone	
2) Registration No. of the Car	
3) Model with Year	
4) Daily Hire charge (Calendar days)	
5) Overtime charges per hour beyond the normal duty hours (10 hrs.)	
6) Consumption of Motor oil (Mobil)	
7) Consumption of Fuel (Diesel)	

I do agree to supply the diesel car for office use as per above Rates and also do agree to abide by the terms and condition as laid down in NIQ No: 01/UDSD-III of 2024-25

Full Name of Quotationer

\_\_\_\_\_

Full Address of Quotationer

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Full Signature of the Quotationer with Date)

*Rohit*  
*10/6/2024*  
Sub-Divisional Officer  
Urban Drainage Sub-Division No-III  
Khardah, Kolkata 700116