



To The Estimator  
10.02.25

GOVERNMENT OF WESTBENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB-DIVISIONAL OFFICER  
DAMODAR MECHANICAL SUB-DIVISION  
D.V.C NEW COLONY, DURGAPUR, PASCHIM BURDWAN

Memo:- 39

Dated :- 10.02.2025

**NOTICE INVITING QUOTATION**

**Notice Inviting Quotation No. 02/2024-25 of SDO/DMSD**

Sealed quotations in prescribed Proforma are hereby invited by the SDO/ Damodar Mechanical Sub-Division, Durgapur, Paschim Bardhaman for and on behalf of the governor of the state of west Bengal from bonafied or resourceful car owner/suppliers for the following works and on compliance with the under mentioned procedure and terms & conditions.

Sl. no.	Name of Work	Eligibility of Supplier	Time Period	Cost of quotation document
1.	Hiring of Diesel Driven Non-AC inspection vehicle (Maxi-Cab Bolero/ Marshal/ Ambassador) for office use of Damodar Mechanical Sub Division on daily hire basis for one year	Bonafied or resourceful car owners/suppliers	01 (one) year	Free of cost

Quotation papers will be issued to the intending quotationers after verifying all necessary papers related to the vehicle as per the following time schedule:

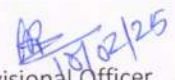
1. Last date and time of application : 17.02.2025 up to 03:00PM
2. Last date and time of issue of quotation paper : 18.02.2025 up to 01:00PM
3. Date and time of dropping : 20.02.2025 up to 01:00PM
4. Date and time of opening : 20.02.2025 at 03:00PM

Intending quotationer(s) or their representative(s) should remain present at the time of opening of quotations on the scheduled date in the office chamber of the undersigned.

The quotationer(s) should quote their daily hire rate for hire charges taking into account the following Departmental terms and conditions:-

1. The vehicle should have contract carriage permit from Regional Transport Authority.
2. The vehicle should be in good running condition.
3. The quotationer must produce in original copy of PAN, paid up to date all necessary original documents of vehicle i.e. Blue Book of all vehicles, Certificates of pollution, valid permit, valid insurance certificate, certificate of fitness, valid driving license of driver, etc. at the time of application and on set Xerox copy should be attached with the application.

4. The hiring of the vehicle will be on daily basis. The rate of the hire charges should be quoted on daily basis both in figures and words in the enclosed prescribed form which will be available in the office of the undersigned free of cost. The rate should be inclusive of all taxes/charges whatsoever and covering the wages of driver/helper including insurance charges, etc. but excluding the cost of diesel & mobil.
5. Cost of diesel and mobil will be paid by the Department as per consumption schedule
  - a) Diesel consumption – 12KM run per litre of diesel
  - b) Mobil consumption – 500KM run per litre of mobil
6. All types of major/minors repair and maintenance work of the vehicle including cleaning/washing, etc. will have to be arranged by the owner at his own cost with due intimation to the Department.
7. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute vehicle at his own cost under the circumstances of failure onus will be on the part of the owner to provide substitute vehicle.
8. The car owner will arrange the garage at his own cost and the same should not be located beyond 4KM from the office of the Sub-Divisional Officer, Damodar Mechanical Sub-Division, Durgapur, Paschim Bardhaman. Day to day log book will have to be maintained and signed by Sub-Divisional Officer, Damodar Mechanical Sub-Division. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
9. While on journey, the officer/ office person/ persons using the vehicle will not be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the driver and the owner of the vehicle.
10. Late attendance for more than 3(three) occasions in a month may be treated as disqualification and may lead to termination of contract.
11. Incomplete and illegible quotations will be invalidated. Overwriting and erasing in rates will also invalidate the quotation. All corrections should be initiated and dated by the quotationers.
12. After acceptance of the quotations, the quotationers shall resume work from the date of commencement of work as mentioned in the issued work order from the Sub-Divisional Officer, Damodar Mechanical Sub-Division, Durgapur, Paschim Bardhaman. He must execute the agreement as per rule.
13. The quoted rate (amount quoted per day/ maximum monthly duty days) should follow the rate of Transport Department, Govt. of West Bengal vide circular no. 3564-WT/3M-81/98 dated 24.11.2008.
14. After acceptance of quotation, the quotationer has to execute a formal agreement with the department.
15. Payment will be made as per availability of fund.
16. Under any circumstances, if any day/days of application/ purchase/ dropping are declared as holiday or strike then the date of quotation (Application/ Purchase/ Dropping) will automatically become the next working date and the time will be the same. No separate notification will be issued in this respect.
17. The contract is terminable with 1 (one) month prior notice from the departmental side and one month prior notice from the owner's side also.
18. No hire charges will be paid for any idle day due to breakdown of the vehicle, absence of driver, etc.
19. The driver must be prepared to halt outside the headquarters. He must follow the instructions of the officer using the vehicle.
20. The driver must be well conversant with the mechanism of automobiles so that instant repairing works on road may immediately be taken up by him.
21. The approved driver should not be changed except for urgencies.
22. The quotationer must pay the minimum wage to the drivers engaged by him as per relevant acts in force of the government, if he himself is not a driver.
23. The responsibility of maintaining the logbook in up-to-date condition as per instruction and Proforma will always rest with the driver and no hire charge bill will be entertained for incomplete logbooks in any respect.
24. The period of agreement will be only **1(one) year** and it may be increased or decreased if necessary.
25. Any application and sealed quotation paper sent by post will not be entertained.
26. Toll duty will be paid by the owner of the vehicle which will be reimbursed with the monthly bills.

  
Sub-Divisional Officer

Damodar Mechanical Sub-Division  
DVC New Colony, Durgapur-713202

Memo No.

39/1(3)

Dated:

10.02.2025

Copy submitted for information to:

1. Chief Engineer (M&E) I&W Dte, Govt. of West Bengal, Jalasampad Bhavan, Kolkata-700091
2. Superintending Engineer, South West Mechanical & Electrical Circle, Durgapur-713202
3. Executive Engineer Durgapur Mechanical & Electrical Division, Durgapur-713202

*10/02/25*  
Sub-Divisional Officer

Damodar Mechanical Sub-Division  
DVC New Colony, Durgapur-713202

Memo No.

Dated:

Copy forwarded for and circulation to:

1. Accounts Branch, Durgapur Mechanical & Electrical Division, Durgapur-713202
2. Notice Board

*Sdl-*  
Sub-Divisional Officer

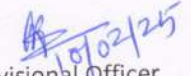
Damodar Mechanical Sub-Division  
DVC New Colony, Durgapur-713202

# FORMAT FOR QUOTATION

## Notice Inviting Quotation No. 02/2024-25 of SDO/DMSD

**NAME OF WORK:** Hiring of Diesel Driven Non-AC inspection vehicle (Maxi-Cab Bolero/ Marshal/ Ambassador) for office use of Damodar Mechanical Sub Division on daily hire basis for one year

ISSUED TO:

  
Sub-Divisional Officer  
Damodar Mechanical Sub-Division  
DVC New Colony, Durgapur-713202

### QUOTATION FOR VEHICLE (DIESEL DRIVEN)

#### A) PARTICULARS OF THE VEHICLE:

- i) a) Name of owner & address :  
b) Contact no. :
- ii) Registration no. of the vehicle :
- iii) Year of manufacture :

B) RATE PER DAY (for 10 hours run per day): (in figures) Rs.  
(in words) Rupees

C) ADDITIONAL CHARGES (per hour beyond 10 hours): (in figures) Rs.  
(in words) Rupees

NB: Fuel allowed for monthly hiring is 1L for 12KM & mobil oil @1L per 500KM run.

(Signature of owner)