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Govt. of West Bengal  
**IRRIGATION & WATERWAYS DIRECTORATE**  
Office of the Sub-Divisional Officer  
Manbazar Irrigation Sub-Division  
Bhatbandh Irrigation Colony, Purulia  
Email id: sdomanbazarirrigation@gmail.com

Memo No. 108/SDO(m)

Dated:- 03/06/25

**NOTICE INVITING QUOTATION**

**NIQ NO. -01/SDO(M)/PID/2025-26**

Sealed Quotations are hereby invited on prescribed format by the undersigned from the reputed owners/supplier of Motor Cab Diesel driven non-AC having commercial registration and contract carriage permit for the work "Hiring of one no Motor Cab Diesel driven non-AC along with driver on monthly hiring (per day basis) by the Sub-Divisional Officer, Manbazar Irrigation Sub-Division under Purulia Irrigation Division, Purulia for official purpose". The vehicle is being hired for the purpose of official and site visit as and when required as per following terms and condition.

**Terms & Condition**

1. Daily rate of hire charge should be offered excluding fuel. Cost of fuel, will be paid as per Government rules i.e. 1 liter of HSD per 12 k.m run and 1(one) liter of mobil per 500 k.m of run. Daily rate to be quoted in both word and figures. No other charges apart from hiring charges, cost of fuel, and mobil given to the successful Quotationer except OT charges as per Government rule.
2. The vehicles have to run along metal/non-metal road, inspection path of canal/river bank also.
3. The vehicle must be insured against accident at the cost and responsibility of the owner.
4. All taxes and other relevant charges as per government rule must have to be cleared at the cost and responsibility of the owners in due time.
5. Vehicle may have to be provided on all working days and even on holidays as or when necessary, depending upon the necessity of the office.
6. Monthly contract will initially be for six months and subsequently it may be renewed on satisfactory service. The contract will be temporary in nature and may be terminated on one-month prior notice.
7. Repair work, if required, on any day should be done with prior approval of the authority (i.e. Sub-Divisional Officer, Manbazar Irrigation Sub-Division, Purulia Irrigation Division, Purulia) and one vehicle of same condition is to be provided to the office during the period of repair.
8. Maintenance of vehicle, payment of all taxes, etc., should be made by the owner of the vehicle.




9. Vehicle should be kept ready all the time for movement to any place on each day.
10. Brand new Motor cab purchased on or after 01/01/2019 is to be provided.
11. Driver with or without vehicle should not move at any time without seeking permission of the Executive Engineer, Purulia Irrigation Division and suitable driver should be provided once, if the regular driver is not able to perform the duties due to illness or otherwise.
12. The Driver must have valid driving license for driving such vehicle and should possess a mobile phone at his own cost/ at vehicle's owner cost.
13. Two printed Log Book should be maintained by the Driver with authentication of Executive Engineer, Purulia Irrigation Division, Purulia.
14. Application can be made plain paper /letter head pad for quotation paper up to 18/06/2025. The Paper will be issued on 19/06/2025 up to 3.00 p.m. Last date of submission of Quotation is 23/06/2025 up to 12.00.Hrs. in Quotation Box in sealed cover in the Chamber of Sub-Divisional Officer, Manbazar Irrigation Sub-Division and quotations will be opened on the same day at 12.30 Hrs. Quotationer may remain present at that time.
15. Documents to be attached with quotation paper like copies of self-attested PAN, certificate of registration, certificate of fitness, Tax clearance certificate, PUCC, Insurance, Driving License etc are to be submitted with quotation.
16. Lowest Quotationer will have to execute formal agreement within 7 (Seven) days after the intimation of acceptance / approval of the quotation by competent authority.
17. Rate to be quoted in Words and Numerics.
18. The accepting authority reserves the right to cancel either the lowest or any other quotation without assigning any reason what so ever.

  
Sub-Divisional Officer  
Manbazar Irrigation Sub-Division  
I & W Dte., Purulia  
Date- 03.06.25

Memo No. 108/1(7)/SDO(m)  
Copy submitted to:-

1. The Officer- On- Special Duty (SE), I & W Dte, Bhatbandh Irrigation Colony, Purulia.
2. The Executive Engineer, Purulia Irrigation Division
3. Estimating/ Account section, Purulia Irrigation Division.
4. The S.D.O, Purulia Irrigation Sub-Division.
5. The A.E.-I/ II/ III, Purulia Irrigation Division.
6. Office Notice Board.
7. Junior Engineers/SDO(M)/PID.

  
Sub-Divisional Officer  
Manbazar Irrigation Sub-Division  
I & W Dte., Purulia



Schedule for the work- "Hiring of one no Motor Cab Diesel driven non-AC along with driver on monthly hiring (per day basis) by the Sub-Divisional Officer, Manbazar Irrigation Sub-Division under Purulia Irrigation Division, Purulia for official purpose."

Sl No	Description of Item	Specification	Quantity	Unit	Rate (Rs.)/Day	Amount (Rs.)
1	"Hiring of one no Motor Cab Diesel driven non-AC along with driver on monthly hiring (per day basis) by the Sub-Divisional Officer, Manbazar Irrigation Sub-Division under Purulia Irrigation Division, Purulia for official purpose."	Daily rate of hire charge should be offered excluding fuel. Cost of fuel, will be paid as per Government rules i.e. 1 liter of HSD per 12 k.m run and 1(one) liter of mobil per 500 k.m of run. Daily rate to be quoted in both word and figures. No other charges apart from hiring charges, cost of fuel, and mobil given to the successful Quotationer except OT charges as per Government rule.	1	Each		

Amount in words \_\_\_\_\_

#### Terms & Conditions

- Rate should be quote including of all taxes.
- Executive Engineer will reserve the right to cancel each or the entire item without assigning any reason.
- Lowest will be determined on the basis of total amount.

Signature of Supplier



**Sub-Divisional Officer**  
**Manbazar Irrigation Sub-Division**  
**I & W Dte., Purulia**