



Memo No- 205/PCSD/II

Dated- 8.7.2025

**NOTICE INVITING QUOTATION**

Notice Inviting Quotation No. NIQ NO.- 03/SDO /PCSD-II/2025-26

Sealed Quotations in prescribed pro-forma are hereby invited by the Sub-Divisional Officer, Purulia Construction Sub-Division (Irrigation)-II, Balarampur, for and on behalf of the Governor of the State of West Bengal from bonafide and resourceful car owner/suppliers for the following work 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.	Supply of 1(one) no. Motor Cab(Diesel Driven, Non AC) on daily hiring basis for a period of Six Months for the use of the Sub-Divisional Officer, Purulia Construction Sub-Division (I) No.- II, Balarampur, Purulia. (3 <sup>rd</sup> Call)	Bonafide and resourceful car owners/ suppliers	Six Months.	Free of cost.

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

1. Last date of Application :-18.07.2025 up to 14:00 P.M.
2. Date of issue of quotation paper:-18.07.2025 up to 16:30 P.M.
3. Last Date of dropping at this Office. :-24.07.2025 up to 14:00 P.M.
4. Date of opening :- 25.07.2025 at 11:00 A.M.

### Terms & Conditions:

1. The rates shall be quoted both in figure & in word & shall be inclusive of all taxes and no extra rate will be entertained. The quoted rate (Amount quoted per day/ maximum monthly duty days) should be followed the rate of Transport Department; Govt. of West Bengal vide circular no. 3564-WT/3M- 81/98 dated 24.11.2008. (As attached with this NIQ)

2. The quotation will be addressed in favor of the **Sub-Divisional Officer, Purulia Construction Sub-Division (Irrigation)-II, Balarampur, Purulia**

3. No conditional quotation will be entertained and the following documents should be produced in original / Attested photo copies of those certificates should be submitted during submitting quotation papers.

Latest Professional Tax Payment Certificate (PTPC) or, PT deposit challan for current financial Year and Income Tax Return Certificate
Valid PAN Card, Trade License in the name of bidder/ organization
Driver name with copy of driving license
a. Vehicle Registration Certificate b. Road Tax Clearance Certificate c. Fitness Certificate of Vehicle d. Commercial Registration of Vehicle e. Carriage Permit & Insurance Certificate f. PUC Certificate of Vehicle

4. No quotation will be allowed by post.

5. After acceptance of quotation the applicant must execute a formal agreement with the department along with a Fixed Security Amount of Rs. 3500/- (Rupees Three Thousand Five Hundred Only).

### Other Terms & Conditions

1. The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending bidders should drop the same in sealed cover into the specified Tender Box at the Dropping center. **The vehicle along with driver must be show as physically before technical verification.**
2. The vehicle will be hired on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. Rates, to be quoted, should not exceed the rates mentioned in the **existing G.O. of transport department, Govt. of West Bengal**. The cost of hire charge will be paid monthly on production of bill by the supplier. Deduction of Sales tax, income tax, cess etc. shall be made as per rule.
3. The cost of maintenance and repair of the vehicles is to be borne by the supplier. The cost of any urgent repair of the vehicle done by the department at outstation during on duty inspection works will be recovered from supplier's bill.
4. The department will not normally supply any diesel and Mobil. **All fuel/oil, lubricant used for running the vehicle is to be collected from the specified Fuel filling Station on production of requisition slip issued by the authorized Officer.** In this case the authorized Officer will issue the requisition slip of fuel (Diesel) or lubricant (Mobil) at consumption rate as mentioned below, the quality rounded to nearest full litre. Consumption of diesel will be allowed by the department as per actual consumption basis subject of the condition that the minimum run per litre of fuel will be as per limit prescribed below.
5. The car should be Mass Emission standard of as at least Bharat Stage -III purchased on or after 01.05.2012 with Diesel Engine having valid contract carriage permit.



6. The vehicle owner will have to submit the fuel and lubricants Tax-invoice bill for which cost will be paid at the MRP as per consumption schedule. **a) Diesel consumption- 1 litre / 12 KM. b) Mobil consumption - 1 litre/ 500 KM.** Cost of brake fluid, gear oil, grease, distilled water etc will not be paid from the office authority.
7. The Cost of pay and allowances of the driver of the vehicles should be borne by the owner of the vehicle.
8. Responsibility of guarding of the vehicles from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsibility for any damage caused to the car due to any accident or for any court case of compensation arising out of the vehicle and its driver or for any taxes/ or charges that may be levied by the State/Central govt.
9. The service of the vehicle may be terminated in case of unsatisfactory service, or if the condition of the vehicle is found not satisfactory and for failure on the part of the supplier to fulfill any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3(three) days' notice without any financial implication.
10. The car owner will arrange the garage at his own cost and the same should not be located beyond 3 KM from the office of the concerned officer. If garage is situated beyond 3 KM of the headquarters, the cost of fuel for extra journey in this shall have to be borne by the owner of the vehicle.
11. The vehicle must be tip-top conditions along with good sitting arrangement, foot mat, inner light door lining, tyres, looking arrangement etc. Lifting of window glasses, **speedometer (kilo metre) and fuel- meter should always be in working conditions.**
12. Normally the driver along with vehicle will report for duty at any time on specific date and place as will be instructed beforehand by the officer on duty. Approved driver should not be changed except for urgent reasons.
13. **The vehicle will be hired on daily higher charges basis. The normal duty hours is 10 hours a day. In unavoidable circumstances if the duty period exceeds 10hours an additional charge of Rs.20.00(Rupees Twenty) only per hour of part thereof will be paid.**
14. If in case of any accident or breakdown, the vehicle fails to report for duty then a message has to be sent by the supplier forthwith and an alternative vehicle in replacement shall have to be arranged by the supplier for reporting to duty place.
15. The supplier of the vehicle should supply 2(two) machine numbered log books (printed) for recording journeys.
16. Normally the vehicle would be used on working days but in emergency, the vehicle will have be placed on Saturdays/Sundays or any public holidays as and when required basis.
17. The vehicle will have to make long tour off and on and the driver must remain prepared to halt frequently outside the Head Quarters. The driver must follow the instructions of the officer using the vehicle.
18. Servicing of the vehicle should be done by supplier at his own cost with prior intimations of that duty may be adjusted.
19. The supplier must quote telephone number for communication of message of the garage attending calls.

20. The supplier should quote rate on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier.
21. In case of violation of the above terms and condition the quotation will be liable to be rejected.
22. If the supplier wants to terminate the contact he has to give prior one month notice.
23. Day- to- Day Logbook will have to maintained and signed by the Driver and to be submitted to the concerned officer of his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.
24. While on journey, the Officer /Office person/persons using the vehicle will no way be responsible for any occurrence of accident. All liabilities on this account will have to be borne by the Driver and owner of the vehicle.
25. Late attendance for more than 3 (Three) occasion in a month may be treated as disqualification and may lead to termination of contract.
26. The contract agreement may require to be extended in exigency, if both the parties agree to do so at the existing terms and conditions of contract.
27. The contract will remain valid for 6 (Six) months initially, which may be extended on the basis of the agreeability between the both parties. However, the contract may stand terminated on production of 1 (one) month notice from either of the two parties.



Sub-Divisional Officer,  
Purulia Construction Sub-Division (Irrigation)-II  
Balarampur

Memo No:- 205/1(9)PCSD/11

Date:- 8.7.2025

Copy Submitted for information and wide circulation to the:

1. Officer on Special Duty (S.E.), I & W Dte., Bhatbunth Irrigation Colony, Purulia,
2. Executive Engineer, Purulia Construction Division (Irrigation), Bhatbunth, Bhatbunth Irrigation Colony, Purulia, with a request to arrange for uploading the Corrigendum in the Departmental website,
3. Executive Engineer, Purulia Investigation & Planning Division, Bhatbunth Irrigation Colony, Purulia,
4. Executive Engineer, Purulia Irrigation Division, Bhatbunth Irrigation Colony, Purulia,
5. Assistant Engineer-I, Purulia Construction Division (I), Bhatbunth Irrigation Colony
6. Assistant Engineer-II, Purulia Construction Division (I), Bhatbunth Irrigation Colony, Purulia
7. Sub-Divisional Officer, Purulia Construction Sub-Division No.-I, Raghunathpur, Purulia,
8. Departmental Website,
9. Office Notice Board..



Sub-Divisional Officer,  
Purulia Construction Sub-Division (Irrigation)-II  
Balarampur





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Issued to:-.....

NIQ No:- NIQ NO.- 02/SDO /PCSD-II/2025-26

Name of Work:- Supply of 1(one) no. Motor Cab(Diesel Driven, Non AC) on daily hiring basis for a period of Six Months for the use of the Sub-Divisional Officer, Purulia Construction Sub-Division (Irrigation)-II, Balarampur, Purulia.

Sd/-

Sub-Divisional Officer,  
Purulia Construction Sub-Division (Irrigation)-II  
Balarampur

QUOTATION FOR VEHICLE (DIESEL DRIVEN)

PARTICULARS OF THE VEHICLE:

Name of Owner & Address:

Registration No. of the Vehicle:

Year of Manufacture:

Engine No.:

Chassis No:

Any other features:

RATE—PERDAY:- (In figures)Rs.....

(In words)Rupees.....

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Signature of the Owner

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