



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Additional Project Director- III  
District Project Management Unit- I, WBMIFMP  
Kanainatsal, Purba Burdwan, Pin - 713103.**

Memo No:- **687**

Dated:-28.07.2025

**NOTICE INVITING QUOTATION NO- 01/APD(Civil)-III/DPMU-I,WBMIFMP OF 2025-26.**

Sealed Quotation in letter head pad/plain paper are invited by the undersigned from reliable owner/supplier for supplying of an Inspection vehicle (Non-Air Condition) Bharat Stage-III, purchased on or after 01.01.2012 with Diesel/Petroleum Engine on daily hire charges basis for a period of 06 months as and when required.

The rate to be also quoted in the prescribed Proforma of the quotation document which will be available at the office of the Deputy Project Director (Civil) –V, District Project Management Unit – I, Kanainatsal, Burdwan.

Before submitting quotation, the quotationers are to satisfy themselves of the terms & conditions, specification etc. and accordingly a certificate should also be furnished at the end of the Quotation that, "I/We hereby declare to abide by all the terms & condition, specification etc. as laid down in the notice."

**Name of the Work: Supplying of Motor Cab (Non-Air Condition), Bharat Stage-III, purchased on or after 01.01.2012 with Diesel/Petroleum Engine on daily hire charges basis for the use of APD(Civil)-III, DPMU-I, WBMIFMP, Irrigation & Waterways Directorate, Kanainatsal, Burdwan.**

- |   |              |                |
|---|--------------|----------------|
| 1) Last Date of receiving application   | : 06.08.2025 | upto 04.00 PM  |
| 2) Last Date of issuing quotation paper | : 07.08.2025 | upto 04.00 PM  |
| 3) Last Date of receiving quotation     | : 11.08.2025 | upto 03.00 PM  |
| 4) Date of opening quotation            | : 11.08.2025 | after 03.30 PM |

The vehicle must be in good/road worthy condition with appropriate certificate and shall have up-to-date papers like Contract Carriage Permit, fitness, pollution control Tax clearance, Insurance clearance certificate with Blue Book.

The vehicle will be hired on daily basis. Monthly hiring charges of these vehicles are calculated for actual use/ running of the vehicle on the basis of daily rates. Quotationer shall quote their rates/day in attached proforma and letter head pad/plain paper mentioning Registration number of the vehicle and must accompany all the papers like self attested Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card, Trade License etc. which will have to be produced along with application as well as with the quotation. The originals of the above mentioned papers to be produced during application for verification.

The payment will be made monthly on production of bill to the Deputy Project Director (Civil) –V, District Project Management Unit – I, Kanainatsal, Burdwan.

The successful quotationer shall have to place the Diesel/Petrol Car within a day for a test run and checking at the quotationers own cost. The quotationer shall have to bear all expenditure for servicing maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay all the Taxes all the Taxes to keep the vehicle in road worthy condition.

Fuel and other lubricants shall have to be supplied by the owner of the vehicle; payment will be made only for Diesel and Mobile at the prevailing market rate on the basis of R.T.A. rules. Payment in respect of Driver's wages, T.A.;

D.A. etc. shall have to be borne by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditures. The successful quotationer shall have to be arrange for Garaging facility of the vehicle at his own cost and the vehicle will have to be placed as per instructions.

The quotationer shall have to replace a Diesel Car of identical specification with Driver in the event of supplied Car being out of order/under servicing maintenance and repair, failing which hire charge for that/those day(s) will not be paid.

The supplier should always keep the vehicle ready for duty and Log Books to be maintained at his own cost as per instruction.

The acceptance of quotation will fully lie on the **Additional Project Director-III, District Project Management Unit-I, Kanainatsal, Burdwan**, who reserves the right to reject any of quotationer without assigning any reason.

*B. Paul*  
28/07/2025

**Deputy Project Director (Civil) -V  
District Project Management Unit - I  
Kanainatsal, Burdwan.**



## Terms & Conditions

- 1) The vehicle will be hired on daily basis. Monthly hiring charges of these vehicles are calculated for actual use/ running of the vehicle on the basis of daily rates. Quotationer shall quote their rates/day in attached proforma and letter head pad/plain paper mentioning Registration number of the vehicle and must accompany all the papers like Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card, latest IT return, Trade License etc. which will have to be produced along with application as well as with the quotation. The originals of the above mentioned papers to be produced during application for verification.
- 2) The vehicle shall have to be supplied with Driver. Driver will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The Driver with vehicle in running condition will have to sign Log-Book at arrival as token of his reporting for duty.
- 3) The owner/supplier of the vehicle arrange fuel and mobile @12Km/liter of Diesel and Mobile oil @5Lit/2500Km as required. The owner/supplier of the vehicle arranged the fuel and mobile, he/she must be produce the bill with necessary voucher/cash memo to the Deputy Project Director (Civil) –V District Project Management Unit – I, for necessary payment. The record of kilometer will be recorded in the Log-Book with the signature of the Officer making journey. At the end of every month total kilometer run of journey made during the month will be calculated and the consumption of Diesel and Mobile oil will be worked out. Copy of relevant voucher for Diesel & Mobile oil will have to be furnished for verification of cost of the office for recoupment of cost thereof at the prevailing market rate.
- 4) No payment will be made for the vehicle if the same is in break-down condition or any other mechanical default develops which disrupts the journey after it begins, unless the car is immediately replaced by another Car of similar specification and in good running condition.
- 5) In case of failure to replace the defaulted vehicle immediate or in the event of failure of the Driver to attend duty for any reason whatsoever, if the department is required to arrange any other vehicle on its own for the sake of journey, any excess cost involved for undertaking such journey by other vehicle departmentally arrange, shall be recovered from the running bills of the owner as per agreement.
- 6) Supplier/owner of the vehicle shall be responsible for the all type of repair, servicing and maintenance of the vehicle and no payment will be made for the period for the repair of the vehicle.
- 7) Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority. The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5Km. of the respective Head Quarter.
- 8) The authority shall not have any liability arising out of any accident while the car is in use by the authority where or not the accident would cause due to negligence etc. of the driver. The authority shall not be liable to pay damages / consumption to the owner/driver or any other person who may be affected by the accident.
- 9) The authority may terminate the agreement at any time without assigning any reason, for which no compensation will be paid. One month's notice will be given for termination of the agreement from either side.
- 10) The authority reserves the right to extend the validity of contract with the supplier beyond the expiry of contract period at the same terms & conditions and rate under mutual agreement by both the side.
- 11) Claim for escalation of rate due to any reason during the validity of contract period, if any will not be entertained.

12) Driver with **capricious, erratic, arrogant attitude or alcohol addiction** should be replaced immediately; otherwise the contract will be terminated at any time with imposition of penalty as per Clause 3 of WBF No. 2911.

13) Usual recovery as per rule will be made from the running bills on account of Security Deposit, Income Tax as applicable.

14) The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with the Deputy Project Director (Civil) -V, District Project Management Unit - I, Kanainatsal, Burdwan.  
as per terms & conditions laid down in the Notice Inviting Quotation.

15) The vehicle may have to undertake journey for long hours in other district. The driver of the car shall be prepared to halt with own arrangement and cost.

16) The vehicle must be placed within 3(Three) days after receiving **Work Order** from the competent authority.

17) The vehicle should be operated by **Diesel**. It should be good, road worthy and comfortable in condition. If any petty repair is made by the Touring Officer or the competent authority during his journey, the cost of repair will have to be paid by the owner.

18) The usual service time is 10(Ten) hours beyond which additional charge @ Rs.20/- per hour will be paid.

19) The quotationer whose quoted rate stand lowest and accepted by the competent authority have to deposit an amount of 2% of the probable amount considering total contract period during formal agreement.

*Pranab*  
28/07/2025  
Deputy Project Director (Civil) -V  
District Project Management Unit - I  
Kanainatsal, Burdwan.

Memo No: - 687/1(6)

Dated :-28.07.2025

Copy forwarded for information to :-

1. The Project Director, SPMU, WBMIFMP, I&W Directorate, Jalsampad Bhawan, 9<sup>th</sup> floor.
2. The Additional Project Director-III, District Project Management Unit-I, Kanainatsal, Burdwan.
3. The Executive Engineer, Burdwan Irrigation Division, Kanainatsal, Burdwan.
4. The Executive Engineer, Right Bank Irrigation Division.
5. The Assistant Project Director, DPMU-I, Kanainatsal, Burdwan.
6. Notice Board for wide circulation.

*Pranab*  
28/07/2025  
Deputy Project Director (Civil) -V  
District Project Management Unit - I  
Kanainatsal, Burdwan



**NOTICE INVITING QUOTATION NO- 01/APD(Civil)-III/DPMU-I,WBMIFMP OF 2025-26.**

**SCHEDULE TO FILLED UP BY THE QUOTATIONER**

**PROFOMA**

**NAME OF WORK** :- Supplying of Motor Cab (Non-Air Condition), Bharat Stage-III, purchased on or after 01.01.2012 with Diesel/Petroleum Engine on daily hire charges basis for the use of APD(Civil)-III, DPMU-I, WBMIFMP, Irrigation & Waterways Directorate, Kanainatsal, Burdwan.

1. Name of the owner/ Supplier of vehicle :
2. Address :
3. Vehicle Registration No :
4. Model with year :
5. Name of the driver with address :
6. Driver's license No :
7. Rate of Hire Charge per day :..... per day  
(in words)

**Deputy Project Director (Civil) –V  
District Project Management Unit – I  
Kanainatsal, Burdwan**

“I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation”

Full Signature of the Quotationer with date.