



Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Executive Engineer  
Suburban Drainage Division  
Jalasampad Bhavan, (7<sup>th</sup> floor), Salt Lake  
Kolkata – 700 091.

**Memo No. 2M-1/1299**

**Date :18.08.2025**

**NOTICE INVITING QUATATION**

**N.I.Q. No. 01/EE/SDD of 2025-2026**

Sealed quotation in plain paper in the prescribed proforma are hereby invited by the Executive Engineer, Suburban Drainage Division, Jalsampad Bhawan (7<sup>th</sup> floor), Salt lake City, Kolkata - 700091 from reputed Travel Agencies, Luxury Taxi Owners / reliable Suppliers for **Supplying a Diesel Commercial (Non-AC) car / Swift Dzire (Non-AC) / Any Model Maruti registered as Luxury Taxi on temporary daily hire basis.**

Name of work : **“Supplying a Diesel Commercial (Non-AC) car / Swift Dzire (Non-AC) / Any Model Maruti registered as Luxury Taxi with Driver on daily hire charge basis for a period of one year for official use of Executive Engineer / Suburban Drainage Division, I & W Dte. & Protocol Officer of Irrigation & Waterways Deptt. Govt. of West Bengal, Jalsampad Bhavan (7<sup>th</sup> Floor), Salt Lake City, Kolkata - 700091.”**

Accepting Authority : **Superintending Engineer, Greater Calcutta Drainage Circle, I & W Dte.**

Quotation papers will be issued to the intending Owner of the vehicle on production of the following documents:-

- a) Certificate of Registration from appropriate authority.
- b) Tax Clearance Certificate from Tax Officer of M.V. Department.
- c) Contract Carriage Permit of Luxury Taxi issued by competent authority.
- d) Auto Emission Testing Certificate.
- e) Certificate of Insurance of Passenger Carrying Commercial Vehicle.
- f) PAN Card.

- 1) Last date of receiving application : 25.08.2025
- 2) Last date of issuing : 25.08.2025
- 3) Last date for receiving quotation : 26.08.2025 at 14.00 Hrs.
- 4) Date of opening quotation : 26.08.2025 at 15.00 Hrs.
- 5) Value of Quotation paper : Free of cost
- 6) Place of Quotation : Office of the Executive Engineer, Suburban Drainage Division, I & W Dte. Jalsampad Bhawan (7<sup>th</sup> floor), Salt Lake City, Kolkata – 700091

**TERMS AND CONDITIONS**

1. The car will be under the administrative control of the Executive Engineer, Suburban Drainage Division, I & W Dte.
2. Rates should be quoted both in figure and words for each day covering 10 hours and additional charge beyond 10 hours for every hour. Deductions of GST shall be made as per rule.
3. Rates to be quoted, should not exceed the Rates mentioned in the existing G.O. of Transport department, Govt. of west Bengal.
4. Model of the car, the Registration No. & year of registration is to be mentioned.
5. The owner of the vehicle should provide the Car along with the Driver having valid up to date Driving License.
6. The Owner of the vehicle should bear at his own expense all the running repairs, major repairs and over hauling charges of the vehicle from time to time as and when necessary.

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7. If the Owner of the vehicle fails to provide any vehicle for duty more than 2 (Two) successive days, the whole contract may stand cancelled at the option of the Department and no Claim what-so-ever will be entertained in this respect.
8. If for any reason what-so-ever, the Owner is unable to provide the marked vehicle for duty he shall have to provide another vehicle as substitute.
9. The Department will not hold responsible for any
  - i. Damage caused to the Car due to any Accident.
  - ii. For any Court Case of Compensation arising out of the vehicle and its driver.
  - iii. The Owner shall have to pay any taxes or charges that may be levied by the State/central Govt. to keep the vehicle in road worthy condition.
10. Normal hours of duty will be 10 hours per day from reporting time to releasing time. This period may be extended as and when required as per necessary. The area of Normal plying of the vehicle shall be Kolkata and may be extended to anywhere within West Bengal in the interest of Government works. The time and place of reporting of the vehicle will be intimated to the driver by the officer(s) concerned.
11. The Vehicle will not be required normally on Sunday and on Holiday. But at the discretion of the concerned officer using the vehicle, the Owner will have to provide the vehicle on Sunday or Holiday, if so required.
12. The owner of the vehicle will have to bear the Salaries and other Expenses of the Driver including Tiffin Charges.
13. The Owner of the vehicle will have to supply Fuel for smooth running of the vehicle as per consumption mentioned in the existing GO of Transport Department, govt. of west Bengal (i.e. Fuel/Diesel 1(One) Liter for 12 km and Mobil-5 (Five) Liters for 2500 Km). Costs thereof will be paid along with the Bill .Supporting documents are to be attached with the Bill in case of the extra claim related with the Costs of the Fuel/Lubricants.
14. The Kilometer of the vehicle must be always in proper condition. No Servicing Charges will be allowed by the Govt.
15. The contract may be terminated by One Month Notice from either side.
16. The authority reserves the right to extend the validity of contract or hiring of vehicle, with the supplier beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both the sides.
17. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with the Executive Engineer, Suburban Drainage Division as per terms and conditions laid down in the Notice Inviting Quotation.
18. The acceptance of quotation will fully lie on the Superintending Engineer, Greater Calcutta Drainage Circle, I & W Dte. who does not bind himself to reserve the right to reject the lowest quotationer or any of the quotationer without assigning any reason.

Sd/-  
**Executive Engineer,  
Suburban Drainage Division**

**Memo.No. : 2M-1/1299(8)**

**Date : 18.08.2025**

Copy forwarded for information and having display on Notice Board to:

1. The Chief Engineer (South), Irrigation & Waterways Directorate, Govt. of West Bengal, Jalsampad Bhawan, Salt Lake City, Kolkata-700 091.
2. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhavan, (2<sup>nd</sup> floor) Salt Lake, Kolkata-91.
3. The Executive Engineer, Urban Drainage Division, Jalsampad Bhavan, Salt Lake, Kolkata-700 091
4. The Executive Engineer, Metropolitan Drainage Division II, Jalsampad Bhavan, Salt Lake, Kolkata-700 091
5. The Sub-Divisional Officer, Suburban Drainage Sub-Division No. I / II / III
6. The Estimating Branch of Suburban Drainage Division.
7. The Accounts Branch of Suburban Drainage Division.
8. The Notice Board of Suburban Drainage Division.

Sd/-  
**Executive Engineer  
Suburban Drainage Division**

**N.I.Q. No. 01/EE/SDD of 2025-2026, Dated : 18.08.2025**

Name of work: **“Supplying a Diesel Commercial (Non-AC) car / Swift Dzire (Non-AC) / Any Model Maruti registered as Luxury Taxi with Driver on daily hire charge basis for a period of one year for official use of Executive Engineer/ Suburban Drainage Division, I & W Dte. & Protocol Officer of Irrigation & Waterways Deptt. Govt. of West Bengal, Jalasampad Bhavan (7<sup>th</sup> floor), Salt Lake City, Kolkata - 700091.”**

1. Name of the owner :

2. Address :

3. Model of the Car mentioning the year including Registration No. :

4. Name of the Driver :  
with address.

5. Driver's License No. :

6. Daily Hire charge :

7. Overtime Rate / Hrs. :  
beyond 10 Hrs. normal  
duty hours.

8. Minimum consumption of

i) Fuel : Diesel 12 km/Lt. (Minimum)

ii) Lubricants : 1 Lt. / 500 Km. (Minimum)

I do hereby agree to execute the work and also to abide by the terms and conditions of NIQ.

.....  
Signature of the Agency

Address :

Executive Engineer  
Suburban Drainage Division  
Irrigation & Waterways Directorate  
Jalasampad Bhawan ( 7<sup>th</sup> floor)  
Salt Lake, Kolkata-700091