



Memo No: - 598

Dated: - 04.09.2025

NOTICE INVITING QUOTATION NO - 01/SDO/TDD, WBMIFMP OF 2025-26

Sealed quotations in prescribed proforma are hereby invited by the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta for and on behalf of the Hon'ble Governor of West Bengal from bonafied and resourceful car owner/ suppliers for supplying **Diesel driven (Non-AC) vehicle** having valid contract carriage permit for the following work—

Sl. No.	Name of Work	Eligibility of supplier	Time Period	Cost of quotation document
1.	Supplying 1(One) no. Diesel Driven Inspection Vehicle (Non-AC), with suitable driver on daily basis for use in the office of the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta, Howrah.	Bonafide and resourceful car owners/ suppliers	12 (Twelve) months	Free of cost.

The supplier should quote their rates (excluding the cost of Fuel and lubricant) strictly as per prescribed form which will be available in the office of undersigned free of cost, along with terms and conditions. The rate should be quoted both in figure as well as in words.

The acceptance of quotation will rest upon the appropriate authority who does not bind himself to accept the lowest quotation and reserves the right to reject any of or all the quotation without assigning any reason.

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

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|------|---|------------------------------|
| i) | Last Date & Time of receiving application | - 16.09.2025 upto 3.30 P.M. |
| ii) | Last Date & Time of Issue of quotation paper | - 17.09.2025 upto 4.00 P.M. |
| iii) | Last Date & Time of dropping of quotation paper | - 19.09.2025 upto 3.00 P.M. |
| iv) | Date & Time of opening of quotation paper | - 19.09.2025 after 3.30 P.M. |

Dropping Centre : Office of the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta, Howrah.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH

TERMS & CONDITIONS OF QUOTATION

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 owner of the vehicle on production of following documents (photo copy should have to submit with prescribed performa and have to verified with original on submission time) :-
 - a) Certificate of Registration from appropriate authority.
 - b) Tax clearance certificate from appropriate authority.
 - c) Contract carriage permit of vehicle issued by the competent authority.
 - d) Auto emission testing certificate issued by the competent authority.
 - e) Certificate of fitness issued by the competent authority.
 - f) Driver's License issued by the competent authority.
 - g) PAN Card.
 - h) Aadhaar Card/Voter Card.
2. The car along with the driver will be at the disposal of the Sub-Divisional Officer, TDD Sub Division Amta, Howrah. The car will have to be replaced by another Luxury Taxi (Diesel) without any extra cost when the existing car becomes unserviceable due to break down or any other cause.
3. The car will have to run in any motorable road including kancha road.
4. The service of the car shall not normally be needed for duty on Sunday, Saturday or Holidays unless specifically instructed as directed by the concerned officer. Though the vehicle may be required for 24 hours including Sunday, holidays.
5. The car is to be maintained in good condition and the Driver must be physically fit to undertake a journey or run 500 k.m. per day at a stretch. The Driver must prepare to halt frequently outside the headquarters & must follow the instruction of the officer using the car. The Driver of the car must be conversant with the mechanism of automobiles so that instant repair work may immediately be taken up by him in case of breakdown.
6. Driver with capricious, erratic, arrogant attitude or alcohol addition should be replaced immediately; otherwise, the contract will be terminated at any time with imposition of penalty as per Clause 3 of WBF 2911.
7. The dept. will not provide the arrangement for garage of the vehicle. The owner deserves to keep the vehicle in his own garage. Maximum 10 kms between the garage of the vehicle and the place of reporting (both ways inclusive) whichever is convenient to the owner of the vehicle may be allowed.
8. The consumption of fuel i.e., diesel will be issued at the maximum rate of 1(one) litre per 12 k.m run & Mobile/lubricants will be issued at the maximum rate of 1(one) litre per 500 k.m run of the vehicle. The fuels and lubricant will be issued by the agency and the supporting documents for rate of P.O.L. for fuels and lubricants to be submitted separately along with the bill.
9. The Vehicle will be taken up on monthly hire basis but to be paid at daily rate basis. No hire charges of the vehicle will be paid for any idle period due to break down of the vehicle or absence of the Driver.

10. The car must be maintained in tip top condition in every respect particularly the odometer reading, engine condition, tires, seats, foot mats, inner light, fitting arrangement of window glasses, locking arrangement etc. must be in good condition all the time.
11. Any complain regarding defects in the car must be promptly attended and defects must be repaired forthwith by the owners of the car. The owner shall bear the cost of all running repairs oiling, cleaning, clearing and Tiffin of driver etc. Department will not be responsible for any damages, accidents insurances.
12. The Road tax , Insurance premium , P.U.C certificate , Hire carriage Permit & all other relevant papers should be renewed by the owner , in time during period of contract at the cost of owner.
13. The Department will maintain Log-Book for the journeys and will also keep records of duty hours; kilometre travelled on account of fuel issued in connection with the payment of oil charges bill.
14. The vehicle can be taken back as withdrawn or released from Government duty within 15 (fifteen) days' notice from the either side.
15. No payment will be made for the day on which the vehicle has no run. The bill in triplicate addressed to the office of undersigned to be submitted after completion of one month run.
16. The vehicle should satisfy Bharat stage – III / IV emission norms by automobiles.
17. Acceptance of the quotations will vest with the Additional Project Director-IV , DPMU-II, Irrigation and Waterways Directorate., Jalasampad Bhavan , Salt Lake City, Kolkata – 91 who reserve the right to accept or reject any of the Quotation (s) as received without assigning any reason.
18. No subsequent letter other than contract in proper form will be entertained for this will not only invalidate but also call for disciplinary action against the quotationers.
19. The successful quotationers will have to produce valid clearance certificate of P.Tax., Income Tax and carriage permit at the time of acceptance of the quotation by The Additional project Director-IV,DPMU-II, Irrigation and Waterways Directorate. The quotation which contains over writing manipulation liable to be rejected. All corrections should be attested under the dated initial of quotationers.
20. Any Claims for escalation of rate due to any reason during the validity of the contract period, if any will not be entertained.
21. No advance payment will be made for hire charge & fuel etc. Payment will be made subject to availability of fund.
22. The quotationer whose quoted rate stands lowest and accepted by the competent authority have to deposit an amount of 2% of the probable amount in DD in favour of Executive Engineer, Howrah Irrigation Division payable at Kolkata, considering total contract period during formal agreement.

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

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH.

Memo No: -598 /1/9

Dated: -04.09.2025

Copy forwarded for information & wide circulation to:-

1. The Additional Project Director-IV, DPMU-II, WBMIFMP, I & W.Dte.
2. The Executive Engineer, Howrah Irrigation Division, I & W. Dte, this has to do as per your approval vide U/O No.; 69, Dtd: 25.08.2025.
- 3-4 . The Executive Engineer I/II, Lower Damodar Construction Division, I & W. Dte,
- 5-7. The Sub-Divisional Officer, L.D.C.Sub-Division No.- III/ IV/LD Sub-Division No.-I.
8. The Sub-Divisional Information Officer, Uluberia, Howrah
9. Office Notice Board/TDD Sub-Division, Amta, Howrah.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH

Issued to :-

Ref. NIQ No- :- 01/SDO/TDD, WBMIFMP OF 2025-26 circulated vide Memo No: 598 ,Dtd: 04.09.2025

Name of Work: - **“Supplying 1(One) no. Diesel Driven Vehicle (Non-AC), with suitable driver on daily basis for use in the office of the Sub-Divisional Officer, Trans Damodar Drainage Sub-Division, Amta, Howrah.”**

(SCHEDULE TO BE FILLED UP BY THE QUOTATIONER)

A. Particulars of Vehicle

1) Name of owner / Supplier :
With full address & Phone No.

2) Driver's Name , with full address :

3) Registration No. of the car :

4) Year of Manufacture :

5) Consumption of Motor oil (Mobil) :

6) Consumption of Fuel (Diesel) :

NB: Consumption of P.O.L will be calculated on the basis of Item No. 5 & 6 above & in case of any excess consumption P.O.L the cost will be realised from the respective hire charges Bill.

B. RATE OF HIRE CHARGE PER DAY:-

(In figures) Rs.....

(In words) Rupees.....

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“I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation: 01/SDO/TDD, WBMIFMP OF 2025-26”

Full Signature of the Quotationer with date.

(Sd/-S.Choudhury)
SUB-DIVISIONAL OFFICER
TRANS DAMODAR DRAINAGE SUB-DIVISION
AMTA, HOWRAH