



Government Of West Bengal
Irrigation & Waterways Directorate
Office Of The Sub-Divisional Officer
Tilpara Barrage Sub-Division
Suri Birbhum
Email : sdotbsubdivn@gmail.com

Memo. No.,489

Date:25.09.2025

NOTICE INVITING QUOTATION NO. 03 OF SDO/T.B.SUB DIVISION OF 2025-26

Sealed Quotation in letter head pad/plain paper are invited by the Sub-Divisional Officer, Tilpara Barrage Sub-Division, Suri, Birbhum from reliable owner for supplying a Motor Cab/Maxi Cab (Non-Air Condition) Bharat Stage -III, purchased on or after 01.09.2022 with Diesel Engine on daily hire charges basis for a period of 6 months & performing whole time duty as and when required.

The prescribed Proforma or the quotation document will be available at the office of The Tilpara Barrage Sub-Division, Suri, Birbhum as well as Govt. Website portal sdotbsubdivn@gmail.com.

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:

1. Supplying a Non Air-Conditioned diesel driven Maxi Cab including driver on daily basis monthly hire for the Executive Engineer, Mayurakshi Head Quarters Division, Suri, Birbhum.

1) Last Date of receiving application	: 29.10.2025 upto 04:00PM
2) Last Date of issuing quotation paper	: 30.10.2025 upto 04:00PM
3) Last Date of receiving quotation	: 03.11.2025 upto 03:00PM
2) Date of opening quotation	: 03.11.2025 after 03:00PM

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. 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 etc. which will have to be produced alongwith 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 Tilpara Barrage Sub-Division, Suri, Birbhum through the Sub-Divisional Officer in-Charge of the vehicle.

The successful quotationer shall have to place the Diesel Car within a day for a test run and checking at the quotationer's own cost. The quotationer shall have to bear all expenditures for servicing, maintenance and repair including cost of spare parts and labour charges. The quotationer shall have to pay 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 Mobil 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 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 acceptance of quotation will fully lie on the Sub-Divisional Officer, Tilpara Barrage Sub-Division, Suri, Birbhum who reserves the right to reject any of the quotationer without assigning any reason.

Terms & Conditions

- 1) The vehicle will be hired on daily basis (monthly hiring) as and when required following G.O. No. 3564-WT/3M-81/98 Dated. 24.11.2008. Quotationer shall quote their rates per day 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 etc. which will have to be produced alongwith application as well as with the quotation. The originals of the above mentioned papers to be produced during application for verification.
- 2) The successful quotationer will have to execute a formal agreement in W.B.F.No.- 2911 within 7 (Seven) days from the date of receipt of the intimation of acceptance of his quotation. Copies of the forms and other documents will be supplied from the office of the Sub- Divisional Officer, Tilpara Barrage Sub- Division, Suri Birbhum/ Executive Engineer-Mayurakshi Head Quarters Division free of cost. Initial contract period will be for 6 (Six) months. However, on satisfactory service the contract period may be extended further.
- 3) The vehicle shall have to be supplied with Driver who 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.
- 4) The fuel and mobil only will be supplied by the department at the rate of 12km/liter of Diesel and Mobil oil @ 5 Lit./ 2500Km. The record of kilometre run 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 & Mobil will be worked out. Copy of 10 relevant voucher for Diesel & Mobil will have to be furnished for verification of cost of the fuel of the office for recoupment of cost thereof at the prevailing market rate.
- 5) 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.
- 6) In case of failure to replace the defaulted vehicle immediately 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 arranged, shall be recovered from the running bills of the owner as per agreement.
- 7) Supplier/owner of the vehicle shall be responsible for the all types of repair, servicing and maintenance of the vehicle and no payment will be made for the period for repair of the vehicle.
- 8) 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 5 Km. of the respective Head Quarter.
- 10) 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 caused 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.
- 11) 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.
- 12) 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 sides.
- 13) Claim for escalation of rate due to any reason during the validity of contract period, if any, will not be entertained.
- 14) 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.

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

16) The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form with the Tilpara Barrage Sub-Division, Suri, Birbhum as per terms and conditions laid down in the Notice Inviting Quotation.

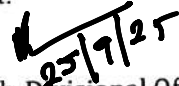
17) The vehicle may have to undertake journey for long hours in other districts. The driver of the car shall be prepared to halt with his own arrangement and cost.

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

19) 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.

20) The usual service time is 10 (ten) Hrs. beyond which additional charge @ ` 20/- per Hr. Will be paid.

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

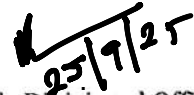

Sub-Divisional Officer
Tilpara Barrage Sub-Division
Suri, Birbhum

Memo. No.489/1(5)

Dated. 25.09.2025

Copy forwarded for information to:-

1. The Superintending Engineer, Mayurakshi Canal Circle .
2. The Executive Engineer, Mayurakshi Head Quarters Division.
3. Notice Board for wide circulation.
4. Estimating Branch, M.H.Q Division.
5. Accounts Section of M.H.Q Division


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Tilpara Barrage Sub-Division
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Name of the Work:

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PROFORMA

1. Name of the owner :
2. Address :
3. Vehicle Registration No. :
4. Name of the Driver with address :
5. Driver's License No. :
6. Overtime Rate/Hrs. beyond 10Hrs. of normal duty hours :
7. Minimum consumption of
 - i. Fuel diesel 12 Km/Lt. (Minimum)
 - ii. Lubricants 1 Lt. / 500Km. (Minimum)
8. Daily Hire Charge : ` _____/day

Sub-Divisional Officer
Tilpara Barrage Sub-Division
Suri, Birbhum

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

Full Signature of the Quotationer with date

CHECK LIST FOR HIRING OF INSPECTION VEHICLE

NIQ No.

Vehicle No.

1	Designation of Officer/s for whom the vehicle will be hired	:	
2	Details of the Vehicle	:	
	a) Name & address of registered owner of the vehicle	:	
	b) Registration No. of the Vehicle	:	
	c) Date of Registration of the Vehicle	:	
	d) Validity of Registration of the Vehicle	:	
	e) Manufacturing year of the Vehicle	:	
	f) Manufacturer Name, Mode & class of Vehicle	:	
	g) Emission Standard of the Vehicle	:	
3.	Road Tax renewed/ Valid upto	:	
4.	Fitness renewed/ Valid upto	:	
5.	Insurance renewed/ Valid upto	:	
6.	Pollution under control certificate renewed/ Valid upto	:	
7.	Details of Permit of the Vehicle	:	
	a) Name of Owner of permit of the vehicle	:	
	b) Area/Zone for which permit is granted	:	
	c) Permit renewed/ Valid upto	:	
8.	P. Tax renewed/ Valid upto	:	
9.	Permanent Account No. (PAN)	:	
10.	Signature of the quotationer	:	

Original documents in respect of the vehicle
Verified and found Correct

Countersigned

Sub-Divisional Officer
Tilpara Barrage Sub-Division
Suri, Birbhum

Executive Engineer
Mayurakshi Head Quarters Division
Suri, Birbhum