



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**

**OFFICE OF THE SUB-DIVISIONAL OFFICER**

**DAMODAR CANAL NO. -I SUB-DIVISION**

**COURT COMPOUND, PURBA BARDHAMAN**

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Memo No:585

Date: 28.11.2025

**NOTICE INVITING QUOTATION NO: 02/D.C.No.-I of 2025-26**

Separate sealed quotations are hereby invited in the prescribed proforma by the Sub-Divisional Officer, Damodar Canal No.I Sub-Division on behalf of the Governor of West Bengal, from reliable and bonafide owners of Motor Car, purchased on and after 01.01.2015 and having contract carriage Permit from Regional Transport Authority for the following work.

Sl. No.	Name of Work	Eligibility of supplier	Time Period	Cost of quotation document
1.	Supply of a Non - A.C diesel driven Motor Cab along with the driver on daily rated but monthly hired basis for official use of the Sub-Divisional Officer, Damodar Canal No-I Sub-Division, Court Compound, Purba Bardhaman.	Bonafide and resourceful car owner/supplier	6 (Six) months	Free of cost.

The time schedule of the said quotation is as follows:

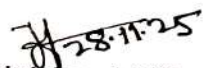
- i) Last date of receiving of application : 08.12.2025 up to 2:00 P.M.  
ii) Last date of collecting of quotation paper : 10.12.2025 up to 5:00 P.M.  
iii) Last date of receiving of quotation : 12.12.2025 up to 2:00 P.M.  
iv) Date& time of opening quotation : 12.12.2025 at 3:00 P.M.

v) Place of dropping of quotation: Office of the Sub-Divisional Officer, Damodar Canal No.I Sub-Division, Court Compound, Purba Bardhaman.

- The intending quotationer should apply for quotation paper in respective Letter Head enclosing self- attested photocopies of the **valid Pan Card, Professional Tax (PT) deposit Challan, Contract Carriage Permit, Road Tax clearance certificate, Insurance clearance Certificate, Registration Certificate/ Blue Book, Pollution Control Certificate** which will be verified with original during submission
- The Quotation documents and other relevant particulars (if any) may be seen by the intending Quotationer or by their duly authorised representative during office hours between 11.00 A.M and 5.00 P.M. on every working day.
- The quotationers should quote their rates both in words and figure including of all taxes, G.S.T, wages of driver, maintenance cost of vehicle and any other incidental charges but excluding the cost of fuel and engine oil. The quoted rate should not exceed the rate of Transport Department, Govt. of West Bengal circulated vide No-3564-WT/3M-81/98 dated 24.11.2008. In case of Partnership firm, the Quotation must have to be signed by all the partners furnishing a copy of partnership deed.
- Last date & time of receiving quotation will be on **12.12.2025 up to 2.00 P.M.** and same will be opened on the same day i.e. **12.12.2025 at 3.00 P.M.** at the office chamber of the Sub-Divisional Officer, Damodar Canal No-I Sub-Division, Court Compound, Purba Bardhaman in presence of the

Participating quotationers or their duly authorised representative who may also put their signatures in the Quotation opening Register.

- No Quotation paper will be supplied by post and submission of quotation by post will not be allowed.
- Acceptance of lowest quotation is not obligatory and the Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman reserves the right to cancel any or all quotations without assigning any reason thereof.
- The successful Quotationers will have to deposit earnest money @2% of the probable amount considering total contract period of formal agreement in the form of Bank Draft(BD)/Bankers Cheque(BC)/Deposit Call Receipt(DCR) of any scheduled Commercial Bank in India approved by RBI & having a branch in West Bengal which is to be drawn in favour of the Executive Engineer-I, Damodar Canal Division. Payment in any other forms viz. NSC, KVP, cheques etc. will not be accepted.
- The successful Quotationer will have to execute formal agreement (Original & Duplicate) in prescribed **W.B. Form No. 2911** as per rule. Copies of the Forms & other documents will have to obtain at free of cost from the office of the undersigned/office of the Executive Engineer-I, Damodar Canal Division.
- In the following cases the Quotation may be declared informal and unacceptable.
  - a. Correction, alteration, addition, etc. if not attested by the Quotationer.
  - b. If the all pages of the Quotation Document are not signed by the Quotationer.
  - c. If the Quotation is not submitted in a cover properly sealed and the name of the work is not indicated on the cover.
- Any letter or other instrument submitted separately in modification of the sealed Quotation will not be entertained.

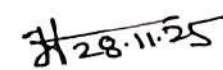
  
Sub - Divisional Officer  
D.C. No.-I Sub-Division  
Court Compound, Purba Bardhaman

**Memo No.: -585/1(9)**

**Date: -28.11.2025**

**Copy forwarded for his kind information & having displayed in Notice Board.**

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. The Executive Engineer-I, Damodar Canal Division, Court Compound, Purba Bardhaman.
3. The Executive Engineer, T-A to Chief Engineer West, Kanainatsal, Purba Bardhaman.
4. The Sub-Divisional Officer, Damodar Canal Head Quarter Sub-Divn, Kanainatsal, Purba Bardhaman.
5. The Sub-Divisional Officer, Damodar Canal No. III Sub-Division, Court Compound, Purba Bardhaman.
6. The Sub-Divisional Officer Edilpur Sub-Division, Edilpur, Purba Bardhaman.
7. Accounts Branch/Damodar Canal Division, Court Compound, Purba Bardhaman.
8. Estimating Section/Damodar Canal Division, Court Compound, Purba Bardhaman.
9. Notice Board/Damodar Canal No-I Sub-Division.

  
Sub - Divisional Officer  
D.C. No.-I Sub-Division  
Court Compound, Purba Bardhaman



### **ADDITIONAL TEARMS AND CONDITIONS**

1. The car will be hired on monthly basis whose payment will be made by the Executive Engineer-I/ Damodar Canal Division on the basis of bill submitted at the end of every month subject to availability of fund.
2. 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 necessity. The area of plying of car will be within the District of Purba Bardhaman and may be extended to anywhere in West Bengal for the interest of Govt. works. Beyond 10 hours of duty, overtime charges will be allowed as per approved rate from the competent authority.
3. The vehicle must be in good/road worthy condition. It will have to be supplied with its driver who will be responsible to report for duty at the prefixed station within stipulated time. All papers connected with the car should be retained in the car. The car will have to run in any pucca or kutcha road.
4. The vehicle should satisfy Bharat stage – IV / VI emission norms by automobiles.
5. The vehicle will be hired on daily basis. No payment will be made if the car is in breakdown condition or with any other mechanical defect which disrupt journey and if no other car is replaced in good condition.
6. In case of failure to attend the duty for any day, hire charges for the day will be deducted accordingly. Penalty of two times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
7. Suppliers /owners of the vehicle will be responsible for all type of repairs and maintenance of the vehicle including periodical servicing and no payment will be made for those period if not replaced by another car in good condition .
8. All types of lubricants other than Mobil oil and fuel (Diesel) will have to supply by the Supplier/owner at his/her own cost to keep the car in running condition. The Department will pay the cost of fuel(Diesel-normal)and Mobil oil through monthly bill which will be supplied by the owner earlier for minimum 12 km. run per litre for Diesel and @ 500 km run per litre for Mobil oil for all sorts of journey on pucca or kutcha road (congested or non congested).
9. The successful quotationer will have to place the vehicle for test run at his own cost.
10. The owners /Suppliers of the vehicle whose quotation will be accepted preferably lowest have to execute formal agreement with the Executive Engineer-I /Damodar Canal Division.
11. The agreement is terminable with a prior notice of 15(fifteen)days from either side.
12. Maximum 10 K.M shall be allowed for to & fro each journey from garage to reporting place.
13. This office will not bear any responsibility in case of accident of the vehicle.
14. The authority reserve the right to extend the validity of contract of hiring of vehicle with supplier beyond the expiry of contact of period on the same terms, conditions and rates etc. on actual agreement by both the sides.
15. Any Claims for escalation of rate due to any reason during the validity of the contract period, if any will not be entertained.

16. The vehicle must be placed within 3(Three) days after receiving Work Order from the competent authority.
17. The successful quotationer shall have to arrange for garaging facility of the vehicle at his own cost.
18. The car owner has to ensure that the driver is physically fit and has a valid driving license.  
Driver with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately.

28.11.25  
Sub - Divisional Officer  
D.C. No.-I Sub-Division  
Court Compound, Purba Bardhaman

Issued to: .....

**NIQ No:- 02/D.C.No.-I of 2025-26 circulated vide Memo No: 585 dated 28.11.2025**

Name of work: Supply of a Non - A.C diesel driven Motor Cab along with the driver on daily rated but monthly hired basis for official use of the Sub-Divisional Officer, Damodar Canal No-I Sub-Division, Court Compound, Purba Bardhaman.

(To Be Filled By the Quotationer)

**A. PARTICULARS OF VEHICLE**

1. Name of Owner / Supplier :  
with full address & Phone No
2. (a) Driver's Full Name :  
(b) Driver's Full Address :  
(c) Driving License No :  
(d) Driver's Contact No. :
3. Registration No. of the car :
4. Model with Year :

**B. RATE OF HIRE CHARGE PER DAY:-**

5. (a) Daily hire charge (For Monthly Hiring Basis) : (In figures & words) Rs.....  
.....
- (b) Overtime allowance/charges per hour beyond : (In figures & words) Rs.....  
the 10 hours of regular duty

**C. CONSUMPTION OF FUEL:-**

- 6(a) Diesel: 12KM per litre
- (b) Mobil: 500KM per litre

Sub - Divisional Officer  
D.C. No.-I Sub-Division  
Court Compound, Purba Bardhaman

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

Signature of Quotationer