



**GOVERNMENT OF WEST BENGAL**  
**IRRIGATION & WATERWAYS DIRECTORATE**  
**OFFICE OF THE SUB-DIVISIONAL OFFICER**  
**D.C. NO-III SUB-DIVISION**  
**COURT COMPOUND, PURBA BARDHAMAN.**

**Notice Inviting quotation No. 02/ D.C. No-III Sub-Division/2025-26**

Sealed Quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Damodar Canal No-III Sub- Division, Court Compound, Purba Bardhaman from reliable owner for supplying an diesel Car purchased not before 2015 Motor Cab & Maruti Omni (Standard) ( Non Air Conditioned) on daily hire charges basis for a period of 07 months & performing whole time duty.

The prescribed proforma or the quotation document will be available at the office of The Sub-Divisional Officer, Damodar Canal No-III Sub- Division, Court Compound, Purba Bardhaman.

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 a Non Air-conditioned diesel driven Motor Cab / Maruti Omni with valid Commercial Permit including driver on daily basis monthly hire billing G.O No. 3564-WT/3M-81/98 dated 24.11.2008 for official use of the Executive Engineer-II, Damodar Canal Division, Court Compound, Purba Bardhaman.**

|                                        |              |                 |
|----------------------------------------|--------------|-----------------|
| 1)Last Date of receiving application   | : 09.12.2025 | upto 16.00 Hrs. |
| 2)Last Date of issuing quotation paper | : 11.12.2025 | upto 16.00 Hrs. |
| 3)Last Date of receiving quotation     | : 15.12.2025 | upto 14.00 Hrs. |
| 4)Date of opening quotation            | : 15.12.2025 | At 14.30 Hrs.,  |

The vehicle must be in good/road worthy condition with appropriate certificate and shall have **up-to-date fitness, Pollution control, valid Road Tax clearance, valid Insurance clearance certificate, Commercial Permit, Trade License, PAN Card with Blue book.**

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, D.C. No-III Sub-Division.** 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 as and when required . quotationers shall quote their rates per day mentioning no. of the vehicle and must be accompany all the papers like **up-to-date fitness, Pollution control, valid Road Tax clearance, valid Insurance clearance certificate, Commercial Permit, Trade License, PAN Card with Blue book.** etc. which will have to be produced along with the quotation. The payment will be made monthly on production of bill to the Executive Engineer-II, Damodar Canal Division, through the Sub-Divisional Officer in-charge of the vehicle.
- 2) 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.
- 3 ) Fuel and Lubricant will be supplied by agency and consumption will be considered as per existing rule of Transport Department Govt. of west Bengal notification memo no. 3564-WT/3M-81/98 dated 24.11.2008. Cost of fuel & lubricant will be paid extra as per market price on calculation in Log Book.
- 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 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.
- 6 ) 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.
- 7 ) Garaging facility may not be made by the department. The vehicle should be standing as per the instruction of the departmental authority.
- 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 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.
- 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 sides.
- 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(I)/2911(II).

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

14) The successful quotationer will have to execute a formal agreement in **W.B.F.No.-2911(I)/2911(II)** 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, D.C. No-III Sub-Division.** on free of cost.

15) Declaration by the Applicant to the effect that there is no other applications for quotation paper for work in this NIQ in which he/she/they has/ have common interests. Failure to produce any the above documents may be considered good and sufficient reason for non-issuance of quotation paper.

16) Quotation should be submitted for the work in sealed cover super scribing the name of the work on the envelope and addressed to the proper authority. Submission of quotation by Post is not allowed.

17) Any suppression/ misrepresentation of fact will automatically debar the applicant from participating in any Tender/ quotation under the Division/ Circle for at least 3 (Three) years from the date of detection, in addition to such other penal action as the Government may deem proper.

18) No quotation paper will be supplied by Post.

19) No quotation paper will be issued after expiry of date and time mentioned in the notice.

20) The quotationers should quote their rate both in figures & in words on each item of work/ supply as per the NIQ.

21) All corrections are to be attested under the dated signature of the quotationer.

22) All the pages of the quotation paper and the documents (Submitted as quotation documents) including schedule must be signed by authorized representative on the body of the documents with date and seal.

23) The quotationers who will sign on behalf of a company or firm must produce the registered documents in support of his competency to enter into an Agreement on behalf of the Company or Firm under the Indian Partnership Act, failing which the quotation will not be considered.

24) Conditional quotation, which does not fulfill any of the above conditions, and is incomplete in any respect, is liable to summary rejection.

25) Any letter or other instrument submitted separately in modification of the sealed quotation may not be entertained.

26) The quotation Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotations received, with valid reason whatsoever to the intending quotationers and also reserves the right to distribute the work amongst more than one quotationer.

27)The quotation will be opened, in presence of the participating quotationer or their duly authorized representatives, who may be present at the time of opening and who may also put their signatures in the quotation opening register.

28)The successful quotationers will have to deposit earnest money @ 2% of the estimated amount at the time of executing formal agreement as per Govt. Rules. Anybody desirous of exemption from depositing Earnest Money, is to furnish, self attested copy of document exempting him from depositing Earnest Money before executing formal agreement. (If applicable).

29)No advance Payment to the selected agency will be made under any circumstances.

30)The quotationers will have to, if so desired by the quotation accepting authority, submit his analysis to justify the rate quoted by him.

31)In the following cases a quotation may be unacceptable.

- a. Correction, alterations, additions, etc. if not attested by the quotationer.
- b. If the quotation paper is not properly filled in respect of the general description of the work. To verify the competency, capacity and financial stability of the intending quotationer (s), the quotation paper issuing Authority may demand production of any necessary document(s) as it may be deemed necessary.
- c. Canvassing in connection with the quotation will be liable to rejection.
- d. Any quotation containing over writing is liable to be rejected.

  
(Samim Ahmed)

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

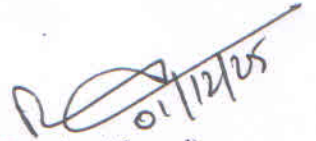
N.I.Q No & Date : 02/ D.C. No-III Sub-Division/2025-26

- |                                        |                              |
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Place of dropping of quotation Documents: **Office of the Sub-Divisional Officer, Damodar Canal No-III Sub-Division, Court Compound, Purba Bardhaman**

Quotation Accepting Authority :

Name of the Work : Supplying a Non Air-conditioned diesel driven Motor Cab / Maruti Omni with valid Commercial Permit including driver on daily basis monthly hire billing G.O No. 3564-WT/3M-81/98 dated 24.11.2008 for official use of the Executive Engineer-II, Damodar Canal Division, Court Compound, Purba Bardhaman.



(Samim Ahmed)  
Sub-Divisional Officer  
D.C. No-III Sub-Division  
Court Compound, Purba Bardhaman

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Declaration by the Applicant as per clause 1.c of standard Form for Notice  
Inviting Quotation for Public Works

.....  
I/We do hereby declared that there is no other application for quotation paper  
for work in this NIQ ( NIQ No. 02/ D.C. No-III Sub-Division/2025-26) in which I/We have  
common interests.

(Signature of contractor with seal)

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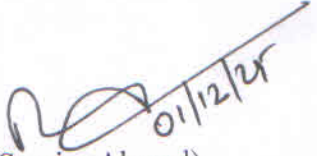
Memo No:

773(11)

Dated: 01/12/2025

Copy forwarded to

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Purba Bardhaman.
2. Executive Engineer-I & II, Damodar Canal Division, Purba Bardhaman.
3. Sub-Divisional Officer, D.C. Hd. Qr./D.C. No.I/Edilpur / Katwa Sub-Division
4. Account Section, Damodar Canal Division.
5. Estimating Section, Damodar Canal Division.
6. Notice Board of Damodar Canal No-III Sub-Division.
7. Public Relation Cell for Uploading in the I & W. Dte. Website.

  
(Samim Ahmed)

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

**LIST OF WORK**  
**NOTICE INVITING QUOTATION**  
**02/ D.C. No-III Sub-Division/2025-26**

| Sl. No. | Name of Work                                                                                                                                                                                                                                                                                                                 | Time period | Eligibility criteria of contractor |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------|
| 1.      | Name of the Work : Supplying a Non Air-conditioned diesel driven Motor Cab / Maruti Omni with valid Commercial Permit including driver on daily basis monthly hire billing G.O No. 3564-WT/3M-81/98 dated 24.11.2008 for official use of the Executive Engineer-II, Damodar Canal Division, Court Compound, Purba Bardhaman. | 07 Months   | Reliable owner                     |

  
 (Samim Ahmed)  
 Sub-Divisional Officer  
 D.C. No-III Sub-Division  
 Court Compound, Purba Bardhaman

PRESCRIBED 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. Daily Hire charge :

7. Overtime rate per hour beyond 10hrs of normal duty :

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

Signature of the Quotationer

# 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 Vehicle                                          |  |
|    | A) Registration No. of the vehicle                          |  |
|    | B) Name & address of registered owner 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, model & class of the 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 vehicle's permit                                    |  |
|    | A) Name of owner of the vehicle's permit                    |  |
|    | B) Area/ Zone for which permit is granted                   |  |
|    | C) Permit renewed/ valid upto                               |  |
| 8. | Permanent account No. (PAN)                                 |  |
| 9. | Signature of the quotationer                                |  |

Original documents in respect of the vehicle  
verified and found correct

Recommended

Designation

Designation