



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Sub-Divisional Officer  
Kaliaghai-Kapaleswari-Baghai-Project Sub-Division No-I  
Temathani, Sabang, Paschim Medinipur**

**Memo No. 819/WBIW/KKBPSD-I/Vehicle**

**Dated, 08<sup>th</sup> December 2025**

**Notice Inviting Quotation No. WBIW/SDO/KKBPSD-I/NIQ- 04/2025-26**

Sealed quotations in prescribed proforma are hereby invited by the undersigned on behalf of the Hon'ble Governor of West Bengal from the bonafide and resourceful travel agencies, luxury taxi owners / suppliers for supplying Diesel Driven Motor Cab (Non AC) having contract carriage permit on temporary basis for hiring according to the enclosed terms & conditions and Schedule of Rate for the work:

**Name of the work:** "Supplying of 1 (One) No. Commercial Motor Cab (Diesel Driven Luxury Taxi) on daily basis hiring for Government use for the office of the Executive Engineer, Kaliaghai Kapaleswari Baghai Project Division, Temathani, Sabang, Paschim Medinipur, I& W Dte."

1. The Quotation is invited in compliance to Memorandum & Notification bearing No. 3564-WT/3M-81/98 Date: 24.11.2008 of Audit Branch, Finance Department and Transport Department, Government of West Bengal.
2. The quotation papers will be available from the office of the undersigned from 11.00 am to 4.00 pm on all working day except holidays on free of cost after receiving & verifying the application. The last date and time for receiving of application for issuing of quotation paper is **17.12.2025 up to 4.00 p.m.**
3. Quotations will be received by the undersigned up to **3.00 p.m. on 22.12.2025** & will be opened on the same day at **4.00 pm** by the undersigned in presence of the participating quotationers, who may like to be present.
4. Rates shall be quoted both in words & figures inclusive of cost of pay & other allowances of driver on daily hire basis.
5. Acceptance of quotation will rest upon the appropriate authority that does not bind him to accept the lowest quotation & reserves the right to reject any or all the quotations without assigning any reason thereof.

**Important dates & times:**

- |  |                              |
|--|------------------------------|
| i) Last Date & Time of submission of application:    | 17.12.2025 & up to 4.00 p.m. |
| ii) Last Date & Time for issuing of Quotation paper: | 19.12.2025 & up to 4.00 p.m. |
| iii) Date & Time of dropping of Quotation:           | 22.12.2025 & up to 3.00 p.m. |
| iv) Date & Time of opening of Quotation:             | 22.12.2025 & at 4.00 p.m.    |

**Place of Dropping of Quotation Paper:**

**Office of The Sub Divisional Officer, Kaliaghai  
Kapaleswari Baghai Project Sub Division No-I,  
Temathani, Sabang, Paschim Medinipur, Pin- 721166.**

## **TERMS & CONDITIONS**

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: -
  - i) Certificate of Registration from appropriate authority.
  - ii) Tax clearance certificate from tax officer of M. V. Department.
  - iii) Contract carriage permit of Luxury tax issued by the competent authority.
  - iv) Valid Auto Emission Testing Certificate.
  - v) Certificate of Insurance of passenger carrying commercial vehicle.
  - vi) PAN Card.
2. The authorization of the supplier from the owner should also be produced. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a luxury car will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.
3. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
4. The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier subject to availability of fund. The rate for Daily Hire Charges of the vehicle will be inclusive of all relevant taxes, permit & insurance and compensation of the driver including his salary & other allowances but excluding the cost of Diesel and Mobil.
5. Each page of the documents issued by this office related to the above mentioned NIQ is to be signed by the owner / partner / authorized representatives having legal authority to do so in favour of the individual / company failing which the quotation will be treated as "Informal".
6. The maintenance and repair of the vehicle is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.
  - i) Diesel and Mobil and all other types of fuel / Oil / Lubricant for running the vehicle will have to be supplied by the supplier / owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed for payment in monthly bills by the Department as per actual consumption basis subject to the condition of minimum prescribed limit of run of the vehicle per liter of fuel as given below :-

Type of vehicle	Type of Fuel	Minimum permissible limit of run
Motor Cab (Non Air Conditioned) with Mass Emission standard Bharat Stage-III purchased on or after 01.05.2008	Diesel	@ 12 (Twelve) Km per liter
	Mobil	@ 500 (Five Hundred) Km per liter

- ii) The cost of pay and allowances at the driver of the vehicle should be borne by the owner of the vehicle.
7. Responsibility of guarding of the vehicle from any loss, theft etc. will rest upon the supplier. The Department will also not be held responsible for any of matters such as:
  - i) Damage caused to the car due to any accident,
  - ii) For any court case for compensation arising out of the vehicle and its driver.
  - iii) Any taxes / or charges that may be levied by the state / Central Govt.



8. The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfill any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3 (three) days' notice without any financial implication.
9. Carriage distance allowed maximum (5 Km Up & 5 Km Down) total 10 Km or the actual distance which over is less for each day journey is over.
10. i) Normal duty hours will be 10 hours per day.  
 ii) Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.  
 iii) Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs. 20/ (Rupees twenty) per hour.
11. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work.
12. 2 (two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle will be on Govt. duties. The detail of daily journey including time of arrival, departure and running Kilometer shall be recorded and verified daily by the officer in the Log Book to be issued by the Engineer In-Charge .The Kilometer of the vehicle must always be kept in order. In case of any disorder in Kilometer reading shall be verified immediately by the officer using the vehicle or the Engineer In-Charge and the same shall be accepted by the owner without assigning any reason thereof.
13. Vehicle for any day when the supplier will fail to supply the vehicle on requisition, for whatever reasons, penalty of 2 times of daily hire charges may be imposed on the supplier for such failure to supply the vehicle.
14. Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted.
15. The supplier must quote telephone no. for communication of message of the garage attending calls.
16. The supplier can quote their rates on the basis of above terms and conditions. No new terms and conditions will be entertained from the supplier. They also have to mention the serial no. of the work on the sealed envelope before dropping in the box.
17. Initial contract period will be for 01 (One) year. However, on satisfactory service the contract period may be extended further.
18. Any kind of advance payment whatsoever will not be entertained and payment will be made through treasury as per availability of fund.
19. If the quoted rates are not found reasonable for the works of a bid may be held amongst the participating quotationers on the date of opening quotation just after opening or other day as deemed fit. The participants should present positively on that day to participate in the bid if so arises.
20. In case of any dispute arise the contract may be terminated by the E.I.C. or by the

undersigned with one week notice to the supplier.

21. In case of violation of the above terms and conditions the quotation will be liable to be rejected.
22. The Executive Engineer, Kaliaghai Kapaleswari Baghai Project Division, I & W Dte., Temathani, Paschim Medinipur will be the Engineer In-Charge.

**Encl: Schedule of Rate with terms & Conditions.**



Sub-Divisional Officer

Kaliaghai Kapaleswari Baghai Project Sub Division No-I  
Irrigation & Waterways Dte.

**Memo No. 819/WBIW/KKBPSD-I/Vehicle/1(1-2)**

**Dated, 08<sup>th</sup> December 2025**

Copy forwarded for kind information & wide circulation to the:-

1. The Superintending Engineer, Western Circle-II, I & W Dte. Station Road, Medinipur, Paschim Medinipur.
2. The Executive Engineer, Kaliaghai Kapaleswari Baghai Project Division, I & W Dte., Temathani, Sabang, Paschim Medinipur.

**Encl: Schedule of Rate with terms & Conditions.**



Sub-Divisional Officer

Kaliaghai Kapaleswari Baghai Project Sub Division No-I  
Irrigation & Waterways Dte.

**Memo No. 819/WBIW/KKBPSD-I/Vehicle/2(1-7)**

**Dated, 08<sup>th</sup> December 2025**

Copy forwarded for information & wide circulation to the:-

1. The Sub-Divisional Officer, Kaliaghai Kapaleswari Baghai Project Sub Division-II.
2. The Sub-Divisional Officer, Kaliaghai Kapaleswari Baghai Project Sub Division-III.
3. The Divisional Account Officer, Kaliaghai Kapaleswari Baghai Project Division, I & W Dte.
4. Notice Board of Kaliaghai Kapaleswari Baghai Project Division.
5. Notice Board of Kaliaghai Kapaleswari Baghai Project Sub Division-I.
6. Estimating Section, Kaliaghai Kapaleswari Baghai Project Division.
7. The Junior Engineer, Kaliaghai Kapaleswari Baghai Project Sub Division No-I.

**Encl: Schedule of Rate with terms & Conditions.**



Sub-Divisional Officer

Kaliaghai Kapaleswari Baghai Project Sub Division No-I  
Irrigation & Waterways Dte.



(Ref. Memo No. 819/WBIW/KKBPSD-I/Vehicle , Dated, 08<sup>th</sup> December 2025)  
 (Format for Quoting Rate for the Hired Vehicle)

Schedule of Rates to be filled up by the Quotationer in c/w  
 Notice Inviting Quotation No. WBIW/SDO/KKBPSD-I/NIQ- 04/2025-26

Issued to:

Name of the work:

"Supplying of 1 (One) No. Commercial Motor Cab (Diesel Driven Luxury Taxi) on daily basis hiring for Government use for the office of the Executive Engineer, Kaliaghai Kapaleswari Baghai Project Division, Temathani, Sabang, Paschim Medinipur, I & W Dte."

Sl. No.	Description of Items / Particulars	Particulars to be filled up by the Quotationer
1	Name of the Supplier / Owner of Vehicle:	
2	Full Address & Phone / Mobile number of the Supplier / Owner of Vehicle:	
3	Driver's Full Name with Driving License No:	
4	Driver's Full Address with Phone / Mobile No:	
5	Registration No. of vehicle and date of first registration & Kilometers run as on date:	
6	Model with year of manufacturing:	
7	Rate of Daily Hire Charges both in figure and word: <b>Note: The Maximum Ceiling rate of hiring shall be @ ₹. 475.00 per day on monthly hiring basis for 10.00 hours a day.</b>	
8	Overtime allowances/charges per hour beyond the 10 hours of regular duty including reporting & releasing time.	Rs. Per hour beyond the 10 hours of regular duty.
9	Consumption of Fuel :- A) Consumption of Diesel : B) Consumption of Mobil :	12 KM per litre of Diesel. 500 KM per litre of Mobil.

**Note:** In compliance to the Memorandum & Notification bearing No. 3564-WT/3M-81/98 Date: 24.11.2008 of Audit Branch, Finance Department and Transport Department, Government of West Bengal, the Ceiling rate of hiring as noted in Sl. No. 7 above is the maximum rate at which a vehicle may be hired inclusive of cost of all relevant taxes, permit and insurance of the vehicle and compensation of the driver including his salary & other allowances but excluding cost of Diesel and Mobil. As per Column 6 of this Notification, Monthly Rate is for 10 hours a day and additional charge @ ₹ 20.00 per hour beyond 10 hours will be allowed for payment. Cost of Fuel allowed for payment for monthly hiring is 1 liter for 12 Km and Mobil Oil @ 5 liters per 2500 Km run. There is no bar in hiring of a vehicle at a rate lower than the above ceiling rate.

-----  
 (Dated signature of the Quotationer)