



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Executive Engineer : Urban Drainage Division
Jalasampad Bhawan (4th Floor), Bidhannagar, Kolkata – 700 091

NOTICE INVITING QUOTATION

N.I.Q. No. 04/U.D.D. of 2025-26

Dated: 30.10.2025

Sealed quotation in prescribed proforma are hereby invited by the Executive Engineer, Urban Drainage Division, I & W. Dte. Govt. of West Bengal from bonafide & resourceful firms/owners/agencies in connection with the following work :

“Supplying of one hired vehicle (Non A.C.) of Ambassador make (B.S.-II/III) or Motor Cab and model with Petrol/Diesel engine, treated as luxury taxi with driver on daily hire charge basis for official use of the Deputy Director (C&FC), Central Design Office, I & W Dte. Govt of West Bengal, Jalasampad Bhaban.”

Intending quotationers may have prescribed forms, additional terms and conditions and other particulars for the above works from the office of the undersigned, during office hours as per the following schedule after submission of application alongwith all relevent documents regarding vehicle tax, insurance, PAN etc. in due date.

	<u>Date</u>	<u>Time</u>
1) Last date for receiving application for prescribed form and additional terms and conditions.	07.11.2025	Upto 1.00 p.m.
2) Date for issue of prescribed Form, additional terms and conditions.	10.11.2025	Upto 4.00 p.m.
3) Last date for receiving Quotation.	12.11.2025	Upto 2.00 p.m.
4) Date and time for Opening quotation .	12.11.2025	At 3.00 p.m.


Executive Engineer
Urban Drainage Division
Irrigation & Waterways Directorate
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Office of the Executive Engineer : Urban Drainage Division
Jalasampad Bhawan (4th Floor), Bidhannagar, Kolkata – 700 091

PROFORMA

(NIQ No- 04/UDD of 2025-26, Dated. 30.10.2025)

Name of Work: "Supplying of one hired vehicle (Non A.C.) of Ambassador make (B.S.-II/III) or Motor Cab and model with Petrol/Diesel engine, treated as luxury taxi with driver on daily hire charge basis for official use of the Deputy Director (C&FC), Central Design Office, I & W Dte. Govt of West Bengal, Jalasampad Bhawan."

- 1 a) Name of the Quotationer/
Owner/Firm.
b) Full Postal address with Phone No.
- 2 Full Postal address of Garage with
Phone No.
- 3 (a) Name of the Driver.
(b) Full address of the Driver.
- (c) Driving License No.
- 4 Registration No. of the Motor Vehicle
with attested photocopy of the Blue
Book of particular vehicle, with upto
date clearance of tax and token.
- 5 Name, make, Model of the vehicle and
manufacturing year.
- 6 Daily Hire Charges of the Vehicle in Rupees (Both in figure and in words)
- 7 Overtime charges to Driver per hour in
figure and in words (Normal duty hours/day-
10 (ten) hours.
- 8 Unit consumption of fuel, Diesel/Petrol.
(in figure and in words)
12 (Twelve) Kilometres per Litre
- 9 Unit consumption of Lubricant
(Mobil-oil).
(in figure and in words)
500 (Five Hundred) Kilometres per Litre
- 10 Haltage charge per day (Night Halt)
in the event of if the car halts outside
Kolkata.
Not Applicable

Signature of the Quotationer


Executive Engineer
Urban Drainage Division
WJ 30/10/25

TERMS AND CONDITIONS.

1. The vehicle must be in good/road worthy condition and shall have upto date fitness certificate, tax clearance certificate, valid commercial license and permit in the state of West Bengal from the concerned authorities.
2. The successful quotationer may have to place the vehicle for the test run and checking at his own cost.
3. Quotationer shall have to bear all servicing expenditure for periodical servicing, maintenance, daily washing, cleaning, repair works including cost of spare parts and labour charges what so ever.
4. Fuel and lubricants like diesel and motor oil shall have to be supplied by the successful quotationer for which payment will be made as per local market rate on the basis of agreed consumption rate quoted by the supplier.
Maximum rate of consumption of fuel and lubricant shall be as follows :
 - a) Petrol/Diesel 1(one) litre for 12(twelve) Kilometer run.
 - b) Motor oil 1(one) litre for 500(five hundred) Kilometer run.
5. Payment in respect of driver's wage, D.A. etc. shall have to be borne by the quotationer and hire charge for the vehicle shall be inclusive of all these expenditure. The successful quotationer shall have to arrange proper garaging facility of the vehicle at his own cost risk and responsibility.
6. The quotationer shall have to provide other vehicles of identical specification with driver in the event of supplied vehicle being out of order / under servicing and maintenance or repair or being not available for any reason what so ever, failing which hire charges of that day/days will not be paid.
7. The undersigned reserves the right to increase or decrease the period of contract without assigning any reason what so ever.
8. If quotationer fails to comply with any of the above conditions the undersigned reserves the right to take any action against the quotationer as may deem fit and proper.
9. The undersigned also reserves the right not to accept the lowest quotation or any other without assigning any reason thereof and also reserves the right for canceling all the quotations.
10. The successful quotationer must produce original copies of relevant and required tax clearance certificates.

[Signature]
30/10/25
EXECUTIVE ENGINEER,
URBAN DRAINAGE DIVISION
IEN, DIRECTORATE
30/10/25

ADDITIONAL TERMS AND CONDITIONS.

1. The vehicle will be hired on daily basis for which payment will be made by the Executive Engineer, Urban Drainage Division, Jhalasampad Bhawan (4th floor) by account payee cheque in favour of the supplier on the basis of the bill in triplicate.
2. Normal duty hours will be 10 (ten) hours per day (excluding reporting and releasing time). The duty period may be extended as and when required as per necessary in the interest of Govt. work. The area of plying the vehicle will be any where in the state of West Bengal in the interest of Govt. work.
3. The vehicle shall have to be supplied with driver who will be responsible to report for duty with vehicle at the prefixed station within the stipulated time unless other wise specified. The driver with vehicle in running condition will have to sign approved and issued Log Book on arrival as a token of his reporting for duty.
4. The vehicle will be hired on daily basis. No payment will be made for the vehicle if it is not available for any reason what so ever which disrupt journey and if another car of same type does not replace it in good condition. In the event of failure of driver with pre intimation to attend duty as per fixed programme and time recovery at the rate of hire charges for that day/days would be made.
5. Supplier/owner/firm of the vehicle will be responsible for all types of repair and maintenance of the vehicle including periodical servicing. All types of fuel and lubricants viz. Diesel, Mobil oil, etc. will have to be supplied by the quotationer/owner of the car to keep the car in good running condition. The authority will however reimburse the cost of fuel viz. Diesel and Mobil oil at the prevailing market rates for all sorts of journey on pucca and kaacha road including congested and non-congested roads.
6. For payment in respect of Diesel and Mobil oil daily records of running of vehicle will be recorded in the 'Log-Book' with the signature of officer and driver. At the end of every month, total Km. run will be calculated and the consumption of diesel and Mobil oil will be worked out on the basis as stated.
7. The quotationer/owner/firm of the vehicle whose quotation will be accepted will have to start the work as per the date mentioned in work order.
8. The agreement is terminable with prior notice of one month from either side in normal condition.
9. Right of acceptance of the quotation, lies with the undersigned (subject to the acceptance of rate by competent authority) and he reserves the right to cancel either the lowest or any other quotation with out assigning any reasons what so ever.
10. Distance allowed is maximum 5 (five) Km. for upward journey plus 5 (five) Km. for downward journey, Total 10 (Ten) Km. or the actual distance which ever is less from reporting place to garage.
11. Over-time charges in excess beyond 10 (Ten) hours will be allowed. Maximum 1/2 (half) hour will be allowed for reporting and phd also after releasing in calculating over-time allowances.
12. The authority will not have any liability arising out of any type of accident on what so ever while the car is in use by the authority. The authority will not be liable to pay any damage to the owner, the driver or any third party arising out of accident of the car.
13. The authority may terminate the agreement at any time with out assigning any reason what so ever for which no compensation will be paid.

14. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement with the Executive Engineer, Urban Drainage Division as per terms and conditions/Additional terms and conditions laid down in N.I.O.
15. The vehicle may undertake long tour in the district. The driver should prepare himself to halt out side Kolkata and garaging the vehicle to be done with his own arrangement and cost in the event of the vehicle halting out side Kolkata halting charges as accepted vide item no. 10 of the schedule will be paid in addition to the usual ~~xxx~~ daily charges. Calculation of overtime allowances as per clause 11 will not be applicable in the case of night halt outside Kolkata.
16. The authority reserves the right to extend the validity of contract for hiring of vehicle with supplier owner beyond the expiry of the contract period on the same terms and condition and rates etc. on mutual agreement by both side.
17. Any claim for escalation of rates due to any reason during the execution of work including extending time period will not be entertained in any way.

EXECUTIVE ENGINEER,
URBAN DRAINAGE DIVISION
I & W. DIRECTORATE

Memo No. IQ-1/ 1944(21)

Dated : 30.10.2025

Copy forwarded for information and having displayed in the NOTICE BOARD.

1. The Director of Personnel & Ex-Officio Chief Engineer, I. & W. Dte., Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
2. The Chief Engineer-D & R & Central, I.&W.Dte., Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
3. The Chief Engineer-South, I. & W. Dte., Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
4. The Superintending Engineer, Metropolitan Drainage Circle, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
5. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
6. The Superintending Engineer, Eastern Circle, Jalasampad Bhawan Kolkata - 700 091.
7. The Superintending Engineer, Western Circle, Jalasampad Bhawan, Kolkata - 700 091.
8. The Superintending Engineer, Mechanical & Electrical Circle, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
9. The Director, Information & Cultural Affairs Department, Govt. of West Bengal, Writers' building, Block -I (5th floor), Kolkata -700001.
10. The Director of Designs, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
11. The Executive Engineer, Metropolitan Drainage Division No. I, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
12. The Executive Engineer, Metropolitan Drainage Division No. II, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
13. The Executive Engineer, Calcutta Drainage Outfall Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
14. The Executive Engineer, Suburban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
15. The Executive Engineer, Public Relation-cum-Statistical Cell, I. & W. Deptt., Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091. He is requested to upload the said NIT in the website of I. & W. Deptt. (enclo. Soft copy).

16. The Sub-Divisional Officer, Urban Drainage Sub-Division No. I, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
17. The Sub-Divisional Officer, Urban Drainage Sub-Division No. II, Madhyamgram, North 24 Parganas.
18. The Sub-Divisional Officer, Urban Drainage Sub-Division No. III, Khardah, North 24 Parganas.
19. Estimating Section, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
20. Accounts Section, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.
21. NOTICE BOARD, Urban Drainage Division, Jalasampad Bhawan, Bidhannagar, Kolkata - 700 091.


Executive Engineer
Urban Drainage Division
Irrigation & Waterways Directorate
