



**Government of West Bengal**  
**Irrigation & Waterways Directorate**  
**Office of the Executive Engineer,**  
**Mograhat Drainage Division**  
**Puratan Bazar, P.O. : Baruipur,**  
**District : South 24 Parganas, Pin-700144**  
**Ph. : 033-24336035, e-mail : executive.mograhat91@gmail.com**

**Memo No. :- 3259 / 19-3**

**Date :- 19.12.2025**

**NOTICE INVITING QUOTATION NO. 02/EE/MDD of 2025-26**

Separate off-line sealed quotations in prescribed proforma are hereby invited by the Executive Engineer, Mograhat Drainage Division, Baruipur, Kolkata-700144 from reliable owner / travel agent and other bonafide & resourceful suppliers through own letter head of agency, for acceptance by the Superintending Engineer, Greater Calcutta Drainage Circle, I&W Dte., Kolkata-700091 against the following work as below –

*“Supply of 1 (one) no. Non-AC Diesel Motor Cab registered as luxury Taxi / Cab or similar type of vehicle having Contract Carriage Permit with driver on daily hire charge basis for a period of 1 (one) year for the official use of the Superintending Engineer, Greater Calcutta Drainage Circle, Jalasampad Bhawan, Salt Lake, Kolkata-700091.”*

The time schedule of the said quotation is as follows :

- i) Last date of receiving of application :- 26.12.2025 upto 2:00 p.m.
- ii) Last date of issuing of quotation :- 26.12.2025 upto 5:00 p.m.
- iii) Last date of dropping of quotation :- 29.12.2025 upto 2:00 p.m.
- iv) Date & time of opening of quotations :- 29.12.2025 after 2:30 p.m. (In the chamber of EE / MDD)

Terms and Condition for the quotation is as follows :

- 1) The quotation papers will be supplied free of cost from the office of the undersigned at every working day. The willing quotationers must produce valid PAN, Trade License, latest ITR, GSTIN (if any) etc. together with Registration Certificate, Road Permit, Road Tax Payment Certificate, Fitness Certificate, Pollution Certificate, Insurance Certificate and credential papers in support of past experience, if any before issuing quotation papers from this end.
- 2) The suppliers should quote his rate both in figures and words (in rupees) over ‘OWN - LETTER - HEAD’ of the agencies & it should be monthly basis for 1 (one) year. They must furnish specification in accordance with proforma which will be supplied from this office along with quotation papers.
- 3) The copy of the notice of the quotation which may be obtained along with schedule and specification from the office of the undersigned should accompany with the quotation duly signed by the quotationers.
- 4) The acceptance of quotation will rest upon the competent authority, who does not bind himself to accept the lowest quotation and reserve the right to reject any quotation without assigning any reason thereof.
- 5) Quotation which should be submitted in sealed cover with the name of the work written on the envelope will be received by the undersigned. Quotations which do not fulfill any of the above conditions / incomplete in any respect are liable to summarily rejected.
- 6) The successful quotationer / agency shall have to deposit an amount @ **2.00% of the total quoted amount as earnest money** in the form of Bank Draft / Demand Pay in favour of the Engineer in-charge (i.e. Executive

Engineer, Mograhat Drainage Division) at the time of executing Formal Agreement in W.B.F. No. 2911 within 7 (Seven) days from the date of issue of the accepting letter which will be refunded after successful completion of the contract or termination of the contract whichever is earlier, if the situation so demands in the exigency of the Public Service.

Sd/-  
**Executive Engineer**  
**Mograhat Drainage Division,**  
**Irrigation & Waterways Directorate**

**Memo No. :- 3259 / 1(4) / 19-3**

**Date :- 19.12.2025**

Copy forwarded for information and wide circulation to:

1. The Superintending Engineer, Greater Calcutta Drainage Circle, Jalsampad Bhawan, Salt Lake, Kol-700091.
2. Accounts Section / Estimate Section, Mograhat Drainage Division.
3. The Office Notice Board.

Sd/-  
**Executive Engineer**  
**Mograhat Drainage Division,**  
**Irrigation & Waterways Directorate**

### **SPECIAL TERMS & CONDITIONS**

- 1) The vehicle must be in good / road worthy condition with latest B.S Certificate and shall have up to date fitness, pollution control tax clearance, insurance clearance certificate with blue book. The successful quotation have to placed the non AC Diesel Car within a day for a test run and checking at the quotationer's own cost. The quotationer shall have to bear all expenditure for servicing maintenance and repair including cost of spare parts and labour charges. The quotationer has to pay all the Taxes to keep the vehicle in road worthy condition.
- 2) Fuel and other lubricants shall have to be supplied by the owner of the vehicle; payment will be paid only for Diesel & Motor oil (Mobil) at the prevailing market rate on the basis of prevailing RTA Rules. Payment in respect of driver wages, TA, DA etc. shall have to be borne by the quotationer and hire charge of the said Diesel Car shall be inclusive of the expenditure. The successful quotationer shall have to arrange for garaging facility of the vehicle at his own cost.
- 3) If the condition of the car is not found satisfactory to perform duty on in case of a breakdown, the agency / owner shall have to substitute not below quality than of existing make immediately. If no replacement is provide in time, the undersigned shall have the right to hire a car from elsewhere and what so ever be the cost that is incurred towards such, hire charges will be deducted from the bill of the agency / owner in succeeding month or he has to pay the rent for those days.
- 4) The undersigned shall have reserve the right to terminate the contract by 1 (One) month's notice.
- 5) The agency will ensure that the driver of the vehicle shall have a mobile phone in working condition, for which, no separate payment will be made to the driver / supplier / owner of the vehicle.
- 6) I&W Department's Memorandum No. 716-IB/IW-14011(36)/1/2019-SECTION(IW)-Dept. of IW dated 19th Feb, 2019 regarding monthly total expenditure related to hired vehicle should be strictly complied.

Sd/-  
**Executive Engineer**  
**Mograhat Drainage Division,**  
**Irrigation & Waterways Directorate**

**ANNEX-(1)**

*(To be typed in Company Letterpad / Plain paper and submitted)*

**(NOTICE INVITING QUOTATION NO. 02/EE/MDD OF 2025-26 OF EXECUTIVE ENGINEER,  
MOGRAHAT DRAINAGE DIVISION) ( Memo No. 3259 / 19-3, Dated: 19.12.2025 )**

1. A) Name of owner / Travel agent :  
  
B) Full name, address with telephone no. :
2. Vehicle Registration No. :
3. Name of the Driver with address :
4. Driver's License no. :
5. Daily hire charge (Including all taxes and salary of driver with other establishment cost) :
6. Overtime rate / Hrs. beyond 10 hrs. normal duty hours :
7. Maximum consumption of  
Fuel (Diesel)  
(Min. 12 kmpl) :  
  
Lubricants  
(Min. 500 kmpl) :

*Bidder's Address with contact No.:-*

*Signature of the Quotationer  
with official seal if any*