



**GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
OFFICE OF THE SUB DIVISIONAL OFFICER  
PURULIA INVESTIGATION & PLANNING SUB DIVISION**

[Email-sdopipsubdivision@gmail.com](mailto:sdopipsubdivision@gmail.com)

**Memo. No:-376**

**Date:- 02/12/2025**

**NIQ No- 01 /SDO /P.I & P.S.D of 2025-26**

Sealed Quotation in letter head pad/plain paper are invited by the Sub- Divisional Officer, Purulia Investigation & Planning Sub-Division, Purulia from bonafide owner for supplying a Motor Cab (Non-Air Conditioned) Bharat Stage-III, purchased on or after **01.01.2015** with Diesel Engine on **daily hire charges** basis for a period of **06(six) months** & performing whole time duty as and when required.

Rate to be quoted in the attached proforma and in the letter head pad/ plain paper.

The prescribed Proforma of the quotation document will be available at the office of the Sub- Divisional Officer, Purulia Investigation & Planning Sub-Division, Purulia as well as Govt. website portal [www.wbiwd.gov.in](http://www.wbiwd.gov.in).

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.**"

The vehicle must be in good/road worthy condition with appropriate certificate and shall have **up-to-date papers like Contract Carriage Permit, fitness, pollution control Tax clearance, Insurance clearance certificate with Blue Book.**

**For new vehicle the above mentioned papers to be submitted within 3(three) months of issuance of offer letter (In case of a successful quotationer only). Failing which, his contract may invite termination.**

**The vehicle will be hired on daily basis. Quotationer shall quote their rates/day in attached proforma and letter head pad/plain paper mentioning Registration number of the vehicle and must accompany all the papers like Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card etc. which will have to be produced along with application as well as with the quotation. The originals of the above mentioned papers to be produced during application for verification.**

The payment will be made monthly on production of bill to the Executive Engineer, Purulia Investigation & Planning Division, Purulia through the **Sub-Divisional Officer/Assistant Engineer** in-charge of the vehicle.

The successful quotationer shall have to place the Diesel Car within a day for a test run and checking at the quotationers 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 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 Superintending Engineer, Officer on Special Duty (OSD), Purulia. who reserves the right to reject any of quotationer without assigning any reason.**

**List of Works:-**

| Sl. No. | Name of Work  | Time allowed for completion<br>(In English Calendar days) | Source of fund                | Minimum eligibility criteria to match the Prequalification (PQ) credential in terms of execution of similar completed previous works contract |
|---------|---|---|-------------------------------|---|
| 1.      | Supply of 01 (one) no. Diesel Motor Cab / Maxi Cab (Non-Air Conditioned) along with driver, having contract carriage permit on a <b>daily hire basis</b> , as and when required, for use of Office of the Sub-Divisional Officer, Purulia Investigation and Planning Sub-Division, Bhatbundh Irrigation Colony, Ranchi Road, P.O. & Dist.- Purulia. | 06 (six) Months   | Hired inspection vehicle fund | Please refer to the terms and conditions  |

|  |                     |                      |
|--|---------------------|----------------------|
| 1) <b>Last Date of receiving application</b>   | <b>: 09.12.2025</b> | <b>upto 05.00PM</b>  |
| 2) <b>Last Date of issuing quotation paper</b> | <b>: 10.12.2025</b> | <b>upto 05.00PM</b>  |
| 3) <b>Last Date of receiving quotation</b>     | <b>: 12.12.2025</b> | <b>upto 03.00PM</b>  |
| 4) <b>Date of opening quotation</b>            | <b>: 12.12.2025</b> | <b>after 04.00PM</b> |

**Terms & Conditions**

1) The vehicle will be hired on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. Rates, to be quoted, should not exceed the rates mentioned in the existing G.O. of transport department, Govt. of West Bengal. The cost of hire charge will be paid monthly on production of bill by the supplier. Deduction of Sales tax, income tax, cess etc. shall be made as per rule. Quotationer shall quote their rates/day in attached proforma and letter head pad/plain paper mentioning Registration number of the vehicle and must accompany all the papers like Photocopy of Original Contract Carriage Permit, Certificate of Registration, viz. Blue Book, Tax token, Insurance Certificate, PAN Card etc. which will have to be produced alongwith application as well as with the quotation. The originals of the above mentioned papers to be produced during application for verification.

**Or, For new vehicle the above mentioned papers to be submitted within 3(three) months of issuance of offer letter (In case of a successful quotationer only). Failing which, his contract may invite termination.**

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) The department will not normally supply any diesel and Mobil. All fuel/oil, lubricant used for running the vehicle is to be collected from the specified Fuel filling Station on production of requisition slip issued by the authorized Officer. In this case the authorized Officer will issue the requisition slip of fuel (Diesel) or lubricant (Mobil) at consumption rate as mentioned below, the quality rounded to nearest full litre. Consumption of diesel will be allowed

by the department as per actual consumption basis subject of the condition that the minimum run per litre of fuel will be as per limit prescribed below.

4) The vehicle owner will have to submit the fuel and lubricants Tax-invoice bill for which cost will be paid at the MRP as per consumption schedule. **a) Diesel consumption- 1 litre/ 12 KM in case of Motor Cab, Maruti Omni and 1 litre/ 10KM in case of Maxi Cab other than Maruti Omni. b) Mobil consumption – 1 litre/ 500 KM.** Cost of brake fluid, gear oil, grease, distilled water etc will not be paid from the office authority.

5) In case of failure to replace the defaulted vehicle immediate 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 arrange, 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 type of repair, servicing and maintenance of the vehicle and no payment will be made for the period for the 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. The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5Km. of the respective Head Quarter.

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 cause 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 side.

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 W.B.F No. 2911.

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

14) The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in W.B. Form No. 2911 with the Executive Engineer, Purulia Investigation & Planning Division, Purulia as per terms & conditions laid down in the Notice Inviting Quotation.

15) Normally the vehicle would be used on working days but in emergency, the vehicle will have be placed on Saturdays/Sundays and holidays and no extra claim over hire charges is admissible on this account.

16) The vehicle may have to undertake journey for long hours in other district. The driver of the car shall be prepared to halt with own arrangement and cost.

17) The vehicle must be placed within 7(Seven) days after receiving **Work Order** from the competent authority.

18) The vehicle should be operated by **Diesel**. It should be good, road worthy and comfortable in condition. If any petty repair is made by the Touring Officer or the competent authority during his journey, the cost of repair will have to be paid by the owner.

19) Day- to- Day Logbook will have to maintained and signed by the Driver and to be submitted to the concerned officer of his authorized Junior Engineer. In case of any dispute, the records of the Officer would be final and binding on the owner of the vehicle.

20) The usual service time is 10 (Ten) hours beyond which additional charge @ Rs.20/- per hour will be paid.

21) The quotationer whose quoted rate would stand lowest and accepted by the Superintending Engineer,Officer on Special Duty (OSD), Purulia, have to deposit a Demand Draft in favour of Executive Engineer, Purulia Investigation & Planning Division, Purulia of an amount of 2% of the probable amount considering portal contract period during formal agreement.

**Sub- Divisional Officer  
Purulia Investigation & Planning Sub-Division  
Bhatbundh, Purulia**

**Memo No: - 376/1/(8)**

**Dated:- 02.12.2025**

Copy forwarded for his information to the:-

1. O.S.D(S.E),I & W Directorate, Bhatbandh Irrigation Colony, Ranchi Road, Purulia.
2. Executive Engineer, Purulia Irrigation Division, Ranchi Road, Purulia for wide circulation.
3. Executive Engineer, Purulia Construction Division (Irrigation), Purulia for wide circulation.
4. Assistant Engineer-I, Purulia Investigation & Planning Division, Purulia.
5. Assistant Engineer-II, Purulia Investigation & Planning Division, Purulia.
- 6-8. Notice Board / Estimator / Accountant of Purulia Investigation & Planning Division, Purulia.

**Sub- Divisional Officer  
Purulia Investigation & Planning Sub-Division  
Bhatbundh, Purulia**

Issued to.....

**NIQ No- 01 /SDO /P.I & P.S.D of 2025-26**

**SCHEDULE TO BE FILLED UP BY THE QUOTATIONER**

**PROFORMA**

**NAME OF WORK :-**

1. Name of the owner/Supplier  
With full address & Phone no : .....

2. Address : .....

3. Vehicle Registration No : .....

4. Model with year : .....

5. Name of the driver with address : .....

6. Driver's license No : .....

7. Rate of Hire Charge per day :..... per day

(In words)

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

Full Signature of the Quotationer with date.