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GOVERNMENT OF WEST BENGAL
IRRIGATION & WATERWAYS
DIRECTORATE



OFFICE OF THE SUB-DIVISIONAL
OFFICER
LOWER DAMODAR
CONSTRUCTION SUB-DIVISION
NO- III
AMTA, HOWRAH-711401

NOTICE INVITING QUOTATION

N.I.Q. No.: 01/SDO/LDC-III/2025-26

Date- 27.01.2026

Sealed quotation are hereby invited from the agencies/ Companies/ bonafied outsiders in their letter headed Pad by the Sub-divisional Officer, Lower Damodar Construction Sub- Division No-III, Amta Howrah for the work specified below.

Name of the work: **Supplying Non- A.C Diesel vehicle including driver, for the use of the Lower Damodar Construction Sub- Division No-III, Amta Howrah.**

1. Date of Publication of NIQ	: 27.01.2026
2. Last date of receiving application	: 05.02.2026 up to 12.00pm
3. Place of receiving application	: Lower Damodar Construction Sub- Division No-III, Amta, Howrah
4. Last date of issuing quotation paper	: 09.02.2026 up to 4.00pm
5. Date & time of receiving quotation paper	: 11.02.2026 up to 2.30pm
6. Date & time of opening quotation paper	: 11.02.2026 after 3.30pm

Time allowed for execution of work:- 365 (Three sixty five) days.

Yours Faithfully

Sub-Divisional Officer
L.D.C Sub-Division No-III,
Amta, Howrah.

Memo No- 41(6)

Copy Forwarded for information and wide circulation to the

Date- 27/01/2026

1. The Additional Project Director-IV, DPMU-II, Irrigation & Waterways Dte.
2. The Executive Engineer, Howrah Irrigation Division.
3. The Executive Engineer-I, Lower Damodar Construction Division, Irrigation and Waterways Directorate. Fuleshwar, Uluberia, Howrah.
4. The SDO, T.D.D sub division
5. The SDO, L.D. Sub division No. I
6. Notice Board/ L.D.C Sub- Division No.III, Amta, Howrah.

Yours Faithfully

Sub-Divisional Officer
L.D.C Sub-Division No-III,
Amta, Howrah.

TERMS & CONDITION FOR HIRING OF NON-AC VEHICLE (DIESEL)

1. The vehicle must be in good/ road worthy condition and shall have upto date fitness certificate, tax clearance certificate, valid commercial licence and permit in the state of West Bengal from the concerned authorities.
2. Initially the period of contract will be for 1(one) year.
3. The condition of the contract may be terminated with 01(one) month notice, if required without any precondition.
4. Acceptance of the quotation will rest with the Superintending Engineer, Additional Project Director-IV, DPMU-II, Irrigation & Waterways Dte., Jalasampad Bhavan, Salt lake City, Kolkata- 91 who reserve the right to accept or reject any of the quotation (s) as received without assigning any reason.
5. Fuel and lubricants like diesel/ petrol and motor oil shall to be supplied by the successful quotationer for which payment will be made as per local market rate on the basis of consumption of fuel and lubricants.
6. The successful quotationer may have to place the vehicle for test run and checking at his own cost.
7. Quotationer shall have to bear all servicing expenditure for periodical servicing, maintenance, daily washing, cleaning, repair works including cost of spare parts and labour charge what so ever.
8. 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 expenditures. The successful quotationer shall have to arrange proper garaging facility of the vehicle at his own cost, risk and responsibility.
9. The quotationer shall have to provide other vehicle of identical specification with the 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.
10. 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 any proper.
11. 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 cancelling all the quotation.
12. Self attested copies of Registration certificate, Blue book of the vehicle, up to date fitness certificate, pollution control certificate, up to date clearance certificate of tax, commercial licence, Pan card etc. will have to be submitted at the time of application.
13. No payment will be made for the day on which the vehicle has no run. The vehicle will be hired on daily basis. The bill in triplicate addressed to the office of undersigned to be submitted after completion of one month run.
14. 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.
15. The vehicle shall have to supplied with the driver who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. Maintaining the dept. Log book up to date as per actual journey will remain custody of the driver of the car.
16. 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.
17. The quotationer whose quotation will be accepted will have to start the work as per the date mentioned in the work order.
18. 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 whichever is less from the reporting place to garage.
19. Over time charges in excess beyond 10(ten) hours will be allowed. Maximum half hour will be allowed for reporting and also after releasing in calculating over time allowances.
20. The authority will not have any liability arising out of any type of accident on whatsoever 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.
21. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement with the Sub Divisional Officer, Lower Damodar Construction Sub Division- III.
22. 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 sides.
23. 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.
24. The successful quotationer will have to submit EMD in favour of Executive Engineer, Howrah Irrigation Division, I&WD.


Sub-Divisional Officer
L.D.C Sub-Division No-III,
Amta, Howrah.

Proforma For Quoting Rates

Schedule of Work: - Supplying Non- A.C Diesel vehicle including driver, for the use of the Lower Damodar Construction Sub Division No-III, Amta Howrah.

N.I.Q No- 01/SDO/LDC-III/2025-26

Date: 27.01.2026

1. (a) Name of the owner / Supplier :
with full address & Phone No :
2. Registration No. of the Car : -
3. Model with year :
4. Daily hire charge in Rupees (per day)
(To be quoted by the applicant both in figures and words):
5. Consumption of fuel & lubricating oil
 - a. Diesel/Petrol :
 - b. Mobil :
6. Overtimes Charges :

NB: Consumption of P.L.O will be calculated on the basis of Item No. 5 above & in case of any excess consumption P.O.L the cost will be realized from the respective charges Bill.

Signature of Quotator

Dated:


Sub-Divisional Officer
L.D.C Sub-Division No-III,
Amta, Howrah.