



Government of West Bengal
Irrigation & Waterways Directorate
Office of the Sub-Divisional Officer
Arambagh Irrigation Sub Division
Arambagh, Hooghly
Email: sdoirrigationarambagh@gmail.com

Memo No. 48

Dated . 28-01-2026

NOTICE INVITING QUOTATION NO. 1 OF 2025-26 OF SUB-DIVISIONAL OFFICER,
ARAMBAGH IRRIGATION SUB DIVISION.

Sealed quotation in plain paper in the prescribed proforma are hereby invited by the Sub-Divisional Officer, Arambagh Irrigation Sub-Division, Arambagh, Hooghly from reliable owner for "Supplying a Motor Cab/ Diesel or Petrol Engine with Driver registered as Luxury Taxi on monthly charge basis for a period of 6 (Six) Month for official use of Sub-Divisional Officer, Arambagh Irrigation Sub-Division, Irrigation and Waterways Directorate, Govt. of West Bengal, Arambagh, Hooghly."

The prescribed proforma, additional terms & condition & other particulars can be seen from the office of the Sub-Divisional Officer, Arambagh Irrigation Sub-Division, Arambagh, Hooghly at the above address up to 17-00 Hrs. on working day.

Name of work: - Supply of 1 (one) no. Diesel/Petrol Motor Cab along with Driver registered as Luxury Taxi on daily hire basis, as and when required for a period of 6 (Six) months for official use of Sub-Divisional Officer, Arambagh Irrigation Sub-Division, Arambagh, Hooghly.

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|---------------------------------------|---|----------------------------|
| 1) Last date of receiving application | : | 10.02.2026 up to 4-00 P.M. |
| 2) Last date of issuing | : | 11.02.2026 up to 2-00 P.M. |
| 3) Last date for receiving quotation | : | 12.02.2026 up to 2-00 P.M. |
| 4) Date of opening quotation | : | 12.02.2026 after 2-30 P.M. |

The vehicle must be in good/road worthy condition with appropriate Certificate and shall have up to date fitness, pollution control, Tax clearance, and Insurance clearance certificate with blue book, contract carriage permit. The successful quotationer shall have to place the Diesel/Petrol Car such as Ambassador etc. 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/Petrol and Motor oil (Mobil) at the prevailing market rate on the basis of prevailing R.T.A. rules. In this respect all standing orders will be implied. 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 expenditure. The successful quotationer shall have to arrange for garaging facility of the vehicle at his own cost and vehicle will be placed as per instructions.

The quotationer shall have to replace a Diesel/Petrol 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 Superintending Engineer, Damodar Irrigation Circle who does not bind himself to reserve the right to reject the lowest quotationer or any of the quotationer without assigning any reason.

The usual service time is 10 (Ten) hours beyond which the quotationer will be paid for over-time.

(Dinabandhu Ghosh)
Sub-Divisional Officer

Arambagh Irrigation Sub-Division

Memo No. 48/1(9)

Dated . 28/01/2026

Copy forwarded for information and having display on Notice Board to:

1. The Superintending Engineer, Damodar Irrigation Circle, Kanainatsal, Burdwan.
2. The Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly.
3. The Executive Engineer-II, Lower Damodar Irrigation Division, Singur, Hooghly.
- 4-6) The Sub-Divisional Officer, Chapadanga/ Memari/ Jamalpur Irrigation Sub- Division.
7. The Estimating Branch of L.D.I. Division.
7. The Accounts Branch of L.D.I. Division.
8. Office Notice Board, Arambagh Irrigation Sub Division, Arambagh, Hooghly.

Sub-Divisional Officer

Arambagh Irrigation Sub-Division

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Additional terms and conditions: For "Supply of 1 (one) no. Diesel/Petrol Motor Cab along with Driver registered as Luxury Taxi on daily hire basis, as and when required for a period of 6 (Six) months for official use of Sub-Divisional Officer, Arambagh Irrigation Sub-Division, Arambagh, Hooghly."

1. The vehicle will be hired on daily basis for which payment will be made by the Executive Engineer-I, Lower Damodar Irrigation Division by online through Chandernagore Treasury in favour of the supplier on the basis of the bill submitted.
2. Normal hours of duty will be 10 hours per day (excluding reporting & releasing time). This period may be extended as and when required as per necessity. The area of Normal plying of the vehicle shall be Hooghly district and may be extended to anywhere within West Bengal in the interest of Government works.
3. 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.
4. No payment will be made for hire charge of the vehicle, if the same is in break down condition or any other mechanical default develops which disrupts the journey after it begins, unless another Car of similar specification and in good running condition is provided immediately by replacement of the defaulted vehicle.
5. In case of failure of the supplier/owner of the vehicle to replace the defaulted one immediately 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; then any excess cost involved for undertaking such journey by other vehicle departmentally arranged shall be calculated in comparison with the actual cost as would have been involved had the journey been performed by the vehicle in respect of which agreement has been made and such excess cost shall be recovered from the running bills of the owner as per agreement.
6. Supplier/owner of the vehicle shall be responsible for all type of repair servicing and maintenance of the vehicle and no payment will be made for the period for repair of the vehicle. The fuel and lubricant shall have to be supplied by the supplier/ owner of the vehicle for running of the vehicle. The authority f/ Dept. will pay the cost of Diesel/Petrol and Mobil only at the prevailing market rate for the consumption calculated on the basis kilometer run by the vehicle at the rate of consumption agreed upon in the contract with the bill for hire charge, submitted by the owner/supplier.
7. For allowing payment of cost of Diesel/Petrol and Mobil daily record of kilometer run will be recorded in the Log Book of vehicle with the signature of the Officer making journey. At the end of the every month total kilometer run of journey made during the month will be calculated and the consumption of Diesel and Motor oil will be worked out on the basis of rate of consumption of contract. Copy of relevant voucher for Diesel/Petrol & Mobil will have to be furnished for verification of cost of Diesel and Mobil of the office for recoupment of cost thereof at the prevailing market rate.

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8. The owner of the vehicle whose quotation will be accepted shall have to execute a formal agreement in WBF No. 2911 with the Executive Engineer-I Lower Damodar Irrigation Division as per terms and conditions laid down in the Notice Inviting Quotation with other Additional terms and conditions. The WBF No. 2911 & other documents will be supplied on free of cost.

9. Acceptance of quotation lies with the Superintending Engineer, Damodar Irrigation Circle and he reserves the right to accept any quotation or reject any or all the Quotations without assigning any reason, therefore. The supplier/owner of the vehicle has to report for testing of the vehicle within a day of accepting of quotation with his own cost.

10. The arrangement for garage on any cost on that account will be borne by the owner of the vehicle within 5 km. of the respective head quarters.

11. Over time charge in excess of 10 hours per day will be allowed. Maximum one hour will be allowed for reporting and also after releasing in calculating over time allowance.

12. The usual service time is 10 (Ten) hours beyond which the quotationer will be paid for over-time.

13. 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 was caused due to negligence etc. of the Driver. The authority shall not be liable to pay any damages/ consumption to the owner/ Driver or any other person who may be affected by the accident.

14. The authority may terminable the agreement at any time without assigning any reason. Therefore for which no compensation will paid one month's notice will be given normally for termination of the agreement from either sides.

15. The vehicle may have to undertake journey for long hours in the districts. The Driver of the Car shall be prepared to halt outside Hooghly district with his own arrangement and cost. In case of the vehicle halting outside Hooghly district no halting charges will be paid in addition to the usual hire charges.

16. The authority reserves the right to extend the validity of contract or hiring of vehicle, with the supplier beyond the expiry of contract period at the same terms and conditions and rate under mutual agreement by both the sides.

17. Claim for escalation of rate of hire charge, over time charge, halting charge, due to any reason during the validity of contract period including extended time period, if any, will not be entertained.

18. The lowest will be calculated on the basis of hire charges per day/ month plus cost of the fuel and lubricant.

19. The vehicle must be placed within 3 days after receiving work order from the competent authority.

20. The vehicle should be operated by Diesel/Petrol. It should be good, read worthy & comfortable in condition. If any petty repair is made by the touring officer or the competent authority during his tour, the cost of repair will have to be paid by owner. Oiling cleaning servicing of the vehicle should be done preferably on Sunday and Holidays with prior permission from the competent authority.

21. 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 WBF No. 2911.

22. Usual recovery as per rule will be made from the running bills on a/c of Security Deposit, Income Tax as applicable.

23. 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.

24. Successful quotationer must have to be submitted Performance Security Deposit for an amount of Rs. 2000.00 (Rupees Two thousand) only in the shape of Bank Draft of any Nationalized Bank payable at Chandannagar in favour of the Executive Engineer-I, Lower Damodar Irrigation Division, Singur, Hooghly within 7 (seven) days from receiving the acceptance letter/ work order or as decided by the order issuing authority. The same will be refunded after one month from the date of termination of the contract.

25. Minimum consumption of i) Fuel : diesel/Petrol 12 Km/Lt. (Minimum)
ii) Lubricants: 5 Lt./2500 Km. (Minimum)

D. Chh
28/01/26

Sub-Divisional Officer
Arambagh Irrigation Sub-Division
(Signature)
28/01/26

I agree to abide by the terms & conditions as stated above

Full Signature of the quotationer with date

Issued to.....

QUOTATION FORMAT

NOTICE INVITING QUOTATION NO. 1 OF 2025-26 OF SUB-DIVISIONAL OFFICER,
ARAMBAGH IRRIGATION SUB DIVISION

1. Name of the owner :
2. Address with contact no. :
3. Vehicle Registration No :
4. Name of the Driver
with address :
5. Driver's License No. :
6. Daily Hire charge :
7. Overtime Rate/Hrs. beyond
10 Hrs. of normal duty hours. :
8. Minimum consumption of
 - i) Fuel : diesel/Petrol 12 Km/Lt. (Minimum)
 - ii) Lubricants: 5 Lt./2500 Km. (Minimum)

Full Signature of the quotationer with date