



GOVT OF WEST-BENGAL
IRRIGATION & WATERWAYS DIRECTORATE.
OFFICE OF THE SUB-DIVISIONAL OFFICER
MUNDESWARI IRRIGATION SUB-DIVISION
CHAMPADANGA, HOOGHLY.
Email ID- misd.champadanga@gmail.com
Phone No. 03212255174,

Memo No:- 121

Date .- 17/02/2026

Notice Inviting Quotation No. 2 of 2025-26 of S.D.O./M.I.S.D.

Sealed quotation in plain paper in the prescribed pro-forma are hereby invited by the Sub-Divisional Officer, Mundeswari Irrigation Sub-Division, Champadanga, Hooghly from reliable owner for supplying an Motor cab/Maxi cab Diesel Car registered as Luxury Taxi with driver on daily hire charges basis for official use of Sub-Divisional Officer, Mundeswari Irrigation Sub-Division, Irrigation & Waterways Directorate, Government of West Bengal, Champadanga, Hooghly.

NAME OF THE WORK :- "Supplying a Motor cab/Maxi cab Diesel car (Non-Air Condition) Registered as Luxury Taxi with Driver on daily hire Charge and as and when required basis for official use of Sub-Divisional Officer, Mundeswari Irrigation Sub-Division, Irrigation & Waterways Directorate, Government of West Bengal, Champadanga, Hooghly."

- 1) Last Date & time of receiving application. : 25/02/2026. upto 17.00 hrs.
- 2) Place of receiving application : Office of Sub-Divisional Officer, Mundeswari Irrigation Sub-Division, Champadanga, Hooghly.
- 3) Last Date & time of issuing Quotation paper (Free of cost) : 25/02/2026 upto 16.00 hrs.
- 4) Last Date & time of Receiving Quotation paper : 27/02/2026 upto 16.00 hrs.
- 5) Date of Opening of sealed quotation paper : 27/02/2026 after 16.30 hrs.

Period of contract is 1 (one) year w.e.f. date of issuance of work-order.

The quotation shall be opened by the undersigned on 27.02.2026 after 16.30 hrs. in presence of the intending quotationers or their authorized representatives who happen to be present at the time of opening. Accepting Authority does not bind himself to accept the lowest quotation and reserves the right to reject any or all of the quotation received, without assigning any reason.

The vehicle must be in good condition. The successful quotationers shall have to place the vehicle for a test run and checking by the undersigned at his (Suppliers) own cost. The quotationers shall have to bear all the expenditure for maintenance and repair, servicing and tax to keep vehicle in readily operative condition. Cost of fuel and lubricant for running the vehicle shall be supplied by the quotationers which shall be paid by the Department on monthly basis alongwith the hire charge of the vehicle.

The Quotationers shall quote the rate for the hire charges of the vehicle on daily basis in the prescribed format only which will be issued free of cost by this office. No other form of quoting rates will be entertained. Rate will be entered both in numerical& words. The intending Quotationers shall have to submit application along with the photocopies of valid **Contract Carriage Permit, Blue Book, Road Tax Certificate, Pollution Certificate, Registration Certificate, Insurance Clearance, PAN Card of the owner.**

If the vehicle becomes out of order the Supplier have to place alternative vehicle or any other alternative arrangement for performing duties, failing to supply alternative vehicle, hire charges for that day / those days shall not be paid.

The vehicles Supplier always keep the vehicle ready for duty and Log Books to be maintained at his own cost as per instruction.

The acceptance of the quotation will lie on the Additional Project Director IV, DPMU-II, Jalasampad Bhavan 9th Floor, Salt Lake, Kol-91. He will also reserve the right to cancel the all quotation without assigning any reasons.

Sub-Divisional Officer
Mundeswari Irrigation Sub-Division
Champadanga, Hooghly.

ADDITIONAL TERMS AND CONDITIONS

1. The payment shall be made through e-payment mode in favour of the Supplier on the basis of monthly bill submitted by the Supplier / Owner subject to availability of fund.
2. The vehicle shall have to be supplied along with its driver who shall be responsible to report for duty with vehicle at the prefixed station within stipulated time unless otherwise specified.
3. The Supplier / Owner shall provide two separate "Log Books" for the vehicle which shall be issued and authorized by the competent authority.
4. **No payment shall be made if the car is in break down condition** or if any other mechanical defect develops thereby disrupting the journey, unless and otherwise the immediate replacement of the vehicle or any other alternative arrangement is made by the Supplier / Owner.
5. In case of failure to replace the defaulted vehicle immediately or in the event of failure of the driver to attend the duty for any reason whatsoever, if the office is compelled to arrange any other vehicle on its own for the sake of the journey, any excess cost involved for such arrangement, shall be recovered from the running bills of the Supplier / Owner as per agreement.
6. The vehicle should satisfy **Bharat Stage – IV emission norms by Automobiles**. The Supplier / Owner of the vehicle have to report for testing of the vehicle within a day of accepting of quotation with his own cost.
7. **Supplier / Owner of the vehicle shall be responsible for all type of repairs and maintenance of the vehicle including periodical servicing** and no payment shall be made for the period of repair of the vehicle unless and otherwise suitable replacement is made by another car in good condition.
8. The Supplier / Owner should ensure adequate and timely supply of fuel and lubricants to keep the vehicle in running condition. **Office shall pay the cost of normal Diesel @ 12 km run and Mobil oil @ 500 km run per litre respectively for all sorts of journey on pucca or kutcha road whether congested or non-congested.**
9. Normal duty hours shall be **10 hrs. per day (excluding reporting and releasing time)**. This period may be extended as per necessity. The area of plying of vehicle shall be in and around Hooghly District and may be extended to anywhere in West Bengal for the interest of Govt. works. Over time charge @ **Rs. 20/- per extra hour**, exceeding normal duty hours shall be allowed as per approved rate from competent authority.
10. No payment of hire charge will be made for the days on which the vehicle will not use.
11. The authority shall not have any liability and responsibility arising out of any accident while the vehicle is on official duty. The authority shall not be liable to pay or compensate any damage to the vehicle or to the driver or to any other 3rd party affected due to this accident or over rule of the traffic signal.
12. The vehicle shall be tested before hiring and it should be running in good condition with its body parts and engine well maintained.
13. The authority reserve the right to extended the validity of contract beyond the expiry of period of contract at the same terms & condition including rate under the mutual agreement by both the sides.
14. Claim for escalation of rate due to any reason during the validity of contract period, if any will not be entertained.



15. The lowest rate will be accepted and the successful Quotationer will have to execute formal agreement in proper form which is available from the office of the undersigned free of cost within 7 days from the date of issue of work order, failing which the order of acceptance of the quotation may be cancelled.
16. The agreement terminable with a prior notice of 1 (one) month both from either side.
17. The supplier / owner of the vehicle shall have to report for testing of car within 7 (seven) days of receipt of letter of acceptance.
18. Garage distance allowed is maximum 10 km (5 km each for up & down) or the actual distance whichever is less for each day journey.
19. The authority may terminate the agreement at any time without assigning any reason whatever for which no compensation shall be paid.
20. Any fake documents / information submitted by the supplier will invite legal action / punishment against the supplier as per rules.

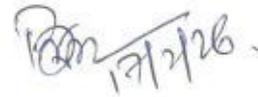
Sub-Divisional Officer
Mundeswari Irrigation Sub-Division
Champadanga, Hooghly

Memo No.-121/1(3)

Date .- 17/02/2026

Copy submitted for information & wide circulation to the :-

1. The Additional Project Director IV, DPMU-II, JalasampadBhavan 9th floor, Salt Lake, Kol-91.
2. The Executive Engineer, Hooghly Irrigation Division, Pearabagan, Hooghly.
3. Office Notice Board.



Sub-Divisional Officer
Mundeswari Irrigation Sub-Division
Champadanga, Hooghly.

FORMAT FOR QUOTING RATES

Notice Inviting Quotation No. 2
of 2025-26 of S.D.O./M.I.S.D.

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1. A) Name of the Owner / quotationer :

B) Address

C) Phone No.

2. Registration no.:

3. Rate quoted for daily hire charge
(both in numerical & words)

Signature of the Quotationer

