



**Government of West Bengal  
Irrigation & Waterways Directorate  
Office of the Sub-Divisional Officer  
Kangsabati Canals Sub-Division No II  
Amlagora, Paschim Medinipur.  
E-mail : [kcsd2.kcd1@gmail.com](mailto:kcsd2.kcd1@gmail.com)  
**NOTICE INVITING QUOTATION****

OFFLINE - N.I.Q No – WBIW / SDO / KCSD- II / NIQ-01 /2025-26

Circulation Memo No. – 60

Dt. 02.03.2026

Sealed & signed quotations are hereby invited by the **Sub-Divisional Officer, Kangsabati Canals Sub-Division No-II of Kangsabati Canals Division No.-I Under Kangsabati Circle-II, Irrigation & Waterways Directorate** on behalf of the Governor of West Bengal through off line quotation for the works **“Supply of one no Motor Cab (Non A.C.)(BS-IV) Diesel or Maxi Cab (Non A.C.)(BS-IV) Diesel along with the driver on daily rated but monthly hire basis for inspection of works etc. under the office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No-II, Amlagora, Paschim Medinipur.”** from owner/supplier of Maxi Cab (Non A.C.)(Diesel Engine) or Motor Cab (Non A.C.) (Diesel Engine) having valid carriage contract permit. The vehicle has to run along non-metal road and canal bank also.

Quotationer has to quote his rate in the given Schedule both in figure and in words, which should be submitted directly to the Tender Box in the Office of the undersigned within specified date and time. The Schedule also bear full signature of the quotationer along with address and contact number. The quotation should be unconditional from the quotationer. Quotation by post will not be acceptable.

They may also visit the official website of Irrigation & Waterways Department, Government of West Bengal [www.wbiwd.gov.in](http://www.wbiwd.gov.in) for details information.

The intending bidder/quotationer must read the Terms & Conditions contained in the Notice Inviting quotation (NIQ) carefully. He/she should particularly go through the eligibility criteria, and satisfy himself/herself of the mandatory requirements. Quotationer/ bidders desirous of participating in the quotation may submit bids for the work only if they fulfill the minimum eligibility criteria and are in possession of all the required documents.

All information consisting of NIQ and related documents, WB Form 2911, Bill of Quantities (BOQ), corrigenda/ addenda, drawings, etc. if any, shall form the part of quotation document.

**Last date & time of submission of Quotation is on 18.03.2026 till 14:30 Hours IST.**

## 1. General procedure for submission of bid/Quotation

Bids are to be submitted only through offline on due date & time. All documents submitted in the quotation by the Quotation Inviting Authority forms an integral part of the works contract/Agreement. Quotationers/bidders are required to submit the entire set of documents along with all other relevant PQ documents as asked for in the NIQ within the stipulated date and time as notified in the NIQ.

**2. Applications for Quotation:** Signed application with Self Declaration in specimen *Form-1* which is to be submitted during bid submission.

**3. Addenda/Corrigenda:** If published in connection with the NIQ is to be submitted in the '*NIQ*' during bid submission.

## 4. (I) Certificate/s: The following are to be submitted in photocopy

- 1) Valid **PAN Card** of the bidder/s are required;
- 2) Vehicle proposed to be supplied should have valid papers i.e. **certificate of registration, current insurance papers, current fitness certificate, contract carriage permit, road tax clearance, Emission test certificate.** (self-attested copy to be submitted)

## 5. Site inspection prior to submission of Quotation

Before submitting a quotation, the intending bidder should make themselves acquainted thoroughly with the local conditions prevailing at site of implementation of the work by undertaking field inspections and taking into consideration all probable factors and difficulties to be involved during execution of the work as per specification in all respects including transportation of materials, communication facilities, climate conditions, availability of local labourers and market rates prevailing in the locality etc. and no claim whatsoever will be entertained on those accounts afterwards. The contractor/bidder may also contact the office of the designated **Sub-Divisional Officer KANGSABATI CANALS SUB-DIVISION No -II** in between 11.30 hours to 16.30 hours on any working day, prior to the date of last date for submission of bid.

## 6. Conditional & incomplete quotations

Conditional and incomplete quotations are liable to be summarily rejected. No document will be entertained through FAX / e-mail.

## 7. Opening & evaluation of Quotation

### 8. Opening of Quotation

Quotation will be opened by the Quotation Inviting Authority or his authorised representative on due date and time in presence of intending quotationers. Intending bidders may remain present if they so desire.

## 9. General guidelines for acceptance of Quotation

Lowest valid rate should normally be accepted in accordance with the procedure. The Quotation Accepting Authority {Superintending Engineer Kangsabati Circle-II} reserves the right to reject any quotation without assigning any reason.

## 10. Signing of formal tender contract/agreement after acceptance of quotation

The contractor/bidder, whose bid is approved for acceptance, shall within 15 days of the receipt of Letter of Invitation (LOI) or Letter of Acceptance (LOA) in his / her favour, will have to execute a 'Formal Agreement' with the Sub-Divisional Officer, Kangsabati Canals Sub-Division No.-II in quadruplicate in W.B.F. 2911 and all other contract documents, entire set of which may be obtained free of cost from the office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No.-II of the work tendered. No cost escalation in any form is included in the Tender Contract Agreement.

## 11. Bid validity

The Bid will be normally valid for **120 days** from the date of opening of the Quotation. However, extension of bid validity may be suitably considered by the Quotation Inviting Authority, if required, subject to written confirmation of the contractor/bidder (s) to that effect.

## 12. Schedule of important dates for the Offline Quotation

1.	Last date of receiving application	13.03.2026 up to 4:00 PM
2.	Last date of issuing quotation paper	16.03.2026 up to 3:00 PM
3.	Last date of receiving quotation paper	18.03.2026 up to 2.30 PM
2	Date of opening quotation	18.03.2026 after 3:00 PM

**13.** Extension of last date for bid submission or any other Addendum/Corrigendum, if unavoidable is to be notified as per Finance Department guidelines, in the, Departmental website and in Notice boards at least 24 hours before the original validity period of bid submission. Extension of last bid submission date by issuance of a Corrigendum shall not be treated as 2nd or subsequent call of Re-quotation

## 14. Terms & conditions:-

1. The car will be hired on daily rated but monthly hire basis whose payment will be made only through Bank A/C of the owner/supplier on the basis of bill submitted at the end of every month duly checked and passed by the Executive Engineer, Kangsabati Canals Division No.-I, Amlagora, Paschim Medinipur. The owner/supplier will be required to produce the bill in triplicate for processing of payment through Sub-Divisional Officer, Kangsabati Canal Sub-Division No-II, Amlagora, Paschim Medinipur after the end of each month. Deduction for income tax as applicable will be made upon the final payment.

2. The vehicle must have valid certificate of registration, current insurance papers, current fitness certificate, contract carriage permit, road tax clearance, Emission test certificate.

3. The vehicle should be in good condition as regards to body and engine with necessary accessories and to be provided with a driver. The driver has to be capable of well driving and should have valid driving license. The nature of driver should be good in behave and manners. He should carry his own mobile phone. The driver will be responsible to report for duty with the vehicle at the prefixed station within stipulated time unless otherwise specified. The wages and allowance of the driver will have to be paid by the owner/ supplier of the vehicle including overtime allowance if necessary.

4. The hiring of vehicle with driver will be for an initial period of 6 (six) months, which may be extended depending on acceptance from both sides.

5. As per memorandum of Finance Department, Audit Branch (Group T) Govt. of W.B vide memo no – 560-F(Y), dated- 15.02.2022, number of days of hiring will be the govt. working days and remaining non-working days i.e. Saturdays, Sundays or/and other notified holidays as “Stand –by” in a month. Only the daily hiring charges for such days (Saturdays, Sundays or/and other notified holidays including non-working days in a month) may be paid on the basis of the “Stand-by” certificate to be given in the log book by the log book signing official. Normal hours of duty will be 10 hours per day (excluding reporting & releasing time). But In case of any emergency during irrigation period, during major/minor work execution period and visiting of V.I.P.s etc. the vehicle with driver should also be kept ready at any time if required. Overtime payments for the purpose will be made as per relevant Govt. orders.

- 6.** The quotationer shall have to replace a diesel car with identical specification having proper certificates in the event of break down or any other mechanical fault or under servicing/ maintenance or repair of the supplied car failing which hire charge for that/ those day(s) will not be paid.
- 7.** Owner / supplier of the vehicle will be responsible for all types of repairs and maintenance of the vehicle including periodical servicing and no payment will be made for the period for repair.
- 8.** Mobil will be supplied by this office only at the rate as specified in Notification No. 3564-WT/3M-81/98 dated 24/11/2008 of Transport Department, Govt.of West Bengal. No other lubricant will be issued by the office. The record of kilometre run will be maintained in the daily log book with the signature of the officer making journey. At the end of every month total kilometre run of journey made during the month will be calculated and the consumption of diesel and mobil will be worked out.
- 9.** Garaging facility will not be provided by this department and the owner/ supplier of the car has to make it at his own cost.
- 10.** The authority will not have any liability arising out of any accident in running the car whether or not the same was caused due to negligence etc. of the driver. The authority will not be liable to pay any damage to the owner/ supplier, driver or any third party arising out the use of the car.
- 11.** The authority may terminate the agreement at any time with one month notice without assigning any reasons what so ever for which no compensation will be paid.
- 12.** Claim for escalation of rate due to any reason during the validity of contract period will not be entertained.
- 13.** Day to day Log Book will have to be maintained and signed by the driver and the officer using the vehicle.
- 14.** The owner / supplier of the vehicle, whose quotation will be accepted, will have to execute a formal agreement with the directorate in W.B. Form No. 2911 before the Sub-Divisional Officer Kangsabati Canals Sub-Division No-II, Amlagora, Paschim Medinipur within 7 (seven) days from the date of issue of latter of acceptance failing which the latter of acceptance will be treated as cancelled.
- 15.** 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 Midnapore in favour of the Executive Engineer, Kangsabati Canals Division No. I, Amlagora, Paschim Medinipur 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.
- 16.** The accepting authority i.e. Superintending Engineer, Kangsabati Circle II, Abas, Khasjungle, Paschim Medinipur, reserves the right to cancel either the lowest or any other quotation without assigning any reason what so ever.
- 17.** The owner/ supplier of the vehicle will have to report for testing the car or trial run within 2 (two) days of receipt of letter acceptance at his own cost.

18. Quotation imposing condition by the quotationer will summarily be rejected.
19. Payment of hire charge of vehicle will be made subject to availability of fund.
20. Mass emission standard should not be below BS - IV.

Sd/-  
A.E./Sub-Divisional Officer  
Kangsabati Canals Sub-Division No.-II  
Amlagora, Pachim Medinipur

Certified that I have read all the above points of terms & conditions with respect to Notice Inviting Quotation No. - WBIW / SDO / KCSD-II/-NIQ-01 /2025-26 for **“Supply of one no Motor Cab (Non A.C.)(BS-IV) Diesel or Maxi Cab (Non A.C.)(BS-IV) Diesel along with the driver on daily rated but monthly hire basis for inspection of works etc. under the office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No-II, Amlagora, Paschim Medinipur.”** and agree to abide by the same and rate quoted by me is binding to all these terms and conditions.

\_\_\_\_\_  
Dated Signature of the Quotationer

Postal address:

Mobile No.:

**Issued to:**

Name of the Bidder:

Address:

A.E./Sub-Divisional Officer  
Kangsabati Canals Sub-Division No.-II  
Amlagora, Paschim Medinipur

**Schedule of OFFLINE NIQ No - WBIW / SDO / KCSD-II / NIQ- 01 / 2025-26 of SUB-DIVISIONAL KANGSABATI CANALS SUB-DIVISION NO I, AMLAGORA, PASCHIM EDINIPUR**

**Name of the Work:-** Supply of one no Motor Cab (Non A.C.)(BS-IV) Diesel or Maxi Cab (Non A.C.)(BS-IV) Diesel along with the driver on daily rated but monthly hire basis for inspection of works etc. under the office of the Sub-Divisional Officer, Kangsabati Canals Sub-Division No-II, Amlagora, Paschim Medinipur.

(TO BE FILLED UP BY THE QUOTATIONER)

1	NAME OF THE OWNER/SUPPLIER:	
2	FULL ADDRESS:	
3	MOBILE NUMBER:	
4	REGISTRATION NO OF THE CAR:	
5	MODEL NO WITH YEAR:	
6	MASS EMISSION STANDARD: (NOT BELOW BS -IV)	
7	DAILY HIRE CHARGES • IN FIGURES: • IN WORDS:	
8	Fuel Mileage of the car • IN FIGURES: • IN WORDS:	

Date:

Signature of the Quotationer with Stamp & seal

Postal address:

Mobile No.:

**Memo No: - 60/1(14)**

**Dated:-02.03.2026**

**Copy submitted/forwarded for information and wide circulation to:-**

1. The Chief Engineer (south-West), Abas, Khasjungle, Paschim Medinipur.
2. The District Magistrate, Paschim Medinipur.
3. The Savadhipati, Paschim Medinipur Zilla Parishad
4. The Superintending Engineer, Kangsabati Circle-I, Kenduadihi, Bankura.
5. The Superintending Engineer, Kangsabati Circle-II, Abas, Khasjungle, Paschim Medinipur.
6. The Executive Engineer, Kangsabati Canals Division No.- I, Amlagora, Paschim Medinipur.
7. Sabhapati, Gargbeta-I, Panchyat Samity.
8. Sabhapati, Gargbeta-II, Panchyat Samity
9. The Sub-Divisional Officer, Kangsabati Canals Sub-Division No-I/IV/VII.
10. The Divisional Accounts Officer, Kangsabati Canals Division No.- I, Amlagora, Paschim Medinipur.
11. Notice Board of Kansbati Canals Sub-Division No-II.
12. The Nodal Officer, E-Governance, DVC Study Cell, I&W Dte. Jalsampad Bhaban, Salt Lake City, Kolkata-91 for publication in the Departmental Official Website [www.wbiwd.gov.in](http://www.wbiwd.gov.in)

*Cuttin*  
*02/3/26*

A.E./Sub-Divisional Officer  
Kangsabati Canals Sub-Division No.-II  
Amlagora, Pachim Medinipur

**FORM 1(Modified)**

**APPLICATION FOR QUOTATION**

**To**  
**The Sub-Divisional Officer,**  
**Kangsabati Canals Sub-Division No –II**  
**Amlagora, Paschim Medinipur.**

**NIQ No : WBIW / SDO / KCSD-II / NIQ-01 /2025-26**

**Serial No of Work applied for: -**

Dear Sir,

Having examined the Statutory, OID & all other NIQ documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer to execute the works as per Quotation no and Serial no stated above. I/We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda, SOR etc.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

Full name of Bidder / Quotationer: \_\_\_\_\_

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids  
for& on behalf of (Name of Firm): \_\_\_\_\_  
(In block Capital letters or typed)

Office address with seal if any:

Telephone no(s) (office): \_\_\_\_\_

Mobile No : \_\_\_\_\_

Fax No : \_\_\_\_\_

E mail ID : \_\_\_\_\_

GSTIN : \_\_\_\_\_

PAN : \_\_\_\_\_