



GOVERNMENT OF WEST BENGAL  
IRRIGATION & WATERWAYS DIRECTORATE  
Office of the Executive Engineer  
Metropolitan Mechanical and Electrical Division  
Jalasampad Bhawan (10<sup>th</sup> Floor)  
Bidhannagar, Kolkata-700091  
Email Id: [eeemediwd@gmail.com](mailto:eeemediwd@gmail.com)

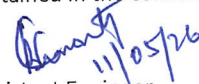
NOTICE INVITING QUOTATION NO. 1 of AE/MMED of 2026-27

Memo No. 486

Date: 11/5/2026

Sealed quotations are hereby invited for "Hiring of Non A.C Inspection Vehicle for the use of Assistant Engineer, Metropolitan Mechanical and Electrical Division, Jalasampad Bhawan (10<sup>th</sup> Floor), I&WD, Govt. of W.B."

01. The vehicle should be with registration (Luxury Taxi).
02. A Diesel driven cab.
03. The rate should be quoted as per enclosed schedule separately on the basis of the following:
  - (c) Rate per day exclusive of cost of fuel i.e hire charge of dry vehicle.
  - (d) Rate for Overtime per hour.
04. Pay of the driver, cost of repair, maintenance, servicing and other allied cost should be borne by the owner of the vehicle in all cases.
05. The vehicle should be in tip top road worthy condition.
06. The owner should have his garage with telephone connection.
07. To & Fro journey from garage to reporting place for 5 km is allowed.
08. Normally the vehicle would run 10 (ten) hours per day, if the vehicle run more than the stipulated hours, extra running will be considered as overtime.
09. In case of breakdown of the vehicle the contractor is bound to replace by another cab so that in no case Govt. work is hampered.
10. Total time limit for placing of substitute vehicle with Luxury Taxi registration instead of original one is 30 (Thirty) days for one year contract.
11. The cost of consumed fuel and lubricants (supplied by the owner) would be paid on the basis of present market rate and that would be paid with hire charge bill on monthly basis.
12. The driver of the vehicle should sufficiently experience, polite in nature and should possess his own licence. Blue Book, Tax Token certificate, road permit, insurance and other documents of the vehicle are to be kept along with the vehicle. All relevant valid documents are to be submitted with the quotation / offer.
13. The cost of penalty that may be imposed by the police authority for violating the traffic rules be borne by the owner.
14. The owner is bound to obey the instruction of the concerning officer using the vehicle for placement of the vehicle at any time and any place irrespective of weekday or holiday.
15. Payment will be made on monthly basis after expiry of the month to which the claim relates and the bill should be submitted immediately on the next month.
16. Date of submission of quotation is **22.05.2026** upto 3:00 P.M and the quotation will be opened at 3:30 P.M on the same day in presence of the participants.
17. The Speedo meter and the fuel meter should always be in perfect working condition.
18. The undersigned reserves the right to reject any quotation without assigning any reason whatsoever.
19. Office of the Executive Engineer, Metropolitan Mechanical & Electrical Division and its subordinate offices will not bear any responsibility for an accident of the vehicle.
20. The address of garage and the name of owner with phone no should also be mentioned in the quotation.
21. The vehicle should have to be placed within 48 hours after issue of the work order.
22. The vehicle will generally be required to ply in and around Kolkata but it may ply in any other district as per requirement.
23. Valid document in connection with First Registration of vehicle is also to be produced by the successful quotation.
24. Owner of the vehicle has to be maintained two nos log Book (as per proforma given by the department) and one is to be submitted alternatively along with the bill (to be submitted in triplicate) in every occasion.
25. Vehicle will be hired generally for 1 (one) year contract only but it may be terminated for any unavoidable circumstance on one-month prior notice from either side and prayer for enhancement of any rate will not be entertained in the contract period.



Assistant Engineer

Metropolitan Mechanical & Electrical Division  
I&W Dte. Govt. of W.B

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Memo No.

Dated:

Copy submitted to:

- 1) The Executive Engineer, Metropolitan Mechanical & Electrical Division, for kind information and necessary action. This memo has been issued as per discussion had with him.

*sdr*

Assistant Engineer  
Metropolitan Mechanical & Electrical Division  
I&W Dte. Govt. of W.B

Memo No.

Dated:

Copy forwarded for information and circulation to:

- 2) Account section / 2) Estimate section / 3) Notice Board and 4) Departmental website of I&WD.

*sdr*

Assistant Engineer  
Metropolitan Mechanical & Electrical Division  
I&W Dte. Govt. of W.B

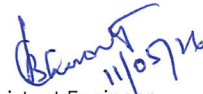
Schedule

**Ref:** NIQ No. 1 of AE / MMED of 2026-27, **Memo No. 486** dated **11/05/2028**

**Name of Work:** Hiring of Non A.C Inspection Vehicle for the use of Assistant Engineer, Metropolitan Mechanical and Electrical Division, Jalsampad Bhawan (10<sup>th</sup> Floor), I&WD, Govt. of W.B.

| Sl | Description of Item   | Qty      | Unit    | Rate (Rs) |
|----|---|----------|---------|-----------|
| 1  | Hiring of Non A.C Inspection Vehicle for the use of Assistant Engineer, Metropolitan Mechanical and Electrical Division, Jalsampad Bhawan (10 <sup>th</sup> Floor), I&WD, Govt. of W.B. | 01 (one) |         |           |
|    | A) Hire charges of dry vehicle  |          | Per day |           |
|    | B) Additional rate / over time beyond 10 (ten) hrs duty.  |          | Per hr  |           |

N.B: Fuel: One litre Diesel per 12 km Journey and Lubricant: One litre Mobil oil per 500 km Journey, as per notification memo no. 3564-WT/3M-81/98 dated 24.11.2008 of Transport Department, Govt. of W.B shall be allowed in maximum. Fuel and Lubricant will have to be supplied by agency and cost for the same will be paid extra as per market price on calculation in log book.

  
11/05/28

Assistant Engineer  
Metropolitan Mechanical & Electrical Division  
I&W Dte. Govt. of W.B