



**Government of West Bengal**  
**Department of Urban Development & Municipal Affairs**  
 Office of the Sub-Divisional officer  
 Salt Lake Water Supply Sub-Division  
 2<sup>nd</sup> Floor, Nirman Bhawan, Salt Lake, Kolkata-91

**Dated:**

**Memo No.:**

**N.I.Q. No. -UD&MA/SDO/SLWSSD/NIQ-01/2025-2026**

Sealed quotations in Prescribed Performa is hereby invited by S.D.O/Salt Lake Water Supply Sub-Division, Nirman Bhawan, Salt Lake-700091 from the bonafied resourceful and dependable persons/agencies for supplying Diesel/Petrol driven Maxi/Motor Cab (Non AC) on daily basis for the following work-

**Name Of Work:**

**Supplying a commercial Non-AC Diesel/Petrol driven Inspection Vehicle (Motor Cab) with driver on monthly hiring daily rate basis for a period of 12 (Twelve) Months for the use of Executive Engineer, Salt Lake Construction Division, Urban Development and Municipal Affairs Department, Nirman Bhawan, Salt Lake, Kolkata-700091.**

**Time Schedule of Quotation Procedure:**

1.	Last Date, Time & Place of Submission of application for Quotation Paper	On 23.02.2026 up to 1.30 P.M	Application to be submitted to the Sub-Divisional officer, Salt Lake Water Supply Sub-Division, 2 <sup>nd</sup> Floor, Nirman Bhawan, Salt Lake, Kolkata-91
2.	Last Date, Time & Place for issuing Quotation Paper	On 23.02.2026 up to 5.00 P.M	Sub-Divisional officer, Salt Lake Water Supply Sub-Division, 2 <sup>nd</sup> Floor, Nirman Bhawan, Salt Lake, Kolkata-91
3.	Last Date, Time & Place of dropping Quotation	On 26.02.2026 up to 3.00 P.M	Sub-Divisional officer, Salt Lake Water Supply Sub-Division, 2 <sup>nd</sup> Floor, Nirman Bhawan, Salt Lake, Kolkata-91
4.	Date, Time & Place for opening of Quotation	On 26.02.2026 up to 3.30 P.M	Sub-Divisional officer, Salt Lake Water Supply Sub-Division, 2 <sup>nd</sup> Floor, Nirman Bhawan, Salt Lake, Kolkata-91

Fuel, other lubricants, brake oil, gear oil etc. shall have to be supplied by the quotationer, payment will be made only for normal Diesel/Petrol and Mobil at the prevailing market rate & on the basis of the existing Govt. Order. If at any stage it is found that the consumption of fuel has been made beyond the permissible limit, the recovery will be made from his bill in full. The hire charge of the Diesel/Petrol driven Maxi Cab shall be inclusive of payment of the Driver wages & all related expenditure. The rate of hire charges should be quoted on daily basis both in figures and words. The quotationer shall have up to date Fitness, Pollution Control, Tax clearance, Insurance clearance Certificate, Contract Carriage Permit, Certificate of Registration with Blue Book Smart Card, PAN Card etc. which will have to be produced along with application as well as with the quotation. The originals of the above-mentioned papers to be produced during application for verification. Rates, to be quoted, should not exceed the rates mentioned in the existing Notification of transport department of West Bengal [Circular No-3564-WT/3M-81/98 dated 24.11.2008 and 4200-WT/TPT-18011/148/2023 dated 19.09.2023].

### TERMS AND CONDITIONS

1. The vehicle must be in good working condition. The supplier of the vehicle should be either the owner or have proper authorization from the owner to supply the vehicle. Quotation papers will be issued to the intending owner of the vehicle on production of following documents:-
    - i) PAN Card,
    - ii) Contract Carriage Permit,
    - iii) Blue Book Smart Card
    - iv) Pollution Under Control (PUC),
    - v) Tax clearance & valid insurance certificate (especially 1st and 3rd party),
    - vi) Valid Driving License of the driver and the reserve driver,
    - vii) Written Consent of car owner towards the driver and the reserve driver on Stamp Paper (if he is not the driver),
    - viii) Vehicle Fitness Certificate,
    - ix) West Bengal Permit in case of Vehicle from other state,
  2. Under any circumstances if any day/days of application /Purchase / Dropping are declared as holiday or Strike the date of quotation (Application / Purchase / Dropping) will automatically become the next working date and the time will be same. No separate notification will be issued in this respect.
  3. The quotations for the vehicle having no valid documents will not be considered. In addition to this all the essential accessories of qualifying a Motor Cab will have to be provided in the car, kept in good and workable condition failure of which, the car will be liable for rejection or reduction of the rates by the authority.
  4. The registration number and date of registration of the vehicle for which the rate is quoted should be mentioned in the body of schedule.
  5. The hiring of the vehicle will be on daily basis. The rate of hire charges should be quoted on daily basis both in figures and words. The cost of hire charge will be paid monthly on production of bill by the supplier, subject to availability of fund.
  6. The maintenance and repair of the vehicles is to be done by the supplier at his own cost. The cost of any urgent repair of the vehicle done by the department at outstation during inspection will be recovered from supplier's bill.
    - i) Diesel/Petrol and Mobil and all other types of Fuel/ Oil/ Lubricant for running the vehicle will have to be supplied by the supplier/ owner of the vehicle. Consumption of Diesel and Mobil oil will be allowed by the Department as per actual consumption basis, subject to the condition of minimum prescribed limit of run of the vehicle per litre of fuel as given below :-
 

Type of vehicle	Fuel	Minimum permissible limit of run
	Diesel/Petrol	12 (Twelve) KM per litre in case of Motor Cab
	Mobil	500 (Five Hundred) Km. per litre
- The cost of Diesel/Petrol and Mobil oil will be reimbursed to the supplier as per prevailing market rate on the date of purchase on production of necessary vouchers along with the bill.
- ii) The cost of pay and allowances for the driver of the vehicle should be borne by the owner of the vehicle.
7. Payment will be made as per availability of fund.

8. Responsibility of guarding of the vehicle from any loss, theft, etc. will rest upon the supplier. The Department will also not hold responsible for any
  - i) Damage caused to the car due to any accident,
  - ii) For any court case of compensation arising out of the vehicle and its driver,
  - iii) Any taxes/or charges that may be levied by the state/Central Govt.
9. Late attendance for more than 3 (three) occasion in a month may be treated as disqualification and may lead to termination of contract.
10. The service of the vehicle may also be terminated in case of unsatisfactory service, condition of the vehicle not being satisfactory and failure on the part of the supplier to fulfill any other requirement in connection with proper running of the vehicle. In such cases the service will be terminated by giving 3 (three) days' notice without any financial implication.
11. If the original vehicle fails to report for duty for any reason, the owner shall have to arrange a substitute diesel run vehicle at his own cost. Otherwise, the under signed reserves the right to arrange a car from open market as deemed fit for official use. The use of such hiring would be recovered from the bill(s) of the owner.
12. The car owner will arrange the garage at his own cost. Garage distance allowed is maximum (5 Km. Up & 5 Km. Down) total 10 Km. or the actual distance whichever is less.
13. a. Normal duty hours will be 10 hours per day.
  - b. Normally the driver along with vehicle will report to his duty at or any time on specific date and place as will be instructed by the officer on duty beforehand.
  - c. Cost of overtime allowance in case of duties beyond normal duty hours will be allowed at the rate Rs. 20/- (twenty) per hour.
14. If in case of any accident or break down, the vehicle fails to report to allotted duty then a message have to be sent by the supplier forthwith and alternative car in replacement shall have to be arranged by him for reporting to duty place. The driver / supplier of the vehicle will be responsible for monitoring log book in the same manner as done by the driver of the Govt. vehicles and recorded journey should be properly approved by the officer who performs journey for Govt. work. In case of any dispute, the records of the officer would be final and binding on the owner of the vehicle.
15. 2 (two) machine numbered log books (printed) will be supplied from this office for recording journeys when the vehicle is on Govt. duties.
16. Servicing of the vehicle should be done by the supplier at his own cost with prior intimation so that duty may be adjusted. Cost of penalty, if imposed by the police/ traffic authority, for violating traffic rules should be borne by the owner.
17. The supplier must quote contact no. for communication of message of the garage attending calls.
18. No other terms and conditions from the supplier will be entertained.
19. The authority may terminate the agreement at any time without assigning any reasons what so ever for which no compensation will be paid.
20. No hire charges will also be paid for any idle day due to breakdown of the vehicle and absence of driver etc.
21. The driver must be well conversant with the mechanism of automobile, so that, instant repairing works on road may immediately be taken up by him.
22. The quotationer must pay minimum wages to the driver engaged by him as per relevant Act.
23. One no. small board of size around 275mm x 175mm to be displayed in front of the car mentioning "On Duty" and "Government of West Bengal" and without violating any rules of Transport Department.

24. The vehicle will not be required normally on Saturdays, Sundays and Gazetted Government Holidays. However the vehicle may be required on Saturdays, Sundays and Gazetted Government Holidays for urgent Govt. official works for the interest of public service.
25. In case of violation of the above terms and conditions the quotation will be liable to be rejected.
26. Acceptance of quotation shall be at the discretion of the **Special Engineer, Salt Lake Reclamation and Development Circle, UD&MA, Nirman Bhavan, Kolkata-700091** and he/she reserves the right to accept or reject any or all the quotations without assigning any reason thereof.
27. Initial contract period will be for 12(Twelve) months. However, on satisfactory service the contract period may be extended further on the same terms and conditions and rate etc. on mutual arrangement by the both sides.
28. The lowest quotationer will have to execute formal agreement in W.B.F. No. 2911(ii) within 7(Seven) days from the issue of acceptance. Necessary work order will be issued after completion of the formal agreement.
29. The owner will be required to produce the bill in triplicate for processing of payment through the Junior Engineer, Salt Lake Water Supply Sub-Division after the end of each calendar month.



Sub-Divisional Officer  
Salt Lake Water Supply Sub Division  
Second Floor, Nirman Bhavan, Kolkata-91

Dated: 13/02/2026

Memo No.: 93(E)/5

Copy submitted to the-

- i) Special Engineer, SLRDC, Nirman Bhavan, Kolkata-700091 for his kind information
- ii) Executive Engineer, Salt Lake Construction Division, Nirman Bhavan, Kolkata-700091 for his kind information
- iii) SDO, Salt Lake Sewerage/Store Sub-Division for information
- iv) Mr. Amitava Chatterjee, JE, Salt Lake Sewerage Sub-Division for information and n.a.
- v) Office Notice Board.



Sub-Divisional Officer  
Salt Lake Water Supply Sub Division  
Second Floor, Nirman Bhavan, Kolkata-91

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**SCHEDULE TO BE FILLED UP BY THE APPLICANT**

**A. Particulars of Vehicle**  
Name of Work

: Supplying a commercial Non-AC Diesel/Petrol driven Inspection Vehicle (Motor Cab) with driver on monthly hiring daily rate basis for a period of 12 (Twelve) Months for the use of Executive Engineer, Salt Lake Construction Division, Urban Development and Municipal Affairs Department, Nirman Bhavan, Salt Lake, Kolkata-700091.

1. NAME & ADDRESS OF THE OWNER OF VEHICLE WITH PHONE NO. :

2. REGISTRATION NO. OF THE VEHICLE :

3. YEAR OF MANUFACTURE :

4. NAME OF DRIVER :

5. ENGINE NO. :

6. CHASIS NO. :

7. RATE OF HIRE CHARGE ON DAILY BASIS : (In Figure).....

(In Words).....

(Note: Fuel and Lubricant will be supplied by the Department as per Scale specified below:

DISEL/PETROL: 01(one) Litre per Each 12(Twelve) KM, 05(Five) Litre per Each 2500 KM)

**Certificate of from Quotationer**

I/We hereby declare to abide by the terms and condition, specification etc. as laid down in the Notice of the Quotation & all information provided are correct & Papers presented are valid.

**(Signature of owner of the Vehicle/Quotationer)**