



सत्यमेव जयते

**GOVERNMENT OF WEST BENGAL
OFFICE OF THE ASSISTANT ENGINEER, (P.W.D.)
HOWRAH CONSTRUCTION SUB – DIVISION - I
2, MAHATMA GANDHI ROAD, HOWRAH – 711 101**

MEMO NO – 64/ N-1

DATE – 06.02.2026

Notice Inviting Quotation No. 3 of 2025-26 by AE/HCS-D-I/PWD

Sealed quotations are hereby invited from the bonafide car owners (having registration for contract carriage permits) to submit their rates on daily hire basis for car or equivalent luxury car with valid contract carriage permit, registration certificate and other current valid papers of Motor Vehicles Dept.

- | | |
|---|-----------------------------|
| 1) Last date & time of receipt of application | : 06.02.2026 upto 3:00 P.M. |
| 2) Last date of issue of Quotation paper | : 10.02.2026 upto 3:00 P.M. |
| 3) Last date & time limit for receipt Quotation | : 13.02.2026 upto 2:00 P.M. |

The vehicle will be required by the Assistant Engineer, (P.WD), Howrah Construction Sub-Division-I and the Controlling Officer of the said vehicle will be the Executive Engineer, (WBSRDA), Howrah Division-I.

In the quotation the following particulars to be mentioned: -

1. Type & mark of vehicle.
2. Year of manufacture (Model).
3. General Condition of the vehicle.
4. Registration no of the vehicle.
5. Valid Luxury permit.
6. Valid clearance of all taxes.

The quotationers will have to abide by the terms and conditions as enclosed and submit the same duly signed in all pages along with his quotation as a token acceptance of the same. The successful quotationer will have to place his vehicle on receipt of the work order for the same. If necessary the vehicle may be required for inspection prior to issue of work-order.

The rates should be quoted both in figure & words.

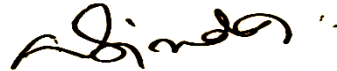
The Assistant Engineer reserves the right to cancel the offer of the lowest quotationer or all the offers without assigning any reason.

Enclosure: - Terms and Conditions of Contract.

**ASSISTANT ENGINEER, P.W.D
HOWRAH CONSTRUCTION SUB- DIVISION - I**

Copy forwarded for information: -

1. The Superintending Engineer, P.W.D. , Nabanna Circle.
2. The Executive Engineer, WBSRDA , Howrah Division-I
3. The Assistant Engineer, P.W.D. , Howrah Construction Sub-Division - II
4. Notice Board.

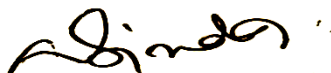


**ASSISTANT ENGINEER, P.W.D
HOWRAH CONSTRUCTION SUB- DIVISION - I**

TERMS AND CONDITIONS OF CONTRACT

1. The car will be under administrative control of the Executive Engineer, (WBSRDA), Howrah Division-I.
2. The owner shall have to provide the car along with the Driver having long experience in driving of car in kolkata, Howrah, other parts of West Bengal for duty at Schedule time & place as per instruction of the officer using the car.
3. The driver appointed for driving the car must have valid and up to date Driving license and should be well behaved. The owner will have to bear the salary and other expenses of the Driver including tiffin charges.
4. The vehicle should be with Diesel/Petrol/Others Engine and be well maintained for smooth running and the driver should be trained to maintain decency and decorum of the office.
5. The normal time for reporting to duty is at 9.30 A.M. or earlier every day. The normal reporting time may be changed by the officer using the car. The owner shall have to place the car accordingly. The vehicle shall normally not be required on Sundays & Holidays, but on requisition by the officer, the vehicle shall have to be placed for duties on these days, payment for such duties will be made as per normal terms.
6. If on any day or days the owner fails to place the schedule vehicle for duty for any reason what so ever, then he will have the option to place another car for duty duly approved by the officer for such day or days. In case he fails to place any car what so ever, for duty as approval of the office a sum of Rs. 100/- (Rs. One hundred) Per day shall be recovered from his bill in the shape of 'Fine'. If such failure on the part of the owner continue for consecutive 3(three) days the contract will then automatically stand cancelled and a sum of Rs. 300/- (Rs. Three hundred) as well as be recovered from his bill as penalty.
7. Normal working period of the vehicle for a day as 10 (Ten) day hours maximum which will be calculated from the time the car report for duty to the officer, to the time, vehicle is released by the officer. If the vehicle work for more than 10(Ten) hours a day then a sum of rate of Rs. 20/- (Twenty) per hours behind the normal 10 (Ten) working hours will be paid to the owner as overtime.
8. The owner will be hold responsible for any damage to life materials due to any accident or any untowards incident and the owner will be bound to the department to make good of such losses as per the prevailing laws of the country.
9. The Kilometreage Meter of the vehicles would always be in working condition, so that the distance covered by the vehicle can be recorded daily, in case of any disorder of the Meter, the officer using the car will fix up the distance traveled and the same will be final and binding on the owner.
10. Assistant engineer, (P.WD), Howrah Construction Sub-Division-I reserve the right to discontinue to use vehicle on 7(Seven) days notice served to the driver without any reasons .
- 12) A maximum distance of 5 Km. on either side will be allowed for Journeys to be made from the Garrage to the place of reporting for duty of the car and from the place of the release of the vehicles to the Garrage and the Department will bear the consumption of the Fuel for this journey.
- 13) Garage of the Car should be preferably within 5 K.M. radius of this office & the owner should bear all the running repairs, major repairs and overhauling of the vehicle from time to time as and when necessary.
- 14) If the owner is unwilling to continue his contract with the Department, he will have to communicate the same in writing as Notice at least 30 (Thirty) days in advance of the proposed date of withdrawal of the vehicle, failure on the part of the owner in this respect Col.6 will be automatically imposed.

- 15) Either department or owner may issue Fuel @ 1 (One) litre for every 12 (Twelve) Km. run of the vehicle, Mobil Oil 5 (Five) litres for every 2500 (Two thousand five hundred) Km. run. If the owner is issued fuel, the cost of fuel as per consumption stated above, the owner may be claimed through the bill on the prorata basis.
If the Department is issued fuel the cost of excess quantity only will be deducted from the bill on the prorata basis.
- 16) The Department will maintain a Log book to be supplied by the owner where daily entry will be made regarding the reporting time and releasing time of the vehicle, places and distance covered and the Fuel/Mobil oil used to the car. This log book will be the official documents in deciding matters relating to the payment of bills.
- 17) The owner should quote the rate in Rupees, both in figure as well as in words for the hire charges per day (Ten hours) duty stating the registration number of the vehicle and Make of the car.
- 18) The department will in any day not be held responsible for (i) any damage caused to the car by accident (ii) any court case or compensation payable arising out of the vehicle or driver (iii) Government including road taxes, except the toll charges. The owner must pay for road rate, Insurance charges etc. within the normal scheduled time as specified by the competent authority.
- 19) In case the vehicle is not required for duty on any particular day or days, the same will be intimated to the driver of the vehicle at least one day prior to such day or days may not be payable to the owner.
- 20) In case of any ambiguity not covered up in the terms and conditions of contract, the same will be final and binding on the owner.
- 21) The undersigned reserves the right to reject the offer of the lowest quotation or all the offers without assigning any reason. The acceptance of the offer will be issued only after making the physical verification of the car.
- 22) Payment will be made generally on monthly basis by the Executive Engineer, (WBSRDA), Howrah Division-I for which bill in triplicate are to be submitted by the owner.
- 23) This contract will be valid for a period of 03 (Three) months from the date of issue of the work order and also placing of the vehicle thereafter.



ASSISTANT ENGINEER, P.W.D
HOWRAH CONSTRUCTION SUB- DIVISION - I

I do hereby agree to the above terms and conditions stated and my rate as below: -

Rs. (Rupees)
(In words)

My car No:

Model:

Registration No:

**Full signature of the
Owner of the vehicle**

Date : -

Address : -