

**GOVERNMENT OF WEST BENGAL
DIRECTORATE OF HORTICULTURE
DEPARTMENT OF FOOD PROCESSING INDUSTRIES & HORTICULTURE
Benfish Tower (4th Floor), GN - 31, Sector-V, Kolkata - 700091**

**NOTICE INVITING QUOTATION
NIQ No. 12 /DOH of 2025-26**

Sealed quotations are hereby invited from resourceful vehicle owners/contractors for hiring of a commercially registered diesel/electric driven vehicle (Non-AC, Bharat Stage VI or latest compliant) with driver on monthly operational basis for the official use of the Directorate of Horticulture (HQ), Benfish Tower (4th Floor), Sector - V, Kolkata.

The vehicle shall be engaged up to 31st March, 2026 from the date of engagement, which may be extended based on satisfactory performance and requirement.

Terms and Conditions:

1. The vehicle should be in good condition, commercially registered, and roadworthy.
2. Hiring will be for 10 (ten) hours per day, with reporting and releasing at the Directorate premises.
3. Rate should be quoted per day, inclusive of driver's wages, servicing, maintenance, etc., in both figures and words.
4. The vehicle must comply with Transport Department Memos No. 3564-WT/3M-81/98 dated 24.11.2008 and 4200-WT/TPT-18011/148/2023 dated 19.09.2023.
5. Reimbursement of fuel consumption will be as per prevailing government-approved rates.
6. Overtime beyond 10 hours, if any, will be paid at ₹20 per hour.

The following self-attested documents must be submitted along with the quotation:

- Registration Certificate (RC) of the vehicle
- Fitness Certificate of the vehicle
- Contract Carriage Certificate
- Pollution Under Control (PUC) Certificate
- Valid Vehicle Insurance Document
- Driving License of the driver proposed for the vehicle
- PAN Card of the vehicle owner
- Bank Account Details of the owner (with Cancelled Cheque)
- Vehicle Sale Deed (if any)

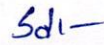
Quotations should be submitted in a sealed envelope superscribed with "**Quotation for Hiring of Vehicle - DOH HQ**", addressed to the Director of Horticulture, Benfish Tower (4th

Floor), GN – 31, Sector – V, Kolkata - 700091.

Last date and time for submission of quotation: **5th June, 2025 at 5 PM**

Date and time of opening of quotation: **9th June, 2025 at 1 PM**

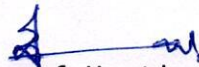
The undersigned reserves the right to reject any or all quotations without assigning any reason whatsoever.


Director of Horticulture
Directorate of Horticulture
Govt. of West Bengal

30-05-2025

Copy forwarded for kind information & necessary action to:

1. The Pry. PS to the Secretary, Department of FPI and Horticulture.
2. The MIS- in- charge, Department of FPI & Horticulture with the request to upload this NIQ at the Departmental Website.
3. Notice Board Copy
4. Office Copy


Director of Horticulture
Directorate of Horticulture
Govt. of West Bengal

30-05-2025

QUOTATION SUBMISSION FORMAT

To
The Director of Horticulture
Directorate of Horticulture
Benfish Tower, 4th Floor, GN - 31
Sector V, Salt Lake, Kolkata - 700091

Subject: Submission of Quotation for Hiring of Vehicle

Respected Sir,

In response to your NIQ No. 12/DOH. of 2025-26, I hereby agree to provide a commercially registered diesel/electric vehicle on monthly hiring basis for official use at the Directorate of Horticulture as per terms and conditions mentioned in the NIQ.

1. Name of the Owner:
2. Address:
3. Contact Number:
4. Vehicle Make & Model:
5. Registration Number:
6. Date of Registration:
7. Rate of Hire Charges (Per Day for 10 Hours): Rs.
(in words)

I enclose herewith photocopies of all valid documents as mentioned in the NIQ.

Thanking you,

Date:

Yours faithfully,

(Signature of the Owner)

Additional Terms & Conditions:

1. The hired vehicle shall perform duties for 10 (ten) hours daily. The journey shall be counted from the reporting to releasing place.
2. Fuel (Diesel) consumption will be reimbursed @ 1 litre per 12 km. Mobil Oil will be reimbursed @ 1 litre per 500 km.
3. The vehicle should be well- maintained and kept in tip- top condition. All maintenance and repair costs will be borne by the owner.
4. In case the designated vehicle is not available, a substitute vehicle of similar category must be provided immediately.
5. In case of failure to provide vehicle for more than two (2) consecutive days, the contract is liable to be cancelled without further notice.
6. In case of requirement, the vehicle may be required to operate beyond 10 hours, in which case overtime @ 20 per hour shall be paid.
7. Log book must be maintained by the controlling officer where daily km run and timings are to be recorded.
8. The service of the driver must be made available for 24 hours and he should maintain decent conduct at all times.
9. The department shall not be responsible for any accident, litigation, damages, or legal obligations arising out of the vehicle usage.
10. The contract can be terminated at any time without assigning any reason.
11. Garage distance up to 10 km or 1 hour hiring charge (both ways inclusive) will be allowed at maximum.

All conditions mentioned in Transport Department Orders No. 3564-WT/3M- 81/98 dated 24.11.2008 and 4200-WT/3M - 81/98 dated 28.12.2010 must be adhered to strictly.