



Government of West Bengal

Directorate of Forests

Office of the Conservator of Forests, Development Circle, West Bengal
Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector-III, Kolkata-700106

Phone- Fax:: (033) 2335 8581/7751, e-mail : cfdc-wb@nic.in

Visit us at: www.westbengalforest.gov.in

NOTICE INVITING QUOTATION NO.08/DEVELOPMENT/2024-25.

Name of Works "Monthly Hiring of LMV Car for use as Office Vehicle for Conservator of Forests, Development Circle, West Bengal".

Sealed Quotations are invited by the Conservator of Forests, Development Circle, West Bengal, Aranya Bhawan, 2nd Floor, Block: LA-10A, Salt Lake, Sector-III, Kolkata : 700106, from the bona fide Service Provider/agencies/Consultancy/Printing Press/Hiring Car Agency etc, for "Monthly hiring of LMV Car for use as Office Vehicle for Conservator of Forests, Development Circle, West Bengal ", at the competitive rate.

The details of works that to be undertaken is given below:-

Monthly Hiring of LMV car for use as office vehicle for Conservator of Forests, Development Circle, West Bengal.

Terms & Conditions

1. Car must be recent model having contract permit and in a tip top running conditions and having 5(five) km form the reporting place.
2. Car will normally use to travel within Kolkata and occasional official tour in Distance.
3. Driver of the vehicle have to wear uniform same as drivers of office of PCCF (HoFF)/WB.
4. A 'First Aid Box' have to be kept in the vehicle.
5. The Car be hired for 10(ten) hours a day to be counted the time of reporting to duty, up to release form duty.
6. Working hours beyond 10(ten) hours an overtime as per Govt. Rule.
7. Owner should provide Driver having valid license at his own cost & all repairs and running maintenance cost should be done by the owner of the vehicle at his own cost.
8. Fuels/Lubricants will be issued at the following rates:-
 - i) For petrol engine car @8 K/Ltr. Petrol of journey.
 - ii) For Diesel engine car @ 12 Km/Ltr if diesel of journey.
 - iii) For engine oil (Mobil Oil) @ 5 Km/Ltr after every 2500Km of journey
9. All other charges as payments of taxes etc. including repair and maintenance of car to be done and borne by the owner of the car.
10. In case of breakdown of car the owner shall provide a substitute car.
11. Log Book to be updated daily including meter reading.
12. Car should be available on 24X7 hours basis for any emergency call of duty.
13. The distance travel to garage to reporting place will be recorded in the log book for taking account for consumption of fuel.
14. The car must have contract carriage permit as per Govt. Rules.
15. The owner will also to produce authentic documents related to the model and year of purchase.
16. The agreement shall remain valid at the present for one year and the same be extended further the agreement may be terminated after giving 15 days notice from either side.
17. The bill for hiring of the car should be submitted in duplicate for each calendar month within 1st week of the next month.

(Arun Kumar Mukhopadhyay IFS)
Conservator of Forests,
Development Circle, West Bengal.

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General Term & Conditions

1. Bidders shall submit copy of valid PAN issued by the IT Deptt. GOI.
2. Valid GSTIN under GST Act.2017.
3. Current Trade License
4. Current Pre Tax Challan.
5. 'Rate' should be clearly manifested for each item mentioned including all taxes etc.
6. All quoted rate must be firm and no revision will be allowed after quotations are opened.
7. Payment will be made after successful & satisfactory service and submission of bills in duplicate.
8. Quotations in sealed envelope super-scribing as follows and should submitted within 03/03/2025.

To,
Sri Arun Kumar Mukhopadhyay, IFS
Conservator of Forests,
Development Circle,
West Bengal.

The Conservator of Forests, Development Circle, West Bengal reserves the right to accept and reject any quotation without assigning any reason and in this connection no change can be made including necessary drawing of the quotation.



(Arun Kumar Mukhopadhyay IFS)
Conservator of Forests,
Development Circle, West Bengal.

No. 130 /DC/4S-1/2024

Dated : 25.02.2025.

Copy, forwarded for kind information and necessary action to:-

1. The Dealing Assistant of Training Portal for upload.
2. Office Notice Board
3. Office Guard File.


(Arun Kumar Mukhopadhyay IFS)
Conservator of Forests,
Development Circle, West Bengal.