



Government of West Bengal  
Directorate of Forests  
Office of the Principal Chief Conservator of Forests & Chief Executive Officer,  
West Bengal Compensatory Afforestation Fund Management and Planning Authority  
(WB CAMPA)

Aranya Bhawan, Block: LA-10A, Salt Lake City, Sector – III, Kolkata: 700 106

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Visit us at: [www.westbengalforest.gov.in](http://www.westbengalforest.gov.in).

No. 541/CAMPA/2C-144(V-III)

Date: 03.10.2024

NOTICE INVITING QUOTATION  
NIQ No. 05 /CAMPA/2C-144 (V-III)/2024-25

**Name of Works: Monthly hiring of LMV (Non-AC non Operational) Car for 6 months for use as Office Vehicle for FA & CAO, WB CAMPA.**

Sealed Quotations are invited by the **CF & Jt. CEO, WB CAMPA**, 10A, LA Block, Sector III, Salt lake City, Kolkata-700106, West Bengal from bona fide Contractor/Vendor/Suppliers, who have satisfactorily executed similar nature of works during at least 02(two) financial year in any Government and/or Statutory bodies at the competitive rate.

**General Terms and Conditions**


1. The intending participant will have to produce:-  
Certificate Bona fide resourceful agency having 2 year experience of similar type of work in Govt./PSU Sector organization. P.Tax Registration no. & Current Challan, I.Tax Return for last 2 years, PAN, Trade License, P.T Clearance Certificate, GST Regn. No and Credentials.

All the above to be attached in the paper to be submitted by the bidders with their application

2. The Quotationers should quote their rate as per the BOQ attached. Rate should not be above from the rate given in the BOQ.
3. The works that to be undertaken is given in schedule of works with this notice.
4. All rate quoted must be firm and no revision in the price quoted is allowed after quotations are opened.
5. Payment will be made after successful completion of work through ECS through Treasury to the successful Quotationer as per extant Government Rules and Orders.
6. Regarding the work/ terms of payment and all other Terms and Conditions relating to the whole works, the decision of the **CF & Jt. CEO, CAMPA**, is final and to be abide by.
7. Quotations in sealed envelope super-scribing as follows:-  
Name of Work- Monthly hiring of LMV (Non-AC non Operational) Car for 6 months for use as Office Vehicle for FA & CAO, WB CAMPA  
To  
The CF & Jt. CEO,  
West Bengal CAMPA

Should reach on or before **29<sup>th</sup> October, 2024 upto 2 pm** and will be opened on **29<sup>st</sup> October, 2024 at 3 pm**.

8. The CF & Jt. CEO, CAMPA, 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.
9. No work order will be given unless there is placement of fund.


  
CF & Jt. CEO  
CAMPA, West Bengal

No. 542/CAMPA/2C-144(V-III)

Date: 03.10.2024

Copy forwarded for wide circulation:-

1. The Principal Chief Conservator of Forests (HOFF), West Bengal.
2. The Principal Chief Conservator of Forests & CEO, WBCAMPA.
3. The Deputy CEO, WBCAMPA.
4. The Chief Account Officer. WBCAMPA.
5. The Deputy Conservator of Forests, MIS, WB, Aranya Bhawan. He is requested for making arrangement of uploading the enclosed "Tender Notice" in our official website on **04.10.2024**.
6. Publicity Division for display in Notice Board on **04.10.2024** and circulation in local office.
7. Office Notice Board.
8. The Guard File.

  
CF & Jt. CEO  
CAMPA, West Bengal

## Schedule of Works

**Name of Works: Monthly hiring of LMV (Non-AC non Operational) Car for 6 months for use as Office Vehicle for FA & CAO, WB CAMPA.**

### Terms & Conditions

Car must be recent model having contract permit and in a tip top running conditions and having 5 (five) km from the reporting place.

Car will normally use to travel within Kolkata and occasional officer tour in Districts.

The car be hired for 10 (ten) hours a day to be counted from the time of reporting to duty, up to release from duty.

Working hours beyond 10 (ten) hours an overtime Rs. 20/- (Rupees twenty) only be paid and for overtime and night halt run concurrently during tour outside Kolkata, the total extra to Rs. 60/- (Rupees Sixty) only.

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.

Fuels/lubricates will be issue at the following rates-

- i) For diesel engine car @12 km/ lt. diesel of journey.
- ii) For engine oil (Mobil Oil) @5 km/ lt. after every 2500 km of journey.

All other charges as payment of taxes etc. including repair and maintenance of car to be done and borne by the owner of the car.

In case of breakdown of car the owner shall provide a substitute car.

The payment will be made on the number of days the car is actually used, standby certificate provided by the concerned officer and will be guided by latest order issued by the finance department in this regard.

Log book to be updated daily including meter reading.

The distance travel to garage to reporting place will be recorded in the log book for taking account for consumption of fuel.

The owner of the car shall immediately appraise this office in respect of the following matter-

- i) Damage caused any by the car due to accident.
- ii) Taxes of surcharge levied by Central/ State Govt. department will not responsible for any of the matter stated above.

The car must have contract carriage permit as per Govt. rules.


The owner will also to produce authentic documents related to the model and year of purchase.

The agreement shall remain valid at present for six months and the same may be extended further, on satisfactory services. The agreement may be terminated after giving 15 days' notice from either side and on satisfactory service of the vehicle owner.

The bill for hiring of the car should be submitted in duplicate for each calendar month within 1<sup>st</sup> week of the next month.

### BOQ / Rate of Work

Sl. No.	Name of Works	Category of vehicles	Monthly hiring rate (per day)	Rate quoted by the bidder, shall remain valid till 30th April, 2025.
1	Monthly hiring of vehicle	Motor Cab & Maruti Omni (Standard) (Non-Air conditioned) Bharat Stage-III or above and purchased on or after 01.05.2008 with Diesel/ L.P.G/ CNG engine	Rs. 475/-	

  
CF & Jt. CEO  
CAMPA, West Bengal