

**Government of West Bengal**  
**Office of the Executive Engineer**  
**PIU, North 24 Parganas, WBDWSIP, PHE Dte.**  
**Utility Building, Tank No.3, 2<sup>nd</sup> Floor, Block-AI,**  
**Action Area-IA, New Town, Kolkata-700156**

**Terms & Conditions**

**Ref.-N.I.Q. NO.- 01/EE(C)PIUN24P OF 2026-2027.**

1. The Car should be contract carriage permit from the R.T.A. for plying in Kolkata and/or the remaining part of West Bengal.
2. The Quotationers have to submit during Quotation or after wards the Trade Licence, Bharat Stage-II / III / IV compliance certificate, Valid Registration Certificate along with all other relevant papers and the car is make on or after 01.05.2008.
3. The car should be in good running condition both in regard in body and engine with necessary accessories and should be provided with an efficient driver having experience in driving in Kolkata and in the other districts of West Bengal and valid "Vehicle Driving Licence". The wages and allowances etc. including overtime allowance, if any, of the driver should be borne by the owner.
4. The vehicle will be hired on daily basis considering monthly hiring charges as per prevailing order. If required, the vehicle will have to perform duty each on Saturdays, Sundays and Govt. Holidays also.
5. Normal period of duty shall be 10 hours per a day. But the vehicle may be required for 24 hours occasionally, for which no extra payment will be entertained.
6. Normal Diesel oil and other lubricants as consumed by the vehicle as per log book will be supplied by the agencies and actual cost will be reimbursed by the deptt. The agency will have to submit the fuel bill separately along with relevant original cash memos for verification of rates and subsequent reimbursement. The fuel consumption in case of Motor Cab shall be 12 km./ltr. of diesel and 500 km./ltr. of mobil and in case of Maxi Cab shall be 10 km./ltr. of diesel and 500 km./ltr. of mobil.
7. Necessary repair and maintenance including washing and servicing of the vehicle should be done by the agency at his own cost.
8. The vehicle should be kept in the garage to be arranged by the owner by his own cost, situated at a distance not exceeding 5 kms. from the office of the undersigned situated at Utility Building, Tank No.-3, Block-AI, Action Area-IA, New Town, Kolkata-700 156.
9. Day to day log book should be maintained by the office for recording movement of the vehicle which will be bound for calculating fuel consumption, hire charge and purpose of journey. The logbook will be signed by the driver and users of the vehicle.
10. The payment will be made on production of separate bill, in duplicate for hire charge, as per accepted rate and final charge as per log book.
11. In case of breakdown of the vehicle placed on hire or if found to be unsuitable, the owner should arrange for a substitute car so that the Govt. work not hampered.
12. If the car is withdrawn, the owner will have to serve a notice, in advance, before 30 (thirty) days otherwise action may be taken against him.
13. Any taxes and surcharges imposed by the state / central Govt. including road taxes except toll taxes and parking chargers will be paid by the vehicle owner.

14. The vehicle should compliance with “Bharat Stage-II” or “Bharat Stage-III” emission norms. Pollution certificate for the entire period should be collected by the vehicle owner.
15. In situation beyond control, the authority may terminate the contract at any time without assigning any reason thereof prior to 7 (seven) days notice.
16. The work order will be terminated automatically if the vehicle is not being placed in scheduled date & time.
17. No compensation / cost of accidental damage etc. will be borne by the department, but compensation for loss of life of driver / cleaner of the vehicle will be considered by the Department as per provision in Govt. norms.
18. If the car does not report in time to the officer or does not follow the tour schedule the car may be rejected for that day.
19. The owner should submit the name and address and photocopy of voter I.D. (EPIC) of the driver / changed driver to the undersigned.
20. The owner should maintain and submit a joint insurance of the vehicle and the passenger for any kind of accident during duty period within 1 (one) month from the date of acceptance of the quotation.
21. Successful Quotationer should provided with the vehicle the following accessories:
  - (i) Seat Cover in two seats (back & front).
  - (ii) Oscillating fan One no.
  - (iii) Seat Towel 4 nos.
  - (iv) Seat Belt 2 nos.
22. During placement of vehicle for duty the successful agency should ensure the following documents to be with driver :-
  - (i) Driving License.
  - (ii) Fitness Certificate
  - (iii) Blue Book / vehicle Registration Certificate.
  - (iv) Road Tax Clearance Certificate.
  - (v) Insurance Clearance.
  - (vi) Pollution Certificate.
23. A self declaration format for car rental service is attached herewith & to be submitted duly filled in.

**Sd/-**  
Assistant Engineer-I  
PIU, North 24 Pgs., WBDWSIP,  
Public Health Engineering Directorate