



Government of West Bengal  
Directorate of Forests

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

Aranya Bhawan, Block-LA-10A, Salt lake City, Sector-III, Kolkata 700106  
Ph/Fax- 033 23358581/23357571, Email- [wbcampa@gmail.com](mailto:wbcampa@gmail.com)



No. **283** /CAMPA/2C-151

Date: **09**09.2020

**NOTICE INVITING QUOTATION**  
**NIQ No. NIQ/CAMPA/05/20-21**

**Name of Works: Monthly hiring of LMV Car for use as Office Vehicle for OSD & DCF, West Bengal CAMPA.**

Sealed Quotations are invited by **CF & Jt. CEO, WB CAMPA, 10A, LA Block, Sector III, Salt lake City, Kolkata, West Bengal 700106** 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. "Rate" should be clearly manifested for each item mentioned including all taxes etc.
3. The works that to be undertaken is given in Annexure A 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, West Bengal**, is final and to be abide by.
7. Quotations in sealed envelope super-scribing as follows-  
Name of Work- Monthly hiring of LMV Car for use as Inspection Vehicle for Joint CEO, West Bengal CAMPA  
NIQ No.- **NIQ/CAMPA/05/20-21**

To  
Apurba Sen, IFS,  
CF & Jt. CEO, West Bengal CAMPA

Should reach on or before **18th September, 2020 upto 12 noon** and will be open on **18th September, 2020 on 5 pm.**

The CF & Jt. CEO, West Bengal 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.

8. No work order will be given unless there is placement of fund.

(Apurba Sen, IFS)  
CF & Jt. CEO  
CAMPA, West Bengal

Copy forwarded for wide circulation-

1. The Principal Chief Conservator of Forests, Head of Forest Force/WB to the Govt. of West Bengal.
2. The CWLW & Principal Chief Conservator of Forests /Wildlife/WB to the Govt. of West Bengal.
3. The Principal Chief Conservator of Forests & CEO, WB CAMPA.
4. The Principal Chief Conservator of Forests /Research Monitoring & Development, to the Govt. of WB.
5. The MD, West Bengal Forest Development Corporation Ltd.
6. The Addl. Principal Chief Conservator of Forest & Project Director, WBFBCP.
7. All CCF to the Govt. of West Bengal(with special attention to the CCF/MIS & E-governance for uploading the same in the Dept. Website)
8. All CFs to the Govt. of West Bengal.
9. All DFOs to the Govt. of West Bengal.
10. The O/o the Deputy Commissioner of Police (II) Head Quarters, Kolkata Police.
11. The O/o the Labour commission, West Bengal.
12. The O/o the Commercial Tax, West Bengal.
13. The O/o the PWD North, West Bengal.
14. The O/o the PWD South, West Bengal.
15. The O/o the PWD, Kolkata Electrical Circle, West Bengal.
16. The O/o the Director of Agriculture, West Bengal.
17. The O/o the DM 24 PGS North, West Bengal
18. The O/o the DM 24 PGS South, West Bengal.
19. Office Guard file.

(Apurba Sen, IFS)  
CF & Jt. CEO  
CAMPA, West Bengal

**Schedule of Works**

**Name of Works: Monthly hiring of LMV Car for use as Office Vehicle for the OSD & DCF, West Bengal 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 petrol engine car @8 km/ Lt. petrol of journey.
- ii) For diesel engine car @12 km/ Lt. diesel of journey.
- iii) 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.

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 one year and the same may be extended further.

The agreement may be terminated after giving 15 days' notice from either side.

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.



(Apurba Sen, IFS)  
CF & Jt. CEO  
CAMPA, West Bengal