OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, DAKSHIN DINAJPUR AT BALURGHAT

A.D.R. CENTRE, DISTRICT COURT COMPLEX, BALURGHAT, DAKSHIN DINAJPUR
Phone no: 03522 251096, Email- ddinajpur.dlsa@gmail.com

Notification No. 01/CAR/DLSA-DD/2025 **Date: 03.11.2025**

TENDER NOTIFICATION

INVITATION OF SEALED QUOTATIONS FOR HIRING A 7-SEATER (MINIMUM) DIESEL VEHICLE

In pursuance of the Resolution adopted in the Board Meeting dated: 18.07.2025, we are going to hire (according to the daily rate for monthly basis) a minimum 7-seater commercial vehicle (diesel engine, not exceeding 1800 cc) for the Secretary, District Legal Services Authority, Dakshin Dinajpur at Balurghat and for the office use. For the above purpose, sealed quotations are hereby invited from willing vehicle owners/ bona fide and/or agencies/ bidders for providing a new or nearly new condition vehicle **(not older than 5 years)** as per the following requirements:

1. **Vehicle Type:** Minimum 7-seater commercial vehicle, diesel engine, must including Air Conditioner, not exceeding 1800 cc engine capacity.
2. **Hiring Rate:** Maximum Rs. 525/- per day (exclusive of fuel & lubricant charges).
3. **Fuel & Lubricants:** To be provided by the office @ one (01) litre diesel per ten (10) kilometres and one (01) litre mobil/ lubricant per five hundred (500) kilometres basis.
4. **Vehicle Colour:** White colour vehicle will be preferred.
5. **Documentation:** All statutory papers/permits/insurance of the vehicle must be duly updated and maintained by the willing vehicle owners/ bona fide and/or agencies/ bidders.
6. **Driver:** To be engaged and provided solely by the willing vehicle owners/ bona fide and/or agencies/ bidders.
7. **Maintenance & Expenses:** All maintenance charges and incidental expenses shall be borne exclusively by the willing vehicle owners/ bona fide and/or agencies/ bidders.
8. **Responsibility for Damage:** The office shall not be held responsible for any loss, accident, damage, or wear and tear of the vehicle during duty; no compensation shall be provided in this regard.
9. **Additional Charges:** No extra charges of any kind shall be admissible.

Interested parties are requested to submit their quotations along with:

(1) The proposed daily rate (**Not more than Rs. 525/- per day for monthly basis**),
(2) Details/specifications of the vehicle,
(3) Colour photographs of the vehicle,
to the undersigned within the **13.11.2025 at 4 P.M.**

Notes:

1. The rate of the vehicles hiring rate and fuel & lubricant charges are followed accordance with Government of West Bengal Notification vide No. 3564-WT/3M-81/98 dated 24.11.2008.
2. The authority will set various terms and conditions, which are subject to change as and when needed.
3. The authority reserves the right to accept or reject any quotation without assigning any reason thereof.
4. No quotation will be accepted after the due date and time.
5. Sealed quotations shall be opened on 13.11.2025 at 4:10 PM in the presence of the Chairman & the Secretary, DLSA, Dakshin Dinajpur at Balurghat.
6. All the willing vehicle owners/ bona fide and/or agencies/ bidders are requested to submit their sealed quotation with all other relevant documents in the office of the **District Legal Services Authority, ADR Centre, District Court Complex, Balurghat, Dakshin Dinajpur** at the office hours within the stipulated period.

Chairman
District Legal Services Authority
Dakshin Dinajpur at Balurghat