# OFFICE OF THE CITY CIVIL COURT, CALCUTTA

2 & 3, K.S. Roy Road, Kolkata-700 001

Tel. No. (033)2254-3630/Fax No. (033)2243-0359/e-mail ID: chiefjudgecitycrt@gmail.com

City Civil Court ★ 283, K. S. Roy Road, Calcutta ★ सत्यमेव जयते

**TENDER NOTICE NO** 25-26/1 **Date 22.5.25**

Sealed quotations are invited for two well maintained **Electric Vehicle cars** preferably SUV to be hired on monthly hire basis (02nos) for a period of 12 (Twelve) Months, under the following terms & conditions. Applications with copies of all clearance certificates for issue of quotations paper will be received upto 2.00 p.m. on 05.02.2025. The cars are required to be used for the following purposes:

1. Exclusive official use of Chief Judge, City Civil Court
2. For official use of Registrar, City Civil Court, Calcutta and for use for administartive work of City Civil Court in terms of G.O no 1131-Jdated 3.4.2025, G. O No I/554809/2025 dated 5.09.2024, G.O no I/ 564013/2024 dated 27.09.2024, G.O no I/625553/2025 dated 28.3.2025 and G.O no I/629308/2025 dated 11.04.2025 issued by Judicial Department, Govt. Of west Bengal.

Quotations should be submitted in the Receiving Section of this judgeship within **2.00 p.m. on 13.06.2025** and will be opened on same day. The undersigned is not to bind to accept the lowest quotations and reserved the right to reject any or all quotations without assigning any reasons.

## TERMS & CONDITION

Terms and conditions shall be as notified by the State Government vide Notifications no. 3564-WT/3M-81/98 dated 24.11.2008 & order no. 4200-WT/TPT/18011/148/2023 dated 19.09.2023 of Transport Department, Government of West Bengal.

1) The Rate should be quoted in the proforma supplied by this office both in word & figures on monthly basis; no payment shall be made for the period in which vehicle shall not be in use of the administration of City Civil Court.

2) The rate should be inclusive of all repairs, servicing charges, supply of spare parts for repairing, hire charges of garage, pay and all kinds of allowances to the driver and cleaner (if there be a cleaner with the vehicle), all up-to-date taxes etc. including fitness and excluding toll charges.

3) Duty period will commence from the time of reporting to the occupying office as per instruction till the time of releasing by the officers.

4) Over time, if applicable, will be as per prevailing order given on the proforma supplied by the Transport Department, Government of West Bengal for the period beyond first 10 Hours.

5) The owner/owners of the vehicle/vehicles must possess valid Contract Carriage Permit/License, Fit Certificate from Motor Vehicle Dept., PAN shall be produced when asked for.

6) The owner/owners of the vehicles shall have to maintain the car in good condition at his expense and if any mechanical defect is detected, he will be liable to replace the vehicle.

7) Monthly hire charge will be Rs 46,000/- upto 100 km run per day & extra payment of Rs 8/- per Km beyond 100 km as

ordered by Govt. Of West Bengal Transport Department vide order no. 4200- WT/IPT/18011/148/2023 dated 19.09.2023.

8) The address of the Vehicle owner should be mentioned in the quotation.

9) The vehicle must possess a good meter for recording Kilometres.

10) All pay & allowances payable to the Driver of the vehicle should be borne by the owner.

11) The maintenance and any ancillary works of the vehicles and any expenditure incurred due to accident, will have to borne by the owner of the vehicle.

12) Payment will be made on submission of monthly bills (in duplicate) along with LOG-Book.

13) The contract may be terminated by the owner only on the basis of 2 (Two) Months prior notice by the owner/assignee to the Registrar, City Civil Court. The administration of the City Civil Court, Calcutta shall reserve the right to terminate the contract with immediate effect on violation of the stipulation of the contract/discontinuation or denial of service/ poor quality of the vehicle etc.

14) The vehicle will have to make long tour off and on and the driver must remain prepared to halt frequently outside the Head Quarters. The driver must follow the instruction of the officer using the vehicle.

15) The vehicle must be maintained in highest standards of fitness and cleanliness with good sitting arrangement, foot mat, inner light, door lining, tyres, looking arrangement etc. Lifting

of window glasses, speedometer (kilometre) should always be in working condition.

16) If the vehicle remains out of order for any particular period, the same is to be replaced by another electric vehicle in good condition for service of the City Civil Court, Calcutta.

17) The driver authorized by the owner, should not be changed except for urgent reason.

18) During period of leave of original driver alternate driver to be arranged by owner at his cost without interruption of service and alteration of period of duty.

19) The vehicle should be placed at the disposal of concerned office as per instruction mentioned in the work order failing which the quotation may be treated as cancelled.

20) If the quotationer wishes to replace the accepted vehicle by another vehicle owing to break down or any other reason during the period of agreement, the alternative electric vehicle should be placed immediately at the disposal of the Registrar, City Civil Court, Calcutta.

21) The successful quotationer, must pay minimum wages to the driver engaged by him as per relevant rate & rules of the Government now-in-force. (Act of Labour Dept).

22) The out come of this NIQ depends on the decision of the Government of West Bengal.

Hiranjan Ghosh

**Registrar**
**City Civil Court, Calcutta**

Registrar
City Civil Court
Calcutta

**Memo No:** **Dated:22.05.2025**

Copy forwarded to the:-

1. Joint Secretary to Govt of West Bengal, Judicial Department, Writers' Building, Kolkata-1
2. Dy Secretary to Govt of West Bengal, Finance (Audit) Department, Nabanna, Mandirtala, Howrah-711102
3. Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-1
4. Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-1
5. Pay & Acounts Officer, Kolkata, Pay and Accounts Office-II, Jahar Building, P-1, Hide Lane, Kolkata-73
6. The Regional Transport Officer, RTA Kolkata Region, 38 Beltala Road, Pin-700020
7. The Regional Transport Officer, South 24 Parganas, Alipore, Pin-700027.
8. Notice Board of City Civil Court.
9. The official website of City Civil Court
10. Registrar, City Sessions Court Calcutta
11. System Officer, City Civil Court, Calcutta

Registrar

City Civil Court,
Calcutta

Registrar
City Civil Court
Calcutta

## Proforma for hiring of Electric Vehicle Vide N.I.Q. No of 2025-26.

| SL No. | Description of works | Unit | Rate (Rs.) | Amount (Rs.) |
|---|---|---|---|---|
| 01 | Hiring of Electric Vehicle for official duty of the City Civil Court, Calcutta<br><br>Hire Charges of Car | PER/ MONTH | | |