

OFFICE OF THE PRESIDENCY SMALL CAUSE COURT, CALCUTTA.

2 & 3, Kiran Shankar Roy Road, Kolkata – 700 001.

Email: cjpsccourtcal@yahoo.co.in



NOTICE INVITING QUOTATION.

No. TEN/ 2/26

Dated : 20/06/2026

Vide approval dated 18/06/2026 of the Ld. Chief Judge of this Court, sealed Quotations are hereby invited on behalf of the Presidency Small Cause Court, Calcutta, 2 & 3, Kiran Sankar Roy Road, Kolkata – 700 001 for the vehicle owners for hiring of Two Diesel run commercial Air-conditioner vehicles One for the use of the Learned Chief Judge and another for the use of the Learned Registrar, Presidency Small Cause Court, Calcutta as per format below enclosing copies of Registration Certificate, Permit, Tax Token, Pollution Certificate and Insurance Certificate.

Quotationers should submit quotations with the following particulars: -

- 1) Name & Address of Vehicle :
- 2) Model of the vehicle with Registration No. & Mass Emission Certificate :
- 3) Insurance Certificate, Permit, Tax Token and other relevant papers :
- 4) Rate of hiring per month (excluding fuel)
Rate must be at par or below the ceiling rate :

SCHEDULE OF CEILING OF RATES FOR HIRING OF MOTOR CARS

[As specified in the Notification No. 3564-WT/3M-81/98 dated 24/11/2008 of Transport Department, Government of West Bengal]

Sl. No.	Mass Emission Standard	Category of Vehicles	Casual Hiring (in Rupees)		Monthly Hiring (per day)	Remarks
			Per km	Per hour		
2	Bharat Stage-III purchased on or after 01.05.2008 with Diesel/LNG /CNG Engine	Motor Cab & Maruti Omni (Standard) (Non-Air-conditioner)	Rs. 13.00	Rs. 75.00	Rs. 475.00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20.00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 km in case of Motor Cab, Maruti Omni and 1 litre for 10 km in case of Maxi Cab other Maruti Omni. Mobil oil @ 5 litres per 2500 km run. 2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
		Max Cab (Non-Air-conditioner)	Rs. 13.00	Rs. 80.00	Rs. 490.00	
3	Other vehicles (not included under Sl. No. 1 & 2) with Diesel/LNG /CNG Engine	Motor Cab & Maruti Omni (Standard) (Non-Air-conditioner)	Rs. 10.00	Rs. 65.00	Rs. 445.00	1. Monthly rate is for 10 hours a day and additional charge @ Rs. 20.00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 km in case of Motor Cab, Maruti Omni and 1 litre for 10 km in case of Maxi Cab other Maruti Omni. Mobil oil @ 5 litres per 2500 km run. 2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
		Max Cab (Non-Air-conditioner)	Rs. 10.00	Rs. 65.00	Rs. 460.00	

TERMS & CONDITIONS

1. Registration of vehicles must be done as per commercial norms of West Bengal Motor Vehicle Registration Rules.
2. Maintenance of vehicles shall be borne by the vehicle owner.
3. Vehicle along with driver shall remain under the disposal of the undersigned.
4. Allowances/Salaries of Driver shall be borne by the vehicle owner.
5. In case of breakdown or non-availability of the vehicle concerned, the owner shall be bound to place a substitute vehicle.
6. The owner of the vehicle shall be required to enter into a formal agreement/contract with the office of the Presidency Small Cause Court, Calcutta after final acceptance of his/her vehicle.
7. The vehicle owner shall be responsible for ensuring the availability of the vehicle on all working days on which the vehicle asked to report for duty including Saturday or other holiday, if needed, which is to be supported by special order of this Office.

The Authority of this Judgeship may accept the tender from the Concern whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation.

The above Authority reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time.

The Sealed Tenders are to be submitted in the office of the English Department, Presidency Small Cause Court, Calcutta on the Sixth floor of the City Civil Court Building between **11 AM and 5:00 PM** on any working day during the above-mentioned period. No Tender shall be accepted after **5 PM on 03/07/2025**.

The Sealed Tenders will be opened on **04/07/2025 at 3:30 PM** in presence of the intending bidders or their authorized representatives in the Chamber of the Registrar of this Court on the 4th floor of the Block Side, City Civil Court Building, Calcutta.

Arjun Roy 28/06/26
Registrar,

Presidency Small Cause Court,

Calcutta.

Registrar

**Presidency Small Causes Court
Calcutta**

