

**OFFICE OF THE DISTRICT JUDGE AT HOWRAH**  
**NAZARATH DEPARTMENT**

**NOTICE FOR INVITING TENDER FOR HIRING OF ONE VEHICLE IN HOWRAH JUDGESHIP FOR**  
**THE OFFICIAL USE OF THE JUDICIAL OFFICERS STATIONED AT HOWRAH SADAR**

Order No: 38/N

Dated, Howrah, 28.03.2024

In view of the Vehicle Committee's Recommendation dated 27.03.2024, sealed Tenders are hereby invited from reputed and bona-fide Taxi operator/Service Provider for hiring of one commercial vehicle in good and running condition like SWIFT D'zire, Indigo ECS or similar model for the official use of the Judicial Officers stationed at Howrah Court for a period of 1 year and which may be extended thereafter subject to the terms and conditions as laid down in Notification No. 3564-WT/3M-81-98 Dated 24.11.2008 of Transport Department, Government of West Bengal.

Accordingly, bona-fide Motor Cabs (Luxury Taxi) suppliers are requested to submit their quotes for providing vehicles to this office in the format given below duly signed and stamped in sealed envelopes, super scribing on the envelope "TENDER FOR HIRING OF VEHICLES" addressed to the OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HOWRAH along with copies of: (i) Contract Carriage Permit (ii) Registration Certificate (iii) Road Tax Challan (iv) Insurance Certificate (v) Emission Compliant Certificate.

Sl No. (1)	Mass Emission Standard (2)	Category of Vehicle (3)	Monthly Hiring Rate (Per Day) (4)	Remarks (5)
1.	Bharat Stage - III purchased on or after 01-05-2008 with Diesel/L.P.G/ CNG engine.	Motor Cab & Maruti Omni (Standard) (Non-Air conditioned)	_____ (#) Please quote rate above	(Rate less than Rs. 475/- per day) Monthly rate is for 10 hours a day and additional charge @ Rs. 20/- per hour beyond 10 Hours. Fuel allowed for monthly hiring is 1 litre for 12Km in case of Motor Cab, Maruti Omni and 1litre for 10 Km in case of Maxi Cab other than Maruti Omni. Mobile Oil @5 litres per 2500Km run.

**TERMS AND CONDITIONS**

1. The car should be in new and running condition with all valid papers and documents i.e. Registration certificate, Insurance policy, Tax token, Blue Book e.t.c., in favour of the owners.
2. The fuel and Mobil shall be supplied by the owners.
3. The drivers of the hired vehicles should be engaged by the owners.
4. The drivers of the vehicle must have valid driving license issued by the appropriate authority.
5. The cost of maintenance, repairing, remuneration of the driver etc. shall be borne by the owners.
6. The vehicles shall be used during the court and office hours on all weekdays and if required at any time according to the direction of the undersigned including Sunday and holidays.
7. The charges of consumption of fuel and the daily rate towards hiring charge of the vehicle shall be paid by the office of the District Judge, Howrah as specified by the latest order / Notification of the transportation Department of the Govt. of West Bengal and other financial rules subject to availability of fund.
8. The owner of the car will have to furnish a certificate of fitness of the car from the motor vehicles authority, if tender is accepted.
9. The owner of the car will have to replace car of similar type for temporary period if the hired car fails to function for any reason with prior intimation to the undersigned.
10. The maximum rate per day will be allowed as hiring charge in view of notification no. 3564-WT/3M-81-98 dt-24.11.2008 of Transport Department, Govt. of West Bengal.
11. The bidder will have to arrange for garage facility at any place required which is nearest to the residence of the officer concerned or as advised by this Office.
12. Maximum of 10kms between garage of the vehicle and place of reporting will be allowed (both ways inclusive).
13. The driver to be engaged for the hired car by the bidder should be physically fit and mentally alert and should be disciplined, well-behaved and maintain cleanliness of the car.
14. The driver should be advised to maintain all traffic rules on the road.

The tender will be received upto 15:00 Hrs. on 16.04.2024 in the office of Nazarath Department, District Judge's Court, Howrah and the same will be opened at 4:30 P.M of 17.04.2024 before the Vehicle Committee, Howrah.

The tender / quotations received unsigned / incomplete and / or filed after the due date shall be summarily rejected. The tender received after the above scheduled date and time will not be considered under any circumstances. No tender by FAX will be entertained. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason what so ever.

Judge-In-Charge,

Nazarath Department, Civil Courts, Howrah

**Judge-In-Charge**  
**Nazarath Department**  
**Civil Court, Howrah**

Memo No. 87(7)/N

Dated, Howrah, 28.03.2024

Website <https://howrah.dcourts.gov.in/>

Copy forwarded for information and wide circulation to:-

1. The Judge-in-charge, Accounts Department, Civil Court, Howrah.
2. The District Magistrate, Howrah.
3. The Commissioner of Police., Howrah
4. The Sabhadhipati, Howrah Zilla Parishad.
5. The Commissioner, Municipal Corporation, Howrah.
6. The C.M.O.H, Howrah
7. A copy in the Notice Board of the Nazareth Department, Civil Court, Howrah.



Judge-In-Charge,  
Nazareth Department, Civil Courts,  
Howrah

**Judge-In-Charge**  
**Nazarath Department**  
**Civil Court, Howrah.**