

OFFICE OF THE JUDGE-IN-CHARGE, NEZARAT

HOWRAH

Date: 25.09.26

Order no- 73/N

TENDER NOTICE NO.

Date 25.09.26

Sealed quotations are invited for one (01) well maintained Electric Vehicle, preferably SUV, to be hired on monthly hire basis, for conducting official duty of Ld. Chief Judicial Magistrate, Howrah, for a period of 12 (Twelve) Months, under the following terms & conditions. Applications with copies of all clearance certificates for issue of quotation paper will be received up to 2.00 p.m. on 06.10.2026.

Quotations should be submitted before The English Department, under District Judges' Court, Howrah within 2.00 p.m. on 06.10.2026 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 & CONDITIONS

Terms and conditions 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.
- 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 officer as per instruction till the time of releasing by the officer.
- 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/- up to 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/1PT/18011/148/2023 dated 19.09.2023.
- 8) Maximum 05 KM Between the garage of the vehicle and the place of reporting or 1 Hour's hiring charge (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.
- 9) The address of the Vehicle owner should be mentioned in the quotation.
- 10) The vehicle must possess a good meter for recording Kilometers.
- 11) All pay & allowances payable to the Driver of the vehicle should be borne by the owner.

- 12) The maintenance and any ancillary works of the vehicle and any expenditure incurred due to accident, will have to borne by the owner of the vehicle.
- 13) Payment will be made on submission of monthly bills (in duplicate) along with LOG-Book.
- 14) The contract may be terminated by the owner only on the basis of one (01) month prior notice by the owner/assignee to the Registrar, Civil Courts, Howrah. The administration of Howrah Court 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.
- 15) The vehicle may have to make long tour off and on and the driver must remain prepared to halt frequently outside the Head Quarters. driver must follow the instruction of the officer using the vehicle.
- 16) The vehicle must be maintained in highest standards of fitness and cleanliness with good sitting arrangement, foot mat, inner light, door lining, tires, looking arrangement etc. Lifting of window glasses, speedometer (kilometer) should always be in working condition.
- 17) 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.
- 18) The driver authorized by the owner, should not be changed except for urgent reason.
- 19) 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.
- 20) 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.
- 21) If the owner 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 Civil Courts, Howrah.
- 22) 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).
- 23) The outcome of this NIQ depends on the decision of the Government of West Bengal.

Sd/-
Judge In Charge,
Civil Courts, Howrah
Judge-in-Charge
Nazamth Department
Civil Court, Howrah

Memo No: 432/N-1X

Dated: 25.09.26

Copy forwarded to: -

1. The Ld. District and Session Judge Howrah.
2. The Ld. Judge in Charge Accounts Department, Civil Courts Howrah.
3. The District Magistrate, Howrah.
4. The Commissioner of Police, Howrah.

5. The Sabhadhipati, Howrah Zilla Parisad.
6. The Regional Transport Officer, Howrah.
7. The Commissioner, Municipal Corporation, Howrah.
8. The C.M.O.H, Howrah.
9. Notice Board of District and Session Judges Court, Howrah.
10. A copy published on Web site No. <https://districts.ecourts.gov.in/howrah>



Judge In Charge,
Civil Courts, Howrah

Judge-in-Charge
Nazarath Department
Civil Court, Howrah