OFFICE OF THE DISTRICT JUDGE, HOOGHLY, NEZARATH DEPARTMENT

District Judge`s Court, P.O.-Chinsurah, District –Hooghly, Pin.-712101

Ph.-033-2681 6027.

Memo No. 533 (--)/N dated : 29/07/2026

NOTICE FOR INVITING QUOTATION FOR HIRING CARS

Sealed Quotations are invited by the Undersigned from reliable suppliers / agencies in their letter head pad for providing service of a registered commercial vehicle on monthly hire basis for use of the different office work of District Judge's Court, Hooghly, Chinsurah and Hon'ble High Court duty under Hooghly Judgeship as per Specifications mentioned below :-

Sl No.	Category of cars	Specifications	Maximum monthly Hiring Rate	Quantity
1	Motor Cab/Maxi Cab with Engine Capacity less than or equal to 2000 C.C. with Air-Condition	Bharat Stage-III purchased on or after 01.05.2008 with Diesel/L.P.G/CNG Engine (Preferably latest model new car)	Maximum hiring charge Rs. 525 per day. 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 than Maruti Omni. Mobil oil @5 litres per 2500 km run, as per Notification No 3564-WT/3M-81/98 dated 24.11.2008 issued by the Transport Department, Govt. of WB and as amended time to time will be followed.	01(One)

Terms and conditions :-

1 The owner of the vehicle will bear the cost of running, repair and maintenance of the vehicle as well as Driver's salary and other expenditure, if any.

2 The quotation should be submitted along with self attested photocopies of Blue Book, Car Insurance, Commercial Permit, Pollution control certificate, Tax certificate, PAN, Aadhar etc.

3 Before issue of final work order, the vehicle must be placed to the undersigned for physical verification. In this case, the decision of the authority is final.

4 The vehicle must be in good condition with a valid commercial permit.

5 The vehicle should be replaced forthwith if the vehicle is withdrawn for any repair works with prior information to the undersigned.

6 The successful quotationer will have to produce the original papers regarding vehicle (Blue Book, Car Insurance, Commercial Permit, Pollution control certificate, Tax certificate, PAN, Aadhar etc.) positively within 3(three) days from the date of acceptance of quotation.

7 The hiring authority of the vehicle will not be responsible to pay compensation either to the owner/ supplier/ driver or any third party arising out of accident, damages, caused due to the part of the driver. The cost of penalty that might be imposed by the police /competent authority for violation of Traffic Rules is to be borne by the owner / supplier.

8 The owner / supplier at his own cost will make necessary arrangement for auto emission testing etc. as per vehicle rules and will keep the auto emission check certificate ready with the driver and to be produced whenever required by the competent authority.

9 The owner / supplier of the vehicle will have to maintain registers duly authenticated on its First page by the hirer for keeping record of the journeys performed by the vehicle (Log Book)and the other for recording all instructions (Instruction Book). The Log Book will have to be signed daily

by the using officer in the time of journey and completion of journey and at the time of release. The distance covered (in Kilometer) and time will be recorded in the Log Book.

10 PAN card of the owner / supplier of the vehicle must be linked with Aadhar.

11 If required the vehicle has to be provided in holidays also and it may have to run outside the Hooghly district, adjacent districts/ Kolkata city, if needed for which no extra charge will be provided.

12 In case of any mechanical or other problem a substitute arrangement of car will have to be made by the owner at his/her own cost.

13 The work order will be issued after acceptance of the quotation. The vehicle will have to be supplied within 3 (three) days from the date of issue of the work order/placement order' failing which the work order may be cancelled and action may be taken as per rules.

14 In case of weekly holidays or declared holiday or sudden non-functioning of office activities due to any reason the date stated above should be treated as the next working day'

15 All the certificates/ permits/ licenses have to be renewed during the hiring period, if required by law/rule.

16 Hiring may be terminated by the undersigned in case of unsatisfactory service and/or violation of any terms and conditions by the vehicle owner/ driver or both.

17 Bill should be raised on monthly basis and payment will be made after deducting T.D.S., only after receipt of fund from competent authority and as per availability of the fund.

18 The authority reserve the right to engage any quotationer, if the successful quotationer fails within the stipulated period or creating any problem or making hazard in any case during the hiring period.

19 Toll-Tax if any to be paid by the agency which will be reimbursed later on with the regular bill.

20 The owner / supplier of the vehicle will be responsible to ensure that alternative arrangement of vehicle of similar category in case of any breakdown of vehicle or other reasons.

21 The Driver should hold a valid "Driving License" as per MV Act.

22 Date of dropping Quotation 14 / 08 /2026 up to 04.00 P.M.

23 Date of Opening Quotation 17 / 08 /2026 at 03.00 P.M.

Enclo: Proforma for submission of quotation.

Sd/- C... ...ee,
District Judge, Hooghly

District Judge, Hooghly.

OFFICE OF THE DISTRICT JUDGE, HOOGHLY, NEZARATH DEPARTMENT

Memo No. 533 (12)/N dated : 29/07/2026

Copy forwarded for information and wide publications to:-

1 **The Chairman, Vehicle committee, District Judge's Court, Hooghly.**
2 **The District Magistrate, Hooghly.**
3 **The D.I.O. Nic, Hooghly with the request to upload the notice in the District Website.**
4 **My Accounts Department, Hooghly.**
5 **My English Department, Hooghly.**
6 **The Judge-In-Charge, Nezarath Department, Hooghly/Chandannagore/Serampore/Arambagh.**
7 **The System Assistant/Officer, Hooghly.**
8 **Office of the S.P. Rural/Chandernagore Police Commissionerate**

District Judge, Hooghly

District Judge, Hooghly

PROFORMA FOR SUBMISSION OF QUOTATION

To,

The District Judge,

Nezarath Department,

Hooghly.

Sub: Submission of Quotation for providing commercial category Motor Cab/Maxi Cab on monthly hire basis.

Ref: Your Quotation Notice No. ..... dated.....

Sir,

In response to your quotation, I intend to provide commercial vehicle(s) on monthly hire basis as detailed hereunder.

Sl. No.	Item	Particulars
1	Category of vehicle	
2	Manufacturer	
3	Model	
4	Engine Capacity (C.C.)	
5	Registration No.	
6	Date of Registration	
7	Date of purchase	
8	Name of owner with address & contact No.	
9	Name of driver with address & contact No.	
10	Driving License No. of driver with validity	Number: Valid up to :
11	Rate offer per day on monthly hire basis	

I am enclosing herewith self attested photocopies of following documents (Tick the box)

Relate to vehicle	Relate to owner	Relate to driver
Registration certificate	PAN card	PAN
Up to date tax clearance receipt	Aadhar	Aadhar
Commercial permit	EPIC	EPIC
Fitness certificate	Address Proof	Driving License
Pollution certificate	Any other	Address Proof
Insurance certificate		Any other
Any other		

Your's faithfully

Place:
Date:

Signature