OFFICE OF THE

CIVIL JUDGE, JUNIOR DIVISION , SUB-DIVISIONAL COURT AT SILIGURI

(NAZARATH DEPARTMENT)

siliguricivilcourt@gmail.com

NOTICE INVITING QUOTATION

ORDER NO…..04……/N/SLG. Dated: 04/02/2026

In view of this office order being No.03/N/SLG dated 03.02.2026 regarding arrangement of one befitting vehicle on monthly hiring basis in order to meet up inconvenience to perform day to day official duty of Ld. Additional Chief Judicial Magistrate, Siliguri let a vehicle be arranged on monthly hiring basis.

Inform all concerned for expression of their desire for engagement of one office vehicle on monthly hiring basis by publishing this notice.

Quotations should be submitted to the office of the undersigned in sealed envelope on or before ***20.02.2025 (between 11:00 A.M and 4:30 P.M)*** *and should be properly signed and stamped.*

Nazir to note.

Namrata Singh
Sd/-
(Namrata Singh)
Civil Judge (Junior Division)
Cum Judge In-Charge
Nazarath, Sub-Divisional Court
Siliguri

Civil Judge Jr. Division
Siliguri

Memo No…16…../NSLG Dated:04/02/2026

Copy forwarded for information with a request to display this notice in the concerned office notice board for wide circulation:

1. Ld. District Judge, Darjeeling
2. The Sub-Divisional Officer, Siliguri.
3. The Commissioner, Siliguri Municipal Corporation
4. Nodal Officer, E courts, Siliguri with a request to publish this notice in the official website of district court, Darjeeling
5. Court notice board .
6. Office copy

Namrata Singh
(Namrata Singh)
Civil Judge (Junior Division)
Cum Judge In-Charge
Nazarath, Sub-Divisional Court
Siliguri

Civil Judge Jr. Division
Siliguri

Terms and conditions in connection with hiring of one office vehicle for the Ld. Additional Chief Judicial Magistrate at Siliguri.

Following terms and condition are to be followed by the owner/agency:

1. The total number of vehicle required will be 01 (one) number for day to day office duty.

2. Car must be holding a valid registration conforming Bharat Stage IV/VI/VII and diesel driven AC type.

3. Driver should hold an effective light motor vehicle (LMV /HMV) driving licence under rule 3 of the M.V. Act 1988.

4. Maximum of 10 kms. Between garage of the vehicle and place of reporting will be allowed (both ways inclusive).

5. The engaged Vehicle owner will be responsible to ensure the availability of vehicle and place of reporting will be allowed (both ways inclusive).

6. The engaged Vehicle owner will be responsible for all the repair and maintenance/ taxes and certification and fees and fines in respect of the vehicle and all the papers of the vehicles should be up to date.

7. The vehicle should be maintain in excellent conditions and should abide by all the norms of plying.

8. The engaged vehicle owner will be responsible to ensure that alternative arrangement of vehicle of similar category in case of any breakdown of vehicle or other reasons, where scheduled vehicle is unavailable.

9. The driver to be engaged for the hired car by the Vehicle owner, should be physically fir and mentally alert and should be disciplined well behaved and maintain cleanness of the car.

10. Vehicle should have certificate of insurance under rule 146 and 147 of M.V. Act, 1988.

11. In no cases hiring charges will be more than the rate approved by the Government notification notified vide No. 3564-WT/3M-81/98 dated 24.11.2008 of transport department of West Bengal.

12. The car must be in good and sound condition having road permit, Tax clearance certificate, PUC certificate and all others related documents required for plying in the road.

13. The car must be maintained clean by the agency/owner regularly and properly.

14. The owner will be liable to deploy the car round the clock. Punctuality will have to be ensured.

15. The driver should have a running mobile phone and must observe all the etiquette and protocol while performing the duty.

16. The engaged owner will ensure the submission of relevant documents signed by the head of the office of user end or his/her authorized person authenticated movement of vehicle before payment of hiring charges.

17. In no cases hiring charges will be more than the rate approved by the Government notification notified vide No. 3564-WT/3M-81/98 dated 24.11.2008 of transport department of West Bengal.

18. No escalation of rate shall be provided by the agency, certified by authority.

19.New log book must be provided by the agency/owner.

20. The photocopy of the following must be submitted:

(I) Identity proof of the driver (ii) Driving licence of the driver (iii) Bank account details of the owner for payment of hiring charges (iv) identity proof of the owner.

22. The order of hiring can be terminated by the undersigned at any time without any prior notice and assigned any reason thereof.

Nawrata Singh
Civil Judge Jr. Division
Siliguri