

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : : : KAMRUP(METRO),
GUWAHATI**

NOTICE INVITING TENDER

Dated: Guwahati, the 21st of July, 2023

Sealed quotations affixing non-refundable court fee stamp of Rs. 8.25 (Rupees Eight & Twenty Five Paise Only) are hereby invited from all intending Individuals, Firms and Govt. Registered travel agencies for placing **4(four) vehicles** (without Driver and Fuel), on monthly rent basis for official use of the Additional District & Sessions Judge No.1,2,3 &4, Kamrup(Metro), Guwahati, under the establishment of District & Sessions Judge, Kamrup(M), as per following terms and conditions.

The tenders will be received at Office of the District & Sessions Judge, Kamrup(Metro),Guwahati, Near Dighali Pukhuri, Cotton College Road, Guwahati-1, during office hours on working days till **05:00 PM of 31.07.2023** .

Types of vehicle required:

Sl. No.	Name of Vehicle	No. of vehicle	Colour of vehicle	Remarks
1	Hyundai Verna	4	White	Preference will be given to new vehicles
2	Honda City			
3	Maruti Ciaz			

TERMS & CONDITIONS

I. General:

- i. Copy of valid Trade License, GST Registration Certificate, Vehicle Registration Certificate (RC), PAN Card and Bank Account Details to be submitted along with the bid documents.
- ii. Bidders should quote the rate of vehicle, model wise as mentioned in above referred categories. The rate of the monthly rent and GST should be shown separately.
- iii. The evaluation criteria for comparison of rates for the purpose of identifying the lowest bidder shall be on the basis of lowest quoted rate in the particular category.
- iv. Legal jurisdiction of any dispute will be within Kamrup(M) District only.

- v. The bidder/ bidder's firm must not be black listed/ terminated out by any Govt. Department/ or any PSU in the past.
- vi. The rates quoted by the bidders should not exceed the rate approved by Govt. of Assam.
- vii. Preference will be given to brand new car supplier.
- viii. The District & Sessions Judge, Kamrup(M) reserves the right to accept/ reject the tender without assigning any reason thereof.

II. PERIOD OF CONTRACT:

- i. The contract will be tentatively for period of one year which may be extended from time to time depending upon condition of vehicle and service of bidder, or till a new official vehicle is provided by Hon'ble Gauhati High Court, whichever is earlier.
- ii. The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement which is extendable for another year.
- iii. The District & Sessions Judge, Kamrup(M) reserves the right to terminate the contract with bidder within the contract period at any stage, if the service is not found satisfactory.

III. TAXES AND OTHER DUTIES:

- i. Payment of any Govt. tax/Duty for plying the vehicle shall be liability of the bidder.
- ii. Other Tax like GST shall be quoted as extra and same will have to be added to the bills.
- iii. Income Tax will be deducted from the hire charge of the bills as per Income Tax Norms.
- iv. Toll tax, if any, shall be borne by the user.

IV. BREAKDOWN OF VEHICLES:

- A. In case of breakdown of vehicle within Kamrup(M), the vehicle have to be replaced within one hour. If for a particular vehicle the number of breakdown exceeds three times in month, the vehicle shall be withdrawn and to be replaced with another one by the bidder.
- B. In case of breakdown outside Kamrup(M), vehicle have to be replaced by the bidder within the shortest possible time, failing which the user will hire an alternative vehicle for which the hiring charge of the alternate vehicle will be deducted from the bill.
- C. In case the selected bidder fails to provide requisite vehicle on duty as per requisition submitted, the Bidder will be liable for strict action.

V. MAINTENANCE, REPAIRING & INSURANCE:

The selected bidder shall bear all the maintenance, repairing cost including insurance of the vehicle.

VI. POL:

Fuel will be provided by the User. However, Oil, Lubricants, Coolant etc. will be provided by the bidder.

VII. Servicing of Vehicle:

The bidder will be allowed to undertake servicing of the vehicle on a holiday once in a month. On all other days, the vehicle will be stationed at the office/ residence of the Officer to whom the vehicle is allotted.

VIII. BID VALIDITY PERIOD

Bid shall remain valid for a period of 60 (sixty) days from the date of opening of bids.

SIR

District & Sessions Judge
Kamrup(M), Guwahati.

Memo No. DJK/ 9113 - 15

Dated:

21/7/23

Copy to:

1. The Systems Officer, District Judiciary Kamrup(M), for uploading the Tender Notice in official website;
2. Notice Board of this office.
3. Concerning File.

District & Sessions Judge
Kamrup(M), Guwahati
District and Sessions Judge
Kamrup (M), Guwahati

21/7/23