

"NOTICE INVITING TENDER"

For Hiring/ Outsourcing of Motor Vehicle on Rental Basis

Dated: 19.11.2025

Sealed Tender affixing Court fee stamps of Rs. 8.25 (Non-refundable) are invited from interested Government registered firms/ service providers/ agencies/ individuals who are engaged in the business of outsourcing vehicles, for supply and deployment of **1 (One)** Four Wheeler Motor Vehicle (without Driver and Fuel) of the make and model as specified below, on monthly rental basis for official use by the presiding officer of the Court of Additional District & Sessions Judge No. 5, Kamrup (Metro), Guwahati, under the jurisdiction of the undersigned.

The tender/ quotation should reach the Office of the undersigned on or before **04.12.2025**.

Interested bidders/ firms/ vendors/ agencies are advised to peruse the "Terms & Conditions" governing the "Notice Inviting Tender", and, thoroughly examine the complete tender document before submission of bids/ tenders.

Interested bidders/ firms/ vendors/ agencies may also contact the office of the undersigned during office hours, for any other clarifications and queries.

Interested bidders may also visit <http://kamrupmetro.dcourts.gov.in>, for downloading the copy of the tender and, terms and conditions governing the selection process.



Sd/-

(Shri Gautam Baruah)
District & Sessions Judge,
Kamrup (Metro), Guwahati

- Annexures:**
1. *Details regarding the Type of Official Vehicle and submission of Tenders/ Quotations by interested parties.*
 2. *Terms & Conditions governing the "Notice Inviting Tender".*

Memo No. DJK/16533A-16533B/E, dated 19/11/2025

Copy forwarded for information and necessary actions to:-

- 1) The Directorate of Information & Public Relations, Dispur, Guwahati -6 (Janasanyog)
Govt. of Assam, Guwahati with a request to publish the abridged version of the "**Notice Inviting Tender**" in two leading newspapers.
- 2) System Officer, Kamrup (M), He is directed to upload the complete "**Notice Inviting Tender**" in the Official website of the Kamrup (Metro) District Judiciary.
- 3) All the Notice Boards of this Establishment.
- 4) Office File



[Handwritten signature]
19/11/25

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Annexure - 1**Schedule to the invitation of Tender**

Sl. No.	Particulars	Date
1.	Date of issuance of Tender	19.11.2025
2.	Time & last date of submission of tender	04.12.2025 (5.00 P. M.)
3.	Date of opening of tender	05.12.2025 (Tentative)
4.	Place of opening of Tender	Office of the District & Sessions Judge, Kamrup (Metro), Guwahati

DETAILS OF VEHICLE TO BE PROVIDED :-

Sl No.	Name and Model of Vehicle to be provided	Type of Vehicle	Colour of Vehicle	Number of Vehicle required	Age of the vehicle
1.	Hyundai Verna (Latest & Top Model) OR Honda City (Latest & Top Model) OR Maruti Suzuki Ciaz (Latest & Top Model)	SEDAN	WHITE	1 (One)	Not more than 1 (One) year old



N. B. 1) Rates may be quoted by a single bidder for any one, or more than one models of vehicles, as mentioned above.

2) Preference will be given to tenderers / bidders offering brand new vehicles.

PERIOD OF CONTRACT

The contract/ agreement shall initially be for a period of 1 (One) year starting from the date of execution of agreement with the successful bidder, till the conclusion of one year, as calculated from such date. The establishment of the undersigned reserves the right to curtail or to extend the validity of contract/ agreement, on the same rates and terms and conditions, at the discretion of the undersigned.

SUBMISSION OF TENDER/ QUOTATION -

The intending firms/ agencies are required to submit their tender along with the following details :-

1. Name and Address of the firm/ agency, along with contact details.
2. Registered owner/ prospective owner of the Vehicle.
3. Number of years in Operation as car rental service provider.
4. Brief details of Clients (if any) to whom vehicles are currently being provided on rental basis.
5. The bidders/ tenderers shall submit the copy of PAN, TIN/ GST registration details, etc. along with their bid/ tender.
6. Vehicle age should not be more than 1 (One) year. Preference will be given to brand new vehicle.
7. Vehicle must possess valid Registration Certificate, Pollution Under Control Certificate and valid Insurance.

RATE :-

The rate for providing the vehicle at the disposal and custody of the office of the undersigned is to be quoted by the tenderer/ service provider on **Per Month basis**, which shall include all expenses whatsoever, that the bidder/ contractor may be required to incur, for ensuring round the clock availability and deployment of the vehicle in operational condition. The rate quoted shall be inclusive of all the taxes and maintenance and servicing costs which are required to be borne by the owner / tenderer/ service provider.

TDS will be deducted as per provisions laid down in Income Tax Act, 1961, CGST Act, 2017.

N B. :- 1) Fuel and Driver shall be provided by the office of the undersigned.

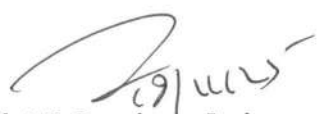
2) All the servicing, maintenance and repairing cost of the vehicle, (as and when they arise) insurance cost, road tax etc, due on such vehicle, shall be the liability of the bidder/ tenderer/ vehicle owner.

Format of Price Bid



Model of Vehicle offered (including model number)	Year of Manufacturing of the vehicle offered	Whether Brand new or old	Rate per Month (in Rupees) without GST	Rate per Month (in Rupees) with GST

N.B. Offered vehicle cannot be more than 1 (One) year old.


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Annexure -2

General Terms & Conditions :-

- 1) A registered Company/ Firm or agency having Experience of at least 2 (Two Years) in providing the Vehicle Rental Services to any Govt./Semi-Govt./Central Autonomous bodies/any other organization, and, having their Offices within the territory of Guwahati Municipality, are entitled to submit quotations/ bids.
- 2) Tenders/ Quotations with the details as sought for, and, duly signed by the owner/ authorized representative and stamped with the official seal of the firm, with contact details provided, must be submitted in a sealed envelope within the stipulated time, and accompany with it, the following documents :-
 - a .Company/ Firm Registration certificate,
 - b. Trade License, PAN Card,
 - c. GST Registration certificate, GST return/ clearance document.
 - d. Tax clearance/ return filing certificate (If any).
 - e. Documents pertaining to the Vehicle offered, such as Registration Certificate, Pollution Under Control Certificate, and, Valid Insurance to be provided if vehicle is already purchased.
- 3) The tenderers shall have minimum one year experience of providing car rental services in Govt. Departments / PSUs / other reputed organizations / institutions. Relaxation may be provided in this regard to eligible and suitable bidders/ tenderers.
- 4) The bidders/ tenderers are required to quote their rate per month (both in figure and in words), for round the clock provision and deployment of the vehicle/ vehicles offered by them. The model/ models of the vehicles offered by the bidder/ tenderer must be mentioned against the rate quoted. The rate quoted shall be inclusive of the periodic servicing expenses, annual maintenance, repairing and any other expenses that the selected bidder/ agency shall incur in providing the vehicle, at the disposal and custody of the office of the undersigned. Further the rates would be inclusive of all taxes including GST. However, break up of the GST is to be shown separately against the rate quoted.

The undersigned shall not be liable to reimburse anything more than the quoted price for the above mentioned services to the selected bidder, except any increase in statutory levies/taxes affected by the Govt.
- 5) Fuel and driver shall be provided from the office of the undersigned.
- 6) The rates quoted by the bidder/ tenderer for providing the vehicle offered shall remain fixed during the entire period of the contract / agreement.



- 7) After selection of the lowest bidder, the agency/ vendor shall have to execute an agreement with the establishment of the undersigned, as per the terms and conditions stipulated in this tender document. The agreement / contract entered into with the successful bidder may be further extended for such period, as may be deemed to be necessary, at the discretion of the undersigned, after due intimation and, taking into consideration the readiness of the service provider/ vendor/ owner to accept the same.
- 8) The Contract/ Agreement will be for the period of 1 (One) year, starting from the date of execution of agreement with the successful bidder, till the conclusion of one year as calculated from such date, and, the rates quoted by such tenderer / agency to provide the vehicle (at the quoted price) shall be deemed to remain open, for the period of one year. In case the selected bidder/ Contractor wants to discontinue the contract/ agreement for any reason, before completion of the stipulated period, the bidder/ firm/ agency shall give two months advance notice to the undersigned, after making a prayer for termination of agreement/ contract to the undersigned.
- 9) Pursuant to the selection of the lowest bidder, the selected vendor shall deliver the possession of the offered vehicle within (one) week, from the date of intimation of its selection.
- 10) The vehicle shall remain deployed round the clock with the office of the undersigned and shall not be requisitioned by the owner/ vendor without prior permission of the undersigned. On holidays the vehicle shall remain stationed at the office premises of the undersigned, or in the residential premises of the concerned judicial officer to whom the car will be allotted for official use.
- 11) The selected contractor/ bidder must possess all the needful statutory licenses and permits required to operate the business of vehicle rental services.
- 12) The selected bidder/ Contractor shall ensure timely servicing of the vehicle to maintain its operational efficiency. The selected bidder shall be liable to bear all the maintenance and repairing cost of the vehicle, as and when they arise. The insurance cost, road tax etc, due on such vehicle shall be the liability of the bidder/ tenderer/ vehicle owner.
- 13) In case of breakdown of the vehicle provided, a replacement vehicle will have to be arranged and deployed by the bidder/ contractor/ agency within the shortest possible time, to meet the immediate and regular needs of this establishment, till the originally allotted vehicle, which has suffered the breakdown is restored to its running condition.
- 14) The vendor / party/ agency quoting the lowest bid price shall be awarded the contract. However, the undersigned is not bound to accept the lowest quoted rates, and reserves the right to accept any quotation, or reject any, or all quotations, at any time, without assigning any reason thereof. The lowest rate may not be the sole criteria for assessment/ selection of the successful bidder, and, other factors



benefiting the undersigned, such as model and age of the vehicle offered, prior experience, reputation, financial soundness of the participating vendor etc. of the bidders/ tenderers shall be taken into careful consideration, before arriving at a final decision.

- 15) The undersigned reserves the right to terminate the contract/ work order with the selected agency/ service provider, within the period of its validity, and subsequently call for fresh tenders, if the selected bidder/ contractor fails to deliver any or all of the services satisfactorily, and/or fails to perform any other obligation (s) under the contract and/ or neglects to comply with any directions given to the service provider/ agency by the office administration.
- 16) The Undersigned reserves the right to cancel the entire process of calling of tenders at any stage, without assigning any reasons thereof.
- 17) Quotations deemed to be incomplete by the undersigned in any respect, and those submitted after the stipulated time will summarily be rejected. Conditional Tenders are liable to be rejected.
- 18) The successful tenderer must ensure that the vehicle provided by the selected bidder is to the exact specification as offered and quoted in the bid/ tender submitted by the firm/ vendor/ agency. In case the vehicle provided by the selected bidder, is not as per the offer made in the tender/ quotation, or suffers from material deficiencies, the undersigned reserves the right to alter/ modify or terminate the contract / work order by giving intimation /notice to the selected service provider/ agency
- 19) The office of the undersigned shall endeavor to clear the payment of the monthly bills raised and submitted, against the services provided, within reasonable time, subject to availability of funds. The following shall be required to be submitted for payment to be settled in the name of the selected firm/ agency :-
 - a) Bills in triplicate showing details of break up of prices charged against the services provided.
 - b) Bank Account Details
- 20) The contract may be terminated on any of the following contingencies:-
 - a) On the expiry of the period of contract/ work order
 - b) The undersigned reserves the right to issue a termination notice at any time during the currency of services, in case the vehicle provided by the service provider is not found to be satisfactory, and, in conformity with the corresponding bid/ tender submitted by the tenderer/ bidder.
 - c) In case the bidder/ owner/ service provider fails to carry out timely maintenance and servicing of the vehicle, in consultation with the office of the undersigned.
 - c) For committing breach of any of the terms and conditions of the contract by the service provider.
 - e) In the event of the service provider being blacklisted by competent authority of the State/ Central Govt., or being declared insolvent by competent Court of law.



- 21) The tentative date of opening of Quotations submitted by intending suppliers has been fixed on **05.12.2025**, after the conclusion of the stipulated tendering period. However, the same is subject to change, in the event of the arising of unforeseen exigencies and urgent judicial and administrative work in the office of the undersigned. The tenderers / bidders may correspond with the office of the undersigned regarding the exact date of opening of bids submitted, and the final decision arrived at regarding selection of the successful bidder.
- 22) The decision of the undersigned, shall be final and binding in all respects. with regard to any subsequent question/ dispute that may arise in respect of the criteria followed for evaluation and selection of the successful bidder / tenderer, or in connection with the provision of car rental service by the successful bidder .
- 23) The bidder/ tenderer should not have ever been blacklisted by any State / Central Government Department/ PSU/ Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.




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