

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
SRIBHUMI, ASSAM**

NOTICE No. 92

DATE 25/03/2026

NOTICE INVITING TENDER

“ Tender for leasing of vehicle (Scorpio N / Toyota Hyryder) as official vehicle for the use of the Additional District & Sessions Judge, Sribhumi ”

1) Background: As the previously allotted official vehicle of the Additional District & Sessions Judge, Sribhumi has been condemned by the competent Condemnation Board, and no replacement vehicle has been provided till date, it has now become essential to arrange vehicle on lease for official use of the Additional District & Sessions Judge, Sribhumi until replacement vehicle is provided by the higher authorities as per guidelines received from Hon'ble Gauhati High Court vide Letter No. HC.VIII-76/2019/2939/AC dated 7th May, 2021. The vehicle so arranged on lease shall be for official use only and not for any kind of commercial or public transport.

2) Notice: Sealed tenders affixing Court Fee Stamp of ₹8.25/- (Non-refundable) are invited from reputed individuals/firms/travel agencies engaged in the business of providing vehicles on lease basis for providing one (01) vehicle on monthly lease for the official use of the Additional District & Sessions Judge, Sribhumi. The sealed tender must reach the Office of the District & Sessions Judge, Sribhumi on or before 02/04/2026 during office hours. The envelope should be superscribed '**Tender for leasing of vehicle (Scorpio N / Toyota Hyryder) as official vehicle for the use of the Additional District & Sessions Judge, Sribhumi**'. The tender would be opened at 04:30 PM on 04/04/2026.

3) Schedule of requirements: 1 (One) number of make Mahindra Scorpio N or Toyota Hyryder not more than 3 (three) years old preferably brand new with touch screen music system, proper air conditioning, 4 (four) door power windows and rear camera preferably of white colour in excellent working condition with proper documentation.

4) Preference: Preference would be given to Scorpio N over Toyota Hyryder and also to brand new vehicle over old vehicle subject to the monthly hiring amount remaining within the limits set by the Hon'ble Gauhati High Court, Guwahati for such leasing of vehicles. The discretion of the undersigned is reserved in this aspect.

5) Period of lease: Under ordinary conditions, the period of lease would be for a period of 3 (three) years with a provision to provide further extension beyond that period as per the discretion of the undersigned. However in case a replacement vehicle is provided by the Hon'ble Gauhati High Court, Guwahati prior to the expiry of the said period of 3 (three) years or prior to the expiry of any further extension period granted as above then, the contract agreement would be terminated immediately.

6) Terms and Conditions: The procurement shall be conducted in accordance with the Motor Vehicles Act 1988, Assam Public Procurement Act, 2017 and the Assam Public Procurement Rules, 2020 as applicable as per the following terms and conditions:

i) The vehicle shall be leased ordinarily for a period of 3 (three) years or until replacement vehicle is provided by the higher authorities or Government of Assam, whichever is earlier. The vehicle shall be used by the Addl. District & Sessions Judge, Sribhumi for his personal and official use as per permission of the undersigned as and when required.

ii) The bidder can propose to supply on lease:

a) Brand New Vehicle (Preferred) or

b) Existing vehicle not more than 3 (three) years old in excellent working condition with no history of any serious accident in the past.

iii) The vehicle proposed by the bidder should be either Mahindra Scorpio N or Toyota Hyryder as per the schedule of requirements mentioned in this tender document.

iv) Daily running fuel of the vehicle, traffic challans during official use, tollgate charge, parking charge, driver and trivial repairing costs for small tyre puncture or tyre air-refill shall not be borne by the bidder whereas all other types of challans, repairing and maintenance expenses including costs in case of accidents, etc., shall be borne by the bidder. So the monthly lease amount quoted in the financial bid should be exclusively made without cost of driver and without cost of running fuel.

v) The bidder shall be responsible to maintain the vehicle in proper working condition and shall attend to any issues regarding its operation and functionality immediately for timely restoration through proper repairing and servicing.

vi) All statutory and documentary requirements arising out of the ownership of the vehicle—such as vehicle registration, payment of road tax, EMI obligations relating to bank loan (if any), compliance with RTO/DTO requirements, valid first and third-party motor vehicle insurance, pollution under control (PUC) certificate, road fitness certificate, and other applicable documents—shall be obtained, maintained, and borne entirely by the bidder at his/her own cost. The selected bidder shall submit self-attested copies of all such valid documents to the undersigned upon selection and shall ensure that the same remain valid for the entire period of the lease contract.

vii) In case the vehicle provided by the bidder is confiscated by any bank due to default in payment of EMI or if the vehicle is required to be taken to garage / servicing centre etc., due to breakdown, repairing / maintenance, etc., the bidder shall provide the undersigned with a befitting vehicle of similar make and model as replacement.

viii) The selected bidder shall obtain and submit a Notarized Affidavit in the form of a No Objection Certificate (NOC) from the registered owner(s) of the vehicle stating that the owner(s) are fully aware that the vehicle is being offered on lease to the undersigned office and that they have no objection to such use under the terms and conditions of the terms and conditions in this tender. The selected bidder shall also submit a separate Affidavit declaring that he has duly indemnified the registered owner(s) of the vehicle against any liability arising out of or in connection with the execution or operation of the vehicle lease contract with this office. In the event that the selected bidder himself/herself is the sole registered owner of the vehicle offered on lease, he/she shall submit an Affidavit to that effect, declaring sole ownership of the vehicle and confirming that no other person has any claim, objection, or interest in relation to the leasing of the said vehicle to this office.

ix) For the purpose of differentiating a vehicle as brand new compared to an old one, any vehicle purchased on / or after 25 / 03 / 2026 (vehicle purchase bill date) shall be deemed to be a brand new one. Any vehicle purchased earlier than 25 / 03 / 2026 shall be considered to be an old vehicle for the purpose of this tender.

x) No Earnest Money is required to be deposited for the tender. However a bidder shall submit the following documents along with the covering letter provided herein below:

- a) PAN Card (self attested copy)
- b) AADHAR Card (self attested copy)
- c) Bank Details (self attested copy with Account Name and IFSC)

xi) In case of selection the bidder shall submit the following documents related to the vehicle:

- a) Vehicle Registration Certificate (self attested copy)
- b) Valid Vehicle Insurance Documents (self attested copy)
- c) Pollution Certificate (self attested copy if applicable)
- d) Fitness Certificate (self attested copy if applicable)

xii) The selected bidder shall pay GST and other taxes as applicable against the payment made by the undersigned as monthly rent of the vehicle taken on lease as GST. The monthly lease amount shall be ordinarily paid on monthly basis but it shall be subject to availability of funds and grant of Financial Sanction or FOC from higher authorities as may be required for procedural compliance. Therefore the bidder should participate in this tender only if he / she is ready to bear the financial burden arising out of delayed payment of monthly lease amount due to unforeseen reasons. Participation in the tender itself shall be construed as no objection from the participant in case of delayed payment.

7) Penalty: The undersigned reserves the right to impose penalty in the form of deduction of amount from the monthly rent due in case of failure of the selected bidder to provide the leased vehicle appropriately as and when required including failure to provide replacement vehicle during such time as may be required.

8) Contract Agreement with selected bidder: The selected bidder shall enter into a Contract Agreement as per the terms and conditions mentioned in this tender document prior to the commencement of the leasing period of the vehicle. Additional terms and conditions or modifications in the terms and conditions may be incorporated as per the guidelines and instructions of higher authorities if necessary.

9) Termination of contract agreement: The undersigned reserves the right to cancel the contract agreement at any time, even before completion of the contract period in circumstances such as unsatisfactory condition of the vehicle, failure to provide replacement vehicle during breakdown or servicing, inappropriate conduct of the supplier, or when a replacement vehicle is provided by the higher authorities / Government.

10) Single Bid: The tendering process shall involve a single bid system through which only financial bids are sought with quotations of monthly rent for the vehicle offered to be provided. The said bid shall include the following:

- a) Covering Letter affixed with Court Fee Stamp of ₹8.25/- (Non-refundable) in the format provided
- b) Financial Bid in the format provided
- c) Undertaking in the format provided
- d) Self attested copies of the relevant documents

ANNEXURES

ANNEXURE I (COVERING LETTER FORMAT)

ANNEXURE II (FINANCIAL BID FORMAT)

ANNEXURE III (UNDERTAKING FORMAT)

ANNEXURE IV (AFFIDAVIT FORMAT IF VEHICLE IS OWNED BY BIDDER)

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**District & Sessions Judge,
Sribhumi, Assam**

Date 25/03/2026

Memo No: JKD/2026/ 1900-1902

Copy to:

- 1) DIPR Officer, Sribhumi - he is requested to ensure that the notice is published in at least 3 (three) Newspapers with wide circulation in the local region.
- 2) Head Administrative Officer, O/o The District & Sessions Judge, Sribhumi - he is asked to maintain the tender documents in appropriate file and to prepare drop box for submission of bids.
- 3) Systems Officer, O/o The District & Sessions Judge, Sribhumi - he is asked to publish a scanned copy of this notice in the official website of Sribhumi District Judiciary.

**District & Sessions Judge,
Sribhumi, Assam**

ANNEXURE I (COVERING LETTER FORMAT)

In the Official Pad of the Firm (If any)

Date _____

To,

The District & Sessions Judge,
Sribhumi, Assam

COURT FEE STAMP Rs. 8.25/-
(NON REFUNDABLE)
PASTED HERE

Sub: Submission of Financial Bid in connection with **"Tender for leasing of vehicle (Scorpio N / Toyota Hyryder) as official vehicle for the use of the Additional District & Sessions Judge, Sribhumi"**

Ref: Notice No. _____ dated 25/03/2026

Sir,

I respectfully submit that, having understood the financial risks and other liabilities involved in leasing a vehicle (Scorpio N / Toyota Hyryder) for official use of the Additional District & Sessions Judge, Sribhumi, I am interested in participating in the tendering process. I further declare that I have carefully read and understood all the terms, conditions and other provisions of the tender document issued vide Notice No. ____ dated 25/03/2026.

Thereupon, I submit the following documents:

- a) Financial Bid in the prescribed format
- b) Undertaking in the prescribed format
- c) Self attested copies of the relevant documents

Thanking you,

Signature

NAME IN CAPITAL _____

MOBILE NUMBER _____

ANNEXURE II (FINANCIAL BID FORMAT)

“Tender for leasing of vehicle (Scorpio N / Toyota Hyryder) as official vehicle for the use of the Additional District & Sessions Judge, Sribhumi”

FINANCIAL BID

PARTICULARS OF BIDDER				
Name of Bidder				
Address				
Mobile Number				
Email Address				
Aadhar No.				
Pan No.				
Bank Name and Branch				
Account No.				
IFSC				
FINANCIAL QUOTATION				
Make and Model of Vehicle Offered along with variant	Colour	Fuel Type (Diesel or Petrol)	Whether Old/New	Monthly lease amount inclusive of GST etc.
(Not to include driver and running fuel in monthly lease amount quoted)				
FOR OLD VEHICLE (IF PROPOSED)				
Registration No.				
Registration valid upto				
Insurance Policy No.				
Insurance valid upto				
Whether hypothecated against Bank Loan ? If yes provide details of Bank and EMI amount etc.				
Whether the vehicle has encountered any serious accident in the past ?				

Enclosed: Self attested copies of Aadhar Card, Pan Card and Bank documents.

Date: _____

Place: _____

Signature

NAME IN CAPTIAL _____

ANNEXURE III (UNDERTAKING FORMAT)

UNDERTAKING

I hereby declare that I have read and understood all the terms, conditions, risks and liabilities contained in the tender document issued vide **Notice No. ____ dated 25/03/2026** for leasing of vehicle (Scorpio N / Toyota Hyryder) for the use of the Additional District & Sessions Judge, Sribhumi, and I unconditionally accept the same.

I further declare that mere participation in the tender process or selection as L1 bidder shall not create any right for execution of the Lease Agreement, which shall be subject to the discretion of the District & Sessions Judge, Sribhumi. I undertake to submit all required vehicle documents **along with the necessary notarized affidavits** prior to execution of the Lease Agreement and to provide the vehicle within **30 (thirty) days** thereof.

I further undertake to provide a suitable replacement vehicle during breakdown, servicing or repair and to maintain the vehicle in excellent running condition throughout the lease period.

I also undertake to comply with all statutory requirements including registration, insurance, road tax, pollution certificate and road fitness, and to bear all applicable taxes including GST within the quoted monthly lease amount.

I further declare that I shall not object to any procedural delay in payment of the monthly lease amount and shall have no objection if the lease arrangement is preterm terminated in case a Government owned replacement vehicle is provided by the competent authority.

I also undertake that the vehicle shall not display any official insignia or designation of the Additional District & Sessions Judge, Sribhumi without prior permission.

Place: _____

Date: _____

Signature of bidder
NAME OF BIDDER IN CAPITALS

ANNEXURE IV (AFFIDAVIT FORMAT IF VEHICLE IS OWNED BY BIDDER)

Affidavit of the Bidder in case he is the owner of the proposed vehicle

BEFORE THE NOTARY PUBLIC :: SRIBHUMI

AFFIDAVIT

I, Shri / Smti. _____ born on _____ son / daughter / wife of Shri _____ and a resident of _____ do hereby solemnly declare and affirm as follows:

- 1) That, I am a major Indian citizen residing in the aforesaid location and fully competent to swear this affidavit.
- 2) That, I am the registered owner of the _____ (Scorpio N / Toyota Hyryder) vehicle identified vide vehicle registration number _____.
- 3) That, no other person has any claim, objection, or interest in relation to the leasing of the said vehicle to the office of the District & Sessions Judge, Sribhumi.
- 4) That, I am completely aware about the risks and liabilities involved in providing the aforesaid vehicle on lease as I have personally submitted my bid as a bidder in the " **Tender for leasing of vehicle (Scorpio N / Toyota Hyryder) as official vehicle for the use of the Additional District & Sessions Judge, Sribhumi** " pursuant to Notice No. _____ dated 25/03/2026.
- 5) That, the aforesaid vehicle is not under any kind of dispute or litigation.
- 6) That, all the statements stated herein above are true to the best of my knowledge, faith and belief.

Place: _____

Date: _____

DEPONENT

VERIFICATION

I verify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE V (AFFIDAVIT FORMAT IF VEHICLE IS OWNED BY ANOTHER)

Affidavit of the registered owner in case the bidder is not the registered owner of the proposed vehicle

BEFORE THE NOTARY PUBLIC :: SRIBHUMI

AFFIDAVIT

I, Shri / Smti. _____ born on _____ son / daughter / wife of Shri _____ and a resident of _____ do hereby solemnly declare and affirm as follows:

1) That, I am a major Indian citizen residing in the aforesaid location and fully competent to swear this affidavit.

2) That, I am the registered owner of the _____ (Scorpio N / Toyota Hyryder) vehicle identified vide vehicle registration number _____.

3) That, no other person has any claim, objection, or interest in relation to the leasing of the said vehicle to the office of the District & Sessions Judge, Sribhumi.

4) That, I am completely aware about the risks and liabilities involved in providing the aforesaid vehicle on lease against the “ **Tender for leasing of vehicle (Scorpio N / Toyota Hyryder) as official vehicle for the use of the Additional District & Sessions Judge, Sribhumi** ” pursuant to Notice No. _____ dated **25/03/2026**.

5) That, the aforesaid vehicle is not under any kind of dispute or litigation.

6) That I have no objection if the aforesaid vehicle is provided on lease to the Office of the District & Sessions Judge, Sribhumi for use of the Additional District & Sessions Judge, Sribhumi through Shri/Smt. _____ (Bidder), and I shall not claim it for personal use during the subsistence of the lease period.

7) That, all the statements stated herein above are true to the best of my knowledge, faith and belief.

Place: _____

Date: _____

DEPONENT

VERIFICATION

I verify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE VI (AFFIDAVIT FORMAT BY BIDDER TO INDEMNIFY OWNER)

Affidavit of the bidder in case the bidder is not the registered owner of the proposed vehicle

BEFORE THE NOTARY PUBLIC :: SRIBHUMI

AFFIDAVIT

I, Shri / Smti. _____ born on _____ son / daughter / wife of Shri _____ and a resident of _____ do hereby solemnly declare and affirm as follows:

1) That, I am a major Indian citizen residing in the aforesaid location and fully competent to swear this affidavit.

2) That, I am not the registered owner of the _____ (Scorpio N / Toyota Hryder) vehicle identified vide vehicle registration number _____.

3) That, Shri / Smti _____ aged about _____ son / daughter / wife of Shri / Smti _____ resident of _____ is the registered owner of the aforesaid vehicle.

4) That, I have undertaken to indemnify the registered owner from all types of risks and liabilities involved including payment of EMI (Car Bank Loan Installments if any) during the subsistence of the lease period.

5) That, I shall be solely responsible for any liability arising from any claim made by the registered owner during the subsistence of the lease.

6) That, I unconditionally undertake to replace the vehicle with another of similar make and model in the event of any such dispute arising out of any claim made by the registered owner during the subsistence of the lease.

7) That, all the statements stated herein above are true to the best of my knowledge, faith and belief.

Place: _____

Date: _____

DEPONENT

VERIFICATION

I verify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom.

DEPONENT