OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SONITPUR AT TEZPUR

NOTICE INVITING TENDERS

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the intending firm/supplier for supply of outsourcing of 02 (two) vehicles as detailed below for the official use of District and Sessions Judge, Sonitpur, Tezpur and Addl. District and Sessions Judge (FTC) Sonitpur, Tezpur respectively.

The intending firm/supplier shall clearly quote **the monthly rent** for outsourced vehicle along with applicable Taxes.

Particulars of the items :

Sl. No.	Category of Vehicle	Colour	Maximum Hiring Charges
1.	" Toyota Innova Crysta" For official use of District & Sessions Judge	White	Rs. 35000 per Month
2.	Hyundai Verna / Honda City / Maruti Ciaz For official use of Addl. District & Sessions Judge (FTC)	White	Rs. 35000 per Month

GENERAL TERMS & CONDITIONS

1. The sealed envelope containing quotation shall be marked as **"Tender for Outsourcing of Vehicle"** along with the following credentials :-

   a) Copy of PAN Card.
   b) Up-to-date copy of G.S.T Registration certificate.

   Each page of the aforementioned documents should be signed by the bidder with seal to establish the Bidder's eligibility and its qualification to perform the supply of vehicle if the bid is accepted. In the absence of any of the above documents / information, the offer may be summarily rejected without making any further reference in this regard. The Quotation shall also mention the firm's **contact details** clearly.

   The sealed quotation should be submitted to the office of the **District and Sessions Judge, Sonitpur, Tezpur**, during office hours on working days on or before 25.05.2026. Any quotation received after office hours of 25.05.2026 will summarily be rejected.

2. The maximum monthly hiring charges for both the vehicles are Rs. 35000/- (Thirty Five Thousand only) per month respectively which is inclusive of GST and other applicable taxes. Quotations where the rate quoted is above 35000/- will summarily be rejected.

3. The vehicles to be provided for outsourcing should be of excellent condition and shall not be more than 03 (three) years old. Preference will be given to new vehicles. The

outsourcing vendor shall supply the vehicle for outsourcing within 01 (one) week from the award of the contract.

4. The vehicles to be provided for outsourcing should be comprehensively insured and should carry necessary permits, clearance from transport department or any other concerned authority. The vehicle should also carry necessary Pollution Under Control certificate from the concerned authority. An undertaking in this regard shall also be furnished with the Tender.

5. The vehicles shall be at the disposal of the hiring establishment during the contract period and the said vehicle cannot be withdrawn during the contract period without the consent of the hiring authority.

6. The District and Sessions Judge reserves the right to terminate the contract partially/fully at any point of time, ie. the undersigned reserves the right to terminate the service of outsourcing of vehicle at any point of time during the contract period.

7. In case of any mishap, theft or accident of the vehicle, the hiring establishment shall not be liable and stand indemnified.

8. The rates quoted shall be valid for 03 (three) years from the date of outsourcing of vehicle by the office of the District and Sessions Judge, Sonitpur or till new vehicle is provided by the Government/ Hon'ble Gauhati High Court to for official use, or whichever is earlier.

9. All kinds of maintenance, repairing, periodic servicing and regular washing & cleaning of the vehicle shall be done by the outsourcing vendor which excludes fuel. No incumbency certificate shall be done by the vendor.

10. The bill for payment of the outsourcing charges shall be submitted to this office by the contracted agency at the beginning of the following months which will be paid only through online mode.

11. Payment will be made to the vendor as per availability of funds.

12. The undersigned reserves the right to reject any bid without assigning any reasons thereof.

-Sd-
District and Sessions Judge,
Sonitpur, Tezpur

Memo No. **DJ (S)** 1763 - 65 *Dated, Tezpur, the* 13 / 5 / *2026*

Copy to :

1. The System Officer, Sonitpur District Judiciary, for uploading the above Short Notice Inviting Tenders in the District Judiciary website, immediately.
2. Notice Board
3. Office File.

13/5/26
District and Sessions Judge,
Sonitpur, Tezpur