

TENDER NOTICE

Sealed quotation affixing non-refundable court fee stamp of Rs. 8.25/- (Rupees Eight and Twenty-Five Paise) only are hereby invited from all intending Individuals, Firms and Govt. Registered travel agencies for placing one **LMV commercial vehicle** (without Driver and Fuel), on monthly rent basis for the use of the District & Sessions Judge, Karbi Anglong as per following terms and conditions.

The tenders will be received at office of the District & Sessions Judge, Karbi Anglong during office hours on working days till 5:00 PM of 15.03.2024 and same will be opened in the office of the undersigned at 5:00 PM on 16.03.2024 in the presence of bidders or their representatives.

Annexure A:

Sl. No.	Category/class of the Vehicle	Color of the vehicle	No. of vehicles required	Fuel	Remarks
1	Light Motor Vehicle (Petrol/Diesel). Model: Hyundai Verna(top Model)Honda City(Top Model)/Maruti Ciaz(Top Model)/Toyota Innova Crysta(Base version)/ Mahindra XUV 700(AX5) or equivalent class for official use of the District & Sessions Judge, Karbi Anglong throughout the month (30/31 days)	White/ Cream	1 (one) no.	Petrol/Diesel	1. Price for diesel and petrol variants for each model of the offered vehicles should be quoted separately. 2. Vehicle should be maximum period of one year/KM run 25000 KM

Annexure-B

1. The quotation in sealed cover should be sent to the office of the District & Sessions Judge, Karbi Anglong, Assam by post or delivered by hand.
2. Interested outsourcing vendors are requested to submit their quotation/tender in 2(two) parts in 2 (two) separate sealed cover envelopes, one containing "Technical bid" and the other containing the "Financial bid". Both these bids should be kept together in another sealed cover super-scribed as "Quotation for hiring vehicle". The format of technical bid and financial bid is enclosed as Annexure-C and Annexure-D.
3. The bidding firms are requested to regularly check the official website of the District Judiciary, Karbi Anglong for updates and developments relating to the bidding process.
4. Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelope shall be summarily rejected without assigning any reason and without any communication.
5. This office shall reserve the right to reject any bid without assigning any reasons if there appears to be reasonable and probable cause for the same.
6. The rates quoted shall be valid for one year from the date of awarding the contract of the District & Sessions Judge, Karbi Anglong.
7. TDS will be deducted at the applicable rate from the contract amount.
8. The financial bid must mention the rate to be charged by the firm as per the following terms and conditions.
9. Firms/Enterprises offering more than 1 (one) vehicle should place separate bids for each vehicle with separate set of documents.

Terms and Conditions:

The outsourcing vendor/service provider shall abide by the following terms and conditions.

The bidder must be a registered Firm/Enterprise and must submit the necessary documents along with the tender documents as follows:

- i) Proof of Current Bank Account of Nationalized Bank in the name of the firm.
- ii) Trade license issued by appropriate authority.
- iii) PAN Card in the name of the firm.
- iv) GST registration certificate.
- v) MSME Certificate Copy
- vi) ISO 9001:2015 Certified Copy
- vii) Solvency certificate
- viii) Vehicle Registration Certificate.
- ix) Non-blacklisted declaration copy
- x) Copy of income tax return of previous two years
- xi) Any other documents which are required for supplying of tendered items to the Govt. Office.

The firm / Enterprise shall abide by the following terms and conditions:

1. The vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permit/clearance including pollution clearance from the concerned authority/competent transport authority and all other statutory documents as envisaged under the M.V. Act or any other statute in force.
2. The financial bid to be submitted by the interested bidder shall indicate individually the rates per month to be charged for the vehicle hired without driver.
3. The vehicle shall be provided for the exclusive use of this office and shall be at the disposal of the hiring establishment during the contract period and the said vehicle cannot be withdrawn during the existence of the contract without the consent of the hiring authority.

4. In case of any mischief, theft or accident of the hiring vehicle the establishment of the undersigned shall not be held liable and stand indemnified.
5. The vehicle provided for hire should be the latest model and in good running condition. The service provider shall ensure that the vehicle provided is as per the details of the vehicle required in the Annexure 'A'. **Preference shall be given to service provider providing a brand new vehicle.**
6. The vehicle should be in neat, clean and in perfect condition with a clean interior and proper in upholstery. The vehicle should not have any history of accident.
7. Road worthiness of the vehicle shall be ensured at all times by the vehicle provider. The vehicle provider shall ensure that regular maintenance of the vehicle is carried out. The vehicle shall also carry out servicing of the vehicle when due and also conduct forthrightly cleaning and washing of the vehicle.
8. The contracted firm shall ensure that all the laws are complied with relating to the hiring of the vehicle.
9. The contract for hiring the vehicle shall be initially for a period of 1 (one) year and may be extended, if necessary.
10. The vehicle provider shall arrange for an alternate vehicle of equivalent class/category in the case of any shortfall or breakdown of the vehicle on hire or during maintenance work of the vehicle.
11. In the event of any unsatisfactory performance by the vehicle on non-compliance with the terms and conditions of the contract the undersigned reserves the right to terminate the contract without assigning any reason whatsoever.
12. The monthly bill for the services of the vehicle shall be submitted by the vehicle provider to the office of the undersigned at the beginning of the following month duly certified by the accountant of the office of the undersigned. No payment in advance shall be made to the vehicle provider by the undersigned.

13. Service tax shall not be reimbursed by this office to the vehicle provider in case of failure to provide proof of payment of tax to the proper office and the filling of service tax return by the stipulated date.
14. In the case of any dispute concerning the hiring of the vehicle by this office from the vehicle provider, the decision of the undersigned shall be final and binding.
15. The undersigned also reserves the right to secure the fulfilment of other condition not expressly mentioned herewith which are otherwise consistent with and necessary as per law with the use of hired vehicles.
16. The vehicle provider shall undertake to indemnify this office against all damages/charges arising out of or connected with the negligence of the vehicle provider, whether concerning public or any person in general, while executing the contracted work or otherwise and against all the claims and demand thereof.
17. The vehicles shall be physically inspected after approval of technical bids and before approval of financial bids. The vehicle provider shall place the concerned vehicle in the office premises of the undersigned for inspection on the date and time to be intimated by the office of the undersigned.
18. **Lowest bid shall provide no guarantee of getting the contract and the decision of the undersigned will be final in this respect with regards to the choice of vehicle.**
19. All queries relating to the hiring of the vehicle shall be addressed to the Court Manager of the District & Sessions Judge establishment, Karbi Anglong.

Sd-
District & Sessions Judge,
Karbi Anglong, Assam.

Memo No. DJKA/ 24/ _____

Dated : 23-02-2024

Copy for information and necessary action to:

1. System Officer, O/o the District & Sessions Judge, Karbi Anglong, Assam for uploading the Notice in the official Website of the District Judiciary, Karbi Anglong along with the Annexure enclosed.
2. Notice Board of this establishment.
3. Office File.



District & Sessions Judge,
Karbi Anglong, Assam.



TECHNICAL BID (ANNEXURE-C)

To,

The District and Sessions Judge,
Karbi Anglong.

With reference to your advertisement in the local dailies dated_I/We hereby agree to offer vehicles for hiring by your office:

I/We, as a Bidder have submitted the following documents along with Technical Bid: -

	Particulars	To be filled by Bidders
1	Non-refundable Court Fee Stamp of Rs 8.25 (Rupees Eight and Twenty Five Paise) in the Bid.	
2	Registration under Competent Authority for providing vehicles on hire. (Copy of evidence of Registration or Trade License issued by Competent Authority).	
3	Copy of PAN Card	
4	Copy of Goods and Services Tax Registration Certificate	
5	Experience in providing vehicles in last Three Years in the Govt. Sector (State and Central Govt. Dept., Undertakings, Boards, Mission etc.) or in Public/Private Sector Companies (Work Order to be submitted along with Bid).	
6	Photocopy of Audit reports or Annual Turnover Statement (Certified by CA) of last three Financial Years should be attached.	
7	Whether, the Vehicle that are proposed to be provided on monthly hire basis to SMMU office (excluding Call basis) is not older than the prescribed period or Kms running as on date of submission of Tender.	
8	Whether, the Bidder has been blacklisted/terminated by any Govt. Department/ or by any PSUs in the past. If Yes, Please specify	

Declaration by the Bidder: -

This is to certify that, I/We before signing this Tender have read and fully understood the terms & conditions contained herein and undertake to abide by them

Name of the Firm/Agency:

Signature of Authorized Signatory:

Seal:

FINANCIAL BID (ANNEXURE-D)

Monthly Rate of Vehicle:

	Vehicle Type	Rate Per Month (in Rs)	Taxes	Total Cost Per Month (in Rs)

We agree to provide the above vehicles in accordance to the terms and conditions with total cost as mentioned above:

Name of Authorized Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm: