OFFICE OF THE DISTRICT & SESSIONS JUDGE : : : MORIGAON

DISTRICT & SESSIONS JUDGE ★ Morigaon (Assam) ★

NOTICE INVITING TENDER

Dated: Morigaon, the 07th May, 2026

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 **Two vehicles** (without Driver and Fuel), on monthly rent basis to be used by District & Sessions Judge, Morigaon and Addl. District & Sessions Judge, Morigaon as per following terms and conditions.

The Sealed Tenders (Quotations) with labeled as **"Tender for Rent of Vehicle"** and are to be submitted at the **Drop Box of office of the District & Sessions Judge, Morigaon** during office hours on working days till **4 PM of 17.05.2026.**

Date & time for opening of the bids will be notified in the office website and the bids will be opened in the presence of bidders or their representatives.

Types of vehicle required:

Category	Vehicle	No. of vehicles	Maximum Period or km run
I	Toyota Innova Crysta Mahindra XUV 700 Hyundai Verna Honda City Or Equivalent Class of Vehicles (**White in color** and the vehicle must be with required features & specification)	**02**	1 year or 30,000/- km. **Preference will be given to brand new Vehicle**

TERMS & CONDITIONS

A. General:

i. Copy of valid Trade License, GST Registration Certificate, Vehicle Registration Certificate (RC) for used vehicle, 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 Morigaon District only.

v. Successful bidder shall have to pay Performance Security deposit of Rs. 30,000/- (Thirty thousand only) in the form of fixed deposit in any nationalized Bank pledged in favour of District & Sessions Judge, Morigaon. If the successful bidder withdraws the tender or fails to execute the supply order within the given time, the security deposit amount will be forfeited & the Individual/ firm/ Government Registered travel agency may be blacklisted for future tender process in the office of the District & Sessions Judge, Morigaon.

vi. The bidder whose **quotation is accepted** shall have to enter into an agreement with the undersigned or any officer authorized for this purpose after pledging of the Fixed Deposit of Rs. 30,000/- (Thirty thousand only).

vii. The bidder/bidder's firm must not be black listed/terminated out by any Govt. Department /or any PSU in the past.

viii. The rates quoted by the bidders should not exceed the rate approved by Govt. of Assam.

ix. **Preference will be given to brand new car supplier.**

x. **In case of brand new vehicle, the selected bidder will be given 10 days period to place the vehicle.**

xi. The District & Sessions Judge, Morigaon reserves the right to accept/reject the tender without assigning any reason thereof.

xii. The District & Sessions Judge, Morigaon reserves the right to award the tender to two separate bidders for two vehicles.

B. 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, Morigaon reserves the right to terminate the contract with bidder within the contract period at any stage, if the service is not found satisfactory.

C. 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.

D. BREAKDOWN OF VEHICLES:

i. In case of breakdown of vehicle within Morigaon, the vehicle will 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.

ii. In case of breakdown outside Morigaon, 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.

iii. In case the selected bidder fails to provide requisite vehicle on duty as per requisition submitted, the Bidder will be liable for strict action.

E. MAINTENANCE, REPAIRING & INSURANCE:

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

F. POL:

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

G. 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.

H. BID VALIDITY PERIOD

Bid shall remain valid for a period of 10 (Ten) days from the date of opening of bids i.e. 17.05.2026.

Sd/-
District & Sessions Judge
Morigaon, Assam

Memo No. DJM/ 3319-20 Dated: 7/5/26

Copy to:

1. The Systems Officer, District Judiciary, for uploading the Tender Notice in official web site for wide publicity.
2. Notice Board of this office.
3. Relevant Office File.

District & Sessions Judge
Morigaon, Assam
7/5