

OFFICE OF THE DISTRICT AND SESSIONS JUDGE::: CHARAIDEO



NOTICE INVITING TENDER

Dated: Charaideo, the 19th December, 2025.

Sealed quotations 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 vehicle** (without driver and fuel), on monthly rent basis for the use of District & Sessions Judge, Charaideo as per following terms and conditions.

The tenders will be received at Office of the District & Sessions Judge, Charaideo during office hours on working days till **4:00 PM of 30.12.2025** and same will be opened in the Office of the undersigned at 10:00 AM on 02.01.2026 in the presence of bidders or their representatives.

Types of vehicle required:

Category	Vehicle	No. of Vehicle	Maximum period or KM run
I	Toyota Innova/Tata Harrier	01	01 Year or 10,000/- KM

TERMS AND CONDITIONS:

A. GENERAL:

1. Copy of valid Trade License, GST Registration Certificate, Vehicle Registration Certificate (RC), PAN Card and Bank Account Details to be submitted along with the bid documents.
2. 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.
3. 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.
4. Legal jurisdiction of any dispute will be within Charaideo District only.
5. Successful bidder shall have to pay Performance Security deposit of Rs. 35,000/- (Rupees Thirty Five Thousand) only in the form of fixed deposit in any nationalized bank pledged in favour of District & Sessions Judge, Charaideo. 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 and the Individual/Firm/Govt. Registered travel agency may be blacklisted for future tender process in the Office of the District & Sessions Judge, Charaideo.

6. 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. 35,000/- (Rupees Thirty Five Thousand) only.
7. The bidder/bidder's firm must not be blacklisted/terminated out by any Govt. Department/or any PSU in the past.
8. The rates quoted by the bidders should not exceed the rate approved by the Govt. of Assam.
9. Preference will be given to **brand new car supplier**.
10. The District & Sessions Judge, Charaideo reserves the right to accept/reject the tender without assigning any reason thereof.

B. PERIOD OF CONTRACT:

1. 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.
2. The price quoted by the bidder shall remain fixed during the entire period of contract as per agreement which is extendable for another year.
3. The District & Sessions Judge, Charaideo 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:

1. Payment of any Govt. Tax/Duty for plying the vehicle shall be liability of the bidder.
2. Other tax like GST shall be quoted as extra and same will have to be added to the bills.
3. Income tax will be deducted from the hire charge of the bills as per the Income Tax norms.
4. Toll tax, if any, shall be borne by the user.

D. BREAKDOWN OF VEHICLES:

1. In case of breakdown of vehicle within Charaideo, the vehicle 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 by another one by the bidder.
2. In case of breakdown outside Charaideo, 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.
3. 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 the 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 60 (sixty) days from the date of opening of bids.

Sd/-
District & Sessions Judge,
Charaideo, Assam

Memo No. DJCHA/2025/ 2490-2495

Dated: 19.12.2025

Copy to:

1. The Registrar General, Hon'ble Gauhati High Court, for kind information.
2. The D.I.P.R.O. Charaideo. He/She is requested to take necessary steps for publishing the tender in 1(One) Assamese, 1(One) English Daily and also in the official social media handle of DIPRO, Charaideo and DIPR, Assam, for wide publicity.
3. The System Assistant, Charaideo District Judiciary, with a direction to upload the tender in the official website immediately.
4. Notice Board, O/o the District and Sessions Judge, Charaideo.
5. Relevant Office File.

District & Sessions Judge,
Charaideo, Assam
Charaideo

19/12/25