OFFICE OF THE CHIEF JUDICIAL MAGISTRATE, UDALGURI

NOTICE INVITING TENDER

(FOR HIRING ONE VEHICLE)

Dated Udalguri, the 18th November,2026

Sealed quotations are invited affixing Court Fee stamp of Rs. 8.25 (Non-refundable) from the 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 Learned Chief Judicial Magistrate, Udalguri as per the following terms and conditions.

Name of Vehicle	Fuel Type	Vehicle Colour	No of Vehicle required
Hyundai Verna (Latest & Top Model) / Honda City (Latest & Top Model)/ Skoda Slavia (Latest & Top Model) / volkswagen virtus (Latest & Top Model)	Petrol	Black/White	1(One) no.

1. The sealed envelope containing quotation shall be marked as **"Tender for hiring vehicles"** and be sent to the **Office of the Chief Judicial Magistrate, Udalguri** by post or hand delivered.

2. Interested outsourcing vendors are required to submit their quotation/tender in 2(two) parts, i.e. **"Technical bid"** and **"Financial bid"**. Both these bids should be kept together in sealed cover. The format of technical bid and financial bid is enclosed as **Annexure 'A'**, and **Annexure 'B'.**

3. The quotation in sealed cover containing the financial and technical bids must reach the designated office on or before 03-12-2026 within 4 p.m. Bids received after the due date / time shall not be entertained.

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 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 same.

6. The rates quoted shall be valid for one year for the date of awarding the work and hiring vehicles by the office of the chief Judicial Magistrate, Udalguri.

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 agency (contracted vehicle provider / outsourcing vendor) as per the following terms and conditions.

TERMS & CONDITIONS

A. GENERAL:

a. 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.

b. The monthly hiring charge quoted shall not exceed ₹35,000/- (Rupees Thirty-Five Thousand only), in terms of Gauhati High Court Letter No. HC. VIII-76(Pt.)/2019/869(A)/AC dated 25.02.2026.

c. 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.

d. 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.

e. Parties/Agencies/Firm/Individuals should process at least 5 years experience in the government sector.

f. Legal jurisdiction of any dispute will be within Udalguri District only.

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

h. Preference will be given to brand new vehicle of the aforesaid category subject to fulfillment of other conditions.

i. The Chief Judicial Magistrate, Udalguri reserves all the right to accept/reject the tender without assigning any reason thereof.

j. The selected tenderer/service provider will have to place the concerned vehicle in the office premises for physical inspection before executing the agreement.

B. PERIOD OF CONTRACT:

a. The contract period of the selected vehicle will be for a period of 12 (twelve) months initially, which may be extended further (if necessary) or till new vehicle is provided by the Government, whichever is earlier. The extension of contract period will be subject to satisfactory service of the vehicle.

b. The price quoted by the bidder shall remain fixed during the entire period of contracts per agreement which is extendable for another year.

c. The Chief Judicial Magistrate, Udalguri 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:

a. Payment of any Govt. Tax or Duties for plying the vehicle shall be the liability of the bidder.

b. Other Tax like GST shall be quoted as extra and same will have to be added to the bills.

c. Income tax shall be deducted from the hire charge of the bills as per Income Tax Norms.

d. Toll tax, if any, shall be borne by the user.

D. BREAKDOWN OF VEHICLES

a. In case of breakdown of vehicle within Udalguri, the vehicle has to be replaced within one hour. If for a particular vehicle the number of breakdown exceeds three times in a month, the vehicle shall be withdrawn and to be replace with another one by the bidder.

b. In case of breakdown outside Udalguri, vehicle have to be replaced by bidder within the shortest possible time, failing which the user will hire alternative vehicle for which the hiring charge of the alternate vehicle will be deducted from the bill.

c. 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:

a. The selected tendered shall bear all the maintenance/ repairing cost. Including costs, payments. Etc. for renewal of Insurance and Pollution Under Control (PUC) Certificate.

b. The vehicle should be comprehensively insured and should carry all necessary permits, clearance from the transport authority or any other concerned authority, pollution certificate, fitness certificate etc. from the complete authority. Undertaking in this regard is to be required to be submitted by the tendered.

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 official residence of the officer to whom the vehicle is allotted.

18/11/26
Chief Judicial Magistrate,
Udalguri, Assam

Memo No. U(J).....3280-85.....Dated.....18/11/26.....

Copy to:

1. The Hon'ble Registrar General, Hon'ble Gauhati High Court, Guwahati for information.
2. The District Information and Public Relations Officer (DIPRO), Udalguri with a request to give wide circulation to the tender notice.
3. The System Assistant, Udalguri. He is directed to upload the complete order along with list of formats in the official website of District Judiciary, Udalguri, Assam.
4. The Notice Board of District & Sessions Judge's Office, Udalguri.
5. The Notice Board of Chief Judicial Magistrate, Udalguri.
6. Office file.

18/11/26
Chief Judicial Magistrate,
Udalguri, Assam

ANNEXURE 'A'
TECHNICAL BID

Name, Address and Telephone No. of the Tender:

_____

_____

Name and Address of the Proprietor/ Partner/ Directors:

_____

_____

Qualifications/ criteria for Technical Bid:

1. PAN Number : Yes/No
2. Attach copy of PAN : Yes/No
3. We have service tax registration(if applicable) : Yes/No
   (If service Tax is not applicable then declaration to this effect may be given)
4. Make & Model of vehicle : _____
5. Registration No. of Car : _____
6. Date of manufacturing of the vehicle : _____
7. Model No. of Vehicle : _____
8. Insurance Policy No. of the vehicle : _____

"I have read the terms & conditions of the Tender Notice."

Signature
Name of the Authorized Signatory
Seal/Stamp.

ANNEXURE 'B'
FINANCIAL BID

1. Name, Address and Telephone No. of the Tender:

_____

_____

2. Name and Address of the Proprietor/ Partner/ Directors:

_____

_____

3. Service tax Registration number (if applicable) Rate per vehicle (Exclusive of Service Tax):

_____

_____

Category of Vehicle	Rate in Rs. (inclusive of Service Tax)

"I have read the terms & conditions of the Tender Notice."

Signature
Name of the Authorized Signatory
Seal/Stamp.