



OFFICE OF THE DISTRICT & SESSIONS JUDGE

HOJAI :: ASSAM

Email id :- djhojai21@gmail.com

MemoNo.DJHj/21/388-391

Dated:08.06.2021

**TENDER NOTICE FOR HIRING OF VEHICLE**

**A. General :**

The District & Sessions Judge establishment, Hojai, invites reputed registered service provider, i.e., a travel agency/ firm / well established taxi agencies (herein after referred to as outsourcing Vendor / Agencies / service provider) to quote a competitive rates for providing vehicles (with driver/ without Driver) on hire, for the official use of Hon'ble District & Sessions Judge, Hojai, on monthly basis as per the requirement mention hereunder :-

Sl No.	Category of vehicle	Colour of Vehicle	No. of Vehicles required	Petrol
1	Light Motor Vehicle, Petrol model no. Hyundai Verna to be used for official purpose throughout the month i.e., 30/31 days.	White	1 (One)	Dry

**B. Submission of quotation :**

- 1) The quotation in sealed cover should be sent to the office of District & Sessions Judge, Hojai, Assam by post or hand delivered.
- 2) Interested outsourcing vendor are requested to submit their quotation / tender in 2 (two) parts in 2 (two) separate sealed covers one containing "Technical bid" and other containing "financial bid" . Both these bids should be kept together in another sealed cover superscribed as "Quotation for hiring vehicle". 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 25<sup>th</sup> June, 2021, within 4 P.M. Bids received after the due date / time shall not be entertained.
- 4) The received bids shall be opened in this office on 28-06-2021 at 3 P.M in the presence of the bidder or their authorized representative. All the bidders shall remain present either in person or through authorized representative on aforementioned date and time in the office of the undersigned.
- 5) Incomplete quotation or bids not accompanied with the requiring supporting documents or quotation without sealed envelop shall be summarily rejected without assigning any reason and without any communication.
- 6) 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.
- 7) The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicles by the office of the District & Sessions Judge, Hojai.
- 8) TDS will be deducted at the applicable rate from the contract amount.

- 9) 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.

**C. Terms and Condition for the Bid :**

The outsourcing vendor / service provider shall abide by the following terms and condition :

- 1) The bidder must be a registered firm / company.
- 2) The vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permit / clearance including pollution clearance certificate 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.
- 3) The financial bid to be submitted by the interested bidder shall indicate individually the rates per month to be charged for the vehicle hired with driver and without driver.
- 4) Tenders given only submitting vehicles for hire without drivers may or may not be accepted and the same shall be at the discretion of the hiring authority.
- 5) The hiring authority further reserves the right to discharge the driver during the course of the contract and in such situation the rates as tendered by the company for the hiring of the vehicle without driver shall come into force. The same shall be done by giving 1(one) Month notice.
- 6) The hiring authority is under no obligation to reveal the reason for such discharge.
- 7) The company shall also ensure that the driver carrying a valid professional licence and does not have any criminal antecedents. Furthermore, the hiring authority shall be indemnified against any claims of the driver against the company or any other third party. The driver shall also not have any claim to any post of driver that may arise in the District Judge & Sessions Establishment, Hojai in the future.




- 8) 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 express consent of the hiring authority.
- 9) In case of any mischief ,theft or accident the hiring establishment shall not be liable and stand indemnified.
- 10) The vehicle provided for hire should be of latest model (not more than one years old) and also in the good running condition and should not have run more than 20,000 kilometer as on date of submission of tender. The service provider shall provided the date of the vehicle in the Annexure 'A'.
- 11) 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 accident history.
- 12) Road worthiness of the vehicle shall be ensured at all times by the vehicle provider. The maintenance of vehicle shall be done by the outsourcing vendor. The outsourcing vendor / service provider will conduct forthrightly cleaning and washing as well as servicing (as and when due) of the vehicles.
- 13) The service provider shall ensure compliance with all the laws relating to the hiring of vehicle.
- 14) The service provider must submit undertaking that neither he nor his firm has been blacklisted by any organization / Govt. Department for any reason as on the date of submission of the bid.
- 15) The service provider shall ensure that the odometer of the vehicle provided is properly sealed so that no tampering can be done with unnecessarily to influence the distance travel.

- 16) The contract for hiring the vehicle shall be initially for a period of 1 year (which may be extended, if necessary).
- 17) The service provider shall provide / arrange for alternative vehicle of similar category in case of any shortfall or break down or maintenance of the operational vehicle.
- 18) In the event of any unsatisfactory performance of the vehicle or non compliance with terms and condition of the contract the contract shall be terminated without assigning any reason whatsoever.
- 19) The bill for the payment of the hiring charges shall be submitted to this office by the contracted agency at the beginning of the following month duly certified by the accountant in the office of the undersigned. No payment in advance shall be made to the contracted agency / vehicle provider by this office.
- 20) The service provider shall provide a self attested copy of the proprietor Pan card, service tax registration number and the copy of income Tax return filed for the previous two years. Service tax shall not be reimbursed by this office to the contracted agencies of the vehicle provider in case of failure of providing proof of payment of tax to the proper office and the filling of service tax return by the stipulated date.
- 21) The service provider shall be required to provide a self attested copy of the registration document of the hired vehicle with the concerned transport authority.
- 22) In case of any dispute concerning the hiring of the vehicle by this office from the service provider / vehicle provider, the decision of the undersigned shall be final and binding.
- 23) The undersigned also reserves the right to secure the fulfillment of other condition not expressly mentioned herein which are otherwise consistent with and necessary as per law with the use of hired vehicles.
- 24) The service provider shall undertake to indemnify this office against all the damages / charges arising out of or connected with the negligence of service provider, whether

- concerning public or any person in general, while executing the contracted work or otherwise and against all the claims and demand thereof.
- 25) The vehicles shall be physically inspected after approval of technical bids and before approval of financial bids. The service provider shall place the concerned vehicle in the office premises of the undersigned for inspection on the date and time to be intimated to him by the office of the undersigned.
- 26) All the query relating to the hiring of the vehicles shall be addressed to the Sheristadar of the District & Sessions Judge Establishment for necessary action.

Yours sincerely,

  
(Sri Aditya Hazarika)  
District & Sessions Judge  
Hojai, Assam

Memo. No.DJHj/21/388-391

Dated: 08/06/2021

For information & Necessary Action to :-

- (1) The District Information and Public Relation Officer, Office of the information and Public Relation Department, Hojai. His goodself is requested to give wide scale publicity by publishing the same in English and vernacular languages news papers having wide circulation in Assam.
- (2) The System Officer is requested to upload the same in our official Website link for the purpose of inviting tender
- (3) Notice Board, office of the undersigned.
- (4) Office Copy

  
(Sri, Aditya Hazarika)  
District & Sessions Judge  
Hojai, Samalpur Nagar.



ANNEXURE 'A'

TECHNICAL BID

Name and Address and Telephone No. of the Tenderer : \_\_\_\_\_

\_\_\_\_\_

Name and Address of the Proprietor / Partner / Directors : \_\_\_\_\_

\_\_\_\_\_

Qualification / 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 weffect may be given)
4. Make & Model of Vehicle : \_\_\_\_\_
5. Registration No. of Car : \_\_\_\_\_
6. Date of Manufaturing of the vehicle : \_\_\_\_\_
7. Model No. Of Vehicle : \_\_\_\_\_
8. Insurance Policy No. of the vehicle : \_\_\_\_\_
9. Total number of commercially registered cars owned \_\_\_\_\_
10. In 2020-21 provided cars on hire for over 6 months to Central / StateGovernment /  
Public Section Officers. Yes / No
11. If reply to 7 above is yes then provide the names of the \_\_\_\_\_  
offices.

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

Signature  
Name of the Authorised Signatory  
Seal / Stamp

District & Sessions Judge  
Hojal



**ANNEXURE 'B'**

**FINANCIAL BID**

1. Name , Address and Telephone number of Tenderer : \_\_\_\_\_  
\_\_\_\_\_
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)
Hyundai Verna Monthly rate with driver.	
Hyundai Verna Monthly rate without driver.	

“I have read the terms & conditions of the Tender Notice.”

Signature

Name of the Authorised Signatory

Seal / Stamp

  
District & Sessions Judge  
Hojal

**DECLARATION**

I hereby certify that the information furnished in Annexure – A and Annexure – B is true and correct to the best of my /our knowledge. I understand that in case, any deviation is found in the above statement at any stage, I /we will be blacklisted and will not have any dealing with the Departments in future.

(Signature of Authorised Signatory / owner with date)

  
District & Sessions Judge  
Hojal