



0/c

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE CUM CIVIL JUDGE (SR. DIV) &
ASSISTANT SESSIONS JUDGE ::: DISTRICT :: HOJAI :: ASSAM

Email id :- cjmhojai@gmail.com
civiljudgehojai@gmail.com

Phone No : 03674-284042
Fax No : 03674-284042

No. CJM(H) /CJ & ASJ/2021/.....822

Dated: 24.05.2021

TENDER NOTICE FOR HIRING OF VEHICLE

A. General :

The Chief Judicial Magistrate establishment, Hojai, invites reputed 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 (without Driver) on hire, for the official use of Hon'ble Chief Judicial Magistrate, Hojai, on monthly basis as per the requirement mention hereunder :-

Sl No.	Category of vehicle	Colour of Vehicle	No. of Vehicles required
1	Light Motor Vehicle, like Hyundai Verna to be used for official purpose throughout the month i.e., 30/31 days (upto 2000 km / standby)	White	1 (One)

The expenditure shall be debitale to the Head of Account

a) 2014-Admn. Of Justice-108-Criminal Courts (voted)-04-office expenses-08-maintenance of Vehicles.

B. **Submission of quotation :**

- 1) The quotation may be send by post or delivered at reception of our office premises.
- 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 should be send to the office of The Chief Judicial Magistrate, Hojai, Assam.
- 4) The quotation in sealed cover containing the financial and technical bids must reach the designated office on or before 07th June, 2021, within 4 P.M. Bids received after the due date / time shall not be entertained.
- 5) The received bids shall be opened in this office on 08-06-2021 at 3 P.M in the presence of the bidder or their authorised representative. All the bidders shall remain present either in person or through authorised representative on aforementioned date and time in the office of the undersigned.
- 6) 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.
- 7) 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.
- 8) The validity of the quotation shall be for three months from the date of receipt by the office of undersigned.
- 9) The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicles by the office of the Chief Judicial Magistrate, Hojai.
- 10) TDS will be deducted at the applicable rate from the contract amount.
- 11) 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 agree to and sign 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.
- 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, rates for the extra kilometer travel, service tax payable as per applicable rate (if service tax is applicable) and other financial terms and condition.
- 4) The agencies whose bid is found to be acceptable by this office shall prior to the engagement of his services certify in writing to this office that the terms and condition of the tender have been read and understood.
- 5) 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.
- 6) In case of any mischief / accident, all the claims arising therefrom shall be met by the vehicle provider / its insurer.
- 7) The vehicle provided for hire should be of latest model (not more than two 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 should mention the year of manufacture of the vehicle in the Annexure 'A'.
- 8) The vehicle should be in neat, clean and in perfect condition with a clean interior and proper upholstery. The vehicle should not have any accident history.
- 9) 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.
- 10) The service provider shall ensure compliance with all the laws relating to the hiring of vehicle.

Contd.....

- 11) The service provider must submit undertaking that neither he nor his firm has been blacklisted by any organisation / Govt. Department for any reason as on the date of submission of the bid.
- 12) 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.
- 13) The contract for hiring the vehicle shall be initially for a period of 1 year (which may be extended, if necessary)
- 14) The service provider shall maintain a record of journeys (beyond 2000 kilometers in a month) performed by the hired vehicle in a log book system which shall be verified by an Accountant in the office of the undersigned.
- 15) The service provider shall provide / arrange for alternative vehicle of similar category in case of any shortfall or break down of the operational vehicle.
- 16) 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.
- 17) 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.
- 18) 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.
- 19) 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.
- 20) 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.

Contd.....

- 21) 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.
- 22) 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.
- 23) 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.
- 24) All the query relating to the hiring of the vehicles shall be addressed to the Head Assistant, office of the undersigned for necessary action.

Yours faithfully,

Shakkti Sharma
(Sri Shakkti Sharma, AJS, M.Com, LLB)
Chief Judicial Magistrate,
Hojai, Sankardev Nagar.

**Chief Judicial Magistrate
Hojai, Sankardev Nagar, Assam**

Contd.....

Memo. No.CJM(H)/CJ & ASJ/2021/823-826

Dated: 24.05.2024

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 Analyst, Hon'ble Gauhati High Court. His goodself is requested to upload the same in our official Website link to the Website of Hon'ble Gauhati High Court or any other site his goodself deem it fit and proper for serving the purpose of inviting tender (if permissible under law).
- (3) Notice Board, office of the undersigned.
- ✓(4) Office Copy

(Sri, Shakkti Sharma, AJS, M.Com, LLB)

Chief Judicial Magistrate,

Hojai, Sankardev Nagar,

Hojai, Sankardev Nagar, Assam

Chief Judicial Magistrate

Hojai, Sankardev Nagar, Assam

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. We have valid PAN Yes / No
2. We have attached 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 (s) : _____
5. Registration No. of Car : _____
6. Total number of commercially registered cars owned _____
7. In 2020-21 provided cars on hire for over 6 months to Central / State Government /
Public Section Officers. Yes / No
8. 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

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 (without Driver)	Rate in Rs. (inclusive of Service Tax)
Hyundai Verna to be used upto 2000 Kms in a month / stand by.	
Extra KM charges i.e for the beyond 2000 Kms in a month.	

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

Signature
Name of the Authorised Signatory
eal / Stamp

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)