सत्यमेव जयते

OFFICE OF THE CHIEF JUDICIAL MAGISTRATE
HOJAI :: ASSAM.
E-mail: cjmhojai@gmail.com

No. CJM(H)/2026/..... Dated: 24-09-26

RE-TENDER NOTICE FOR HIRING OF VEHICLE

Consequent upon the cancellation of the earlier tender/quotation process initiated vide this office Memo No. CJM(H)/2026/1879-82, dated 05-09-2026, the Chief Judicial Magistrate, Hojai, **invites fresh quotations** from reputed service provider, i.e. a travel agency/firm/well established taxi agencies (herein after referred to as outsourcing Vendor/ Agency/ Service Provider) for Quotation affixing Court fees of Rs. 8.25 (Rupees Eight and twenty five paise) only non-refundable to quote a competitive rates for providing vehicle (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 Vehicle required
1	SUV/MUV or equivalent class	White	01 (one)

Submission of quotation:

1) Interested outsourcing vendors are requested to submit their quotation/ tender in 2 (two) parts in 2(two) separate sealed envelope on containing "Technical bid" and other containing "financial bid". Both these bids should be kept together in another sealed envelope superscribed as "Quotation for hiring vehicle". The format of technical bid and financial bid is enclosed as **Annexure-A** and **Annexure-B**

2) The quotation in sealed envelope containing the financial and technical bids must reach to the Office of the Chief Judicial Magistrate, Hojai on or before **26th Oct, 2026 within 4 P.M.** Bids received after the due/time shall not be entertained.

3) The received bids shall be opened in this office on **27th Oct, 2026 at 3.00 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.

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 any communication.

5) This office shall reserve the right to reject any bid without assigning any reason if there appears to be reasonable and probable cause for same.

6) The validity of the quotation shall be for three months from the date of receipt by the office of undersigned.

7) The rates quoted shall be valid for one year from the date of awarding the work of hiring vehicle by the office of the undersigned.

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 (outsourcing vendor) as per the following terms and conditions:

Terms and conditions for the Bid:

The outsourcing vendor/ service provider shall agree to and sign the following terms and conditions:

1) **As per direction of the Hon'ble Gauhati High Court, maximum permissible hire charge for the vehicle shall be ₹35,000/- (Rupees Thirty-Five Thousand) per month. The quotation exceeding the aforesaid ceiling shall not be considered.**

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 charge for the vehicle hired, service tax payable as per applicable rate (If service tax is applicable) and other financial terms and conditions.

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 and also in the good running condition. 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 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/repairing of vehicle shall be done by the outsourcing vendor. The outsourcing vendor/ service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicle.

10) The service provider shall ensure compliance with all the laws relating to the hiring of vehicle.

11) The contract for hiring the vehicle shall be initially for a period of 1 (one) year (which may be extended, if necessary)

12) The service provider shall provide/ arrange for alternative vehicle of similar category in case of any shortfall or break down of the operational vehicle.

13) 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.

14) 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.

15) The service provider shall provide a self attested copy of the proprietor Pan Card, Current Bank Account of nationalized Bank, GST registration certificate.

16) 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.

17) 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.

18) The undersigned also reserves the right to secure the fulfilment of other condition not expressly mentioned herein which are otherwise consistent with and necessary as per law with the use of hired vehicles.

19) 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.

20) The vehicle shall be physically inspected after approval of technical bid and before approval of financial bid. 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.

Sd/-

Chief Judicial Magistrate
Hojai, Assam

Memo No. CJM(H)/2026/.2011-14 Dated: 24.09.26

Copy to:

1. The District Information and Public Relation Officer, Hojai, Assam. He is requested to take necessary steps for publishing the above notice in daily news papers.
2. System Office, Hojai District Judiciary for uploading the Notice in the official website of the District Judiciary, Hojai.
3. Notice Board.
4. Office File.

Chief Judicial Magistrate
Hojai, Assam

CHIEF JUDICIAL MAGISTRATE
HOJAI, ASSAM
24/9/26

ANNEXURE – 'A'

TECHNICAL BID

Name and Address and Mobile No. of the Tenderer: .....

.....

Name and Address and Mobile No. 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 effect may be given)

4. Make & Model of Vehicle(s) : _____

5. Registration No. of Car: _____

6. Total number of commercially registered cars owned: _____

7. In 2025-26 provided cars on hire for over 6 months to Central/ State Government/ Public Section Officer: Yes/ No

8. If reply to 7 above is yes then provide the names of the Officer/Office _____

"I have read the terms and conditions of the Tender Notice"

Signature
Name of the Authorised Signatory
Seal/ Stamp

ANNEXURE – 'B'

FINANCIAL BID

Name and Address and Mobile No. of the Tenderer: .....

.....

Name and Address and Mobile No. of the Proprietor/ Partner/ Directors: .....

.....

Category of Vehicle (without Driver)	Rate in Rs. (inclusive of Service Tax

"I have read the terms and conditions of the Tender Notice"

Signature
Name of the Authorised Signatory
Seal/ 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
Name of the Authorised Signatory
Seal/ Stamp