OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KAMRUP ::: AMINGOAN

Memo No. DJKA/ 2538 /2026 Dated : Amingaon the 30th March, 2026

TENDER NOTICE

The District & Sessions Judge establishment, Kamrup, Amingaon invites reputed registered firms/enterprise/travel agencies/taxi service providers to place tender quoting competitive rates (monthly basis) and affixing Court fees of Rs. 8.25 or Rupees Eight and Twenty Five paise only (non-refundable) for providing vehicles (without driver) for hire for the official use of the Additional District & Sessions Judge, Rangia, Kamrup, as per the requirement mentioned hereunder.

ANNEXURE – A

Sl. No.	Category / class of the Vehicle	Colour of the vehicle	No. Of vehicles required	Fuel	Remarks
1	Toyota Innova Crysta, Hyundai Verna, Honda City or any other vehicle.	White	1(one) no.	Petrol/Diesel	Price for diesel and petrol variants for each model of the offered vehicle should be quoted separately.

ANNEXURE – B

1. The quotation in sealed cover should be sent to the District & Sessions Judge, Kamrup, Amingaon, Assam by post or delivered by hand.

2. Interested outsourcing vendors are requested to submit the quotation/tender in 2(two) parts in 2 (two) separate sealed cover envelopes one containing "Technical bid" and the other containing the "Financial Bid". Both these bids should be kept together in another sealed cover super-scribed as "Quotation for hiring vehicle". The format of technical bid and financial bid is enclosed as Annexure-C and Annexure– D.

3. The quotation in sealed cover containing the financial bids must reach the designated office on or before 3:00 P.M. of 20.04.2026. Bids received after the due date/time shall not be entertained.

4. The received bids shall be opened in this Office on 20.04.2026 in the presence of the undersigned. The bidding firms are requested to regularly check the official website of the District Judiciary at Kamrup, Amingaon for updates and developments relating to the bidding process.

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5. 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.

6. This Office shall reserve the right to reject any bid without assigning 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 for awarding the contract of the District & Sessions Judge, Kamrup, Amingaon.

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 firm as per the following terms and conditions.

10. Firms/Enterprises offering more that 1(one) vehicle should place separate bids for each vehicle with separate set of documents.

Terms and Conditions:

The outsourcing Vendor/service provider shall abide by the following terms and conditions:

The bidder must be a registered firm/ Enterprise and must submit the necessary documents along with the tender documents as follows.

i) Proof of Current Bank Account of nationalized Bank in the name of the firm.
ii) Trade license issued by appropriate authority.
iii) PAN Card in the name of the firm.
iv) GST registration certificate.
v) MSME Certificate copy.
vi) ISO 9001:2015 Certified copy.
vii) Solvency Certificate.
viii) Vehicle Registration Certificate.
ix) Non-blacklisted declaration copy.
x) Copy of income tax returned of previous two years.
xi) Any other documents which are required to supplying of tendered items to the Govt. Office.

The Firm / Enterprise shall abide by the following terms and conditions:

1. The vehicle provided under the contract must be properly and comprehensively insured and should carry necessary permit/clearance including pollution clearance from the concerned authority/competent transport authority and all other statutory documents as envisaged under the MV Act or nay other statue in force.

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2. The financial bid to be submitted by the interested bidder shall indicate individually the rates per month to be charged for the vehicle hired without driver.

3. 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 consent of the hiring authority.

4. In case any mischief, theft or accident of the hiring vehicle the establishment of the undersigned shall not be held liable and stand indemnified.

5. The vehicle provided for hire should be the latest model in good running condition. The service provider shall ensure that the vehicle provided is as per the details of the vehicle required in the Annexure 'A'. **Preference shall be given to service provider providing a brand new vehicle.**

6. 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 history of accident.

7. Road worthiness of the vehicle shall be ensured at all times by the vehicle provider. The vehicle provider shall ensure that regular maintenance of the vehicle is carried out. The vehicle shall also carry out servicing of the vehicle when due and also conduct forthrightly cleaning and washing of the vehicle.

8. The contracted firm shall ensure that all the laws are complied with relating to the hiring of the vehicle.

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

10. The vehicle provider shall arrange for an alternate vehicle of equivalent class/category in the case of any shortfall or breakdown of the vehicle on hire or during maintenance work of the vehicle.

11. In the event of any unsatisfactory performance by the vehicle on non-compliance with the terms and conditions of the contract the undersigned reserves the right to terminate the contract without assigning any reason whatsoever.

12. The monthly bill for the service of the vehicle shall be submitted by the vehicle provider to the office of the undersigned at the beginning of the following month duly certified by the accountant of the office of the undersigned. No payment in advance shall be made to the vehicle provider by the undersigned.

13. Service tax shall not be reimbursed by this office to the vehicle provider in case of failure to provide proof of payment of tax to the proper office and the filing or service tax return by the stipulated date.

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14. In the case of any dispute concerning the hiring of the vehicle by this office from the vehicle provider, the decision of the undersigned shall be final and binding.

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

16. The vehicle provider shall undertake to indemnify this office against all damages/charges arising out of or connected with the negligence of the vehicle provider, whether concerning public or any person in general, while executing the contracted work or otherwise and against all the claims and demand thereof.

17. The vehicles shall be physically inspected after approval of technical bids and before approval of financial bids. The vehicle provider shall place the concerned vehicle in the office premises of the undersigned for inspection on the date and time to be intimated by the office of the undersigned

18. **Lowest bid shall provide no guarantee of getting the contract and the decision of the undersigned will be final in this respect with regards to the choice of vehicle.**

19. All queries relating to the hiring of the vehicle shall be addressed to the Chief Administrative Officer of the District & Sessions Judge establishment.

Sd/- **Aditya Hazarika**

District & Sessions Judge,
Kamrup, Amingaon

Memo No. DJKA/ 2539 – 41 / 2026 Dated Amingoan, the 30th March, 2026

1. The D.I.P.R.O., Kamrup, Amingaon, with a request for publication of the same in 2 (Two) widely circulated newspaper (1 Vernacular, 1 English), immediately. Necessary expenditure will be incurred by his establishment as applicable for Govt. Department.

2. System Office, O/O the District & Sessions Judge, Kamrup, Amingaon for uploading the Notice in the official Website of the District Judiciary, Kamrup, Amingaon along with the Annexure enclosed.

3. Notice Board of this establishment.

4. Office File.

District & Sessions Judge,
Kamrup, Amingaon
District and Sessions Judge
Kamrup, Amingaon
30/3/26

ANNEXURE- C

TECHNICAL BID

Dist. & Sessions Judge * Kamrup, Amingaon *

Name and Address of the tendering firm/enterprise:

Phone No./Mobile No. of the tendering firm/enterprise:

Name and Address of the Proprietor:

Qualification/criteria of Technical Bid:

1.	PAN Number	Yes/No
2.	Copy of PAN Card attached	Yes/No
3.	We have service tax registration (if applicable) (If service tax is not applicable then declaration to this effect my by given)	Yes/No
4.	Make & Model of Vehicle	
5.	Registration No. of Vehicle	
6.	Date of manufacturing of vehicle	
7.	Model No. of Vehicle	
8.	Insurance Policy No. of Vehicle	
9.	Total number of commercially registered cars owned	
10.	In 2025-26 provided cars on hire for over 6 months to Central/State Government/ Public Section Officers	
11.	If reply of the question above (Q. No. 10) is yes then provide the names of the offices	

"I have read the terms & conditions of the Tender Notice and shall abide by all of them"

Signature

Name of the Authorized Signatory

Seal/Stamp

ANNEXURE- D

FINANCIAL BID

1. Name and Address of the tendering firm/enterprise:

2. Phone No./Mobile No. of the Proprietor:

3. Name and Address of the Proprietor:

4. Service tax registration number(if applicable) rate per vehicle (exclusive of service tax):

Category of Vehicle	**Monthly rate in Rs(inclusive of Service Tax)**

"I have read the terms & conditions of the Tender Notice and shall abide by all of them"

Signature

Name of the Authorized Signatory

(with seal and stamp)