OFFICE OF THE DISTRICT & SESSIONS JUDGE:::: DIBRUGARH

TENDER NOTICE
DATED : 21.05.2026

"TENDER FOR OUTSOURCING OF VEHICLE AS OFFICIAL VEHICLE FOR USE FOR ADDITIONAL DISTRICT & SESSIONS JUDGE (FTC), DIBRUGARH"
(HYUNDIA VERNA / MARUTI SUZUKI CIAZ / HONDA CITY / SKODA SLAVIA)

Official Vehicle for the Additional District & Sessions Judge (FTC), Dibrugarh

1) **Notice:** Sealed tenders affixing Court Fee Stamp of Rs.8.25/- (Non-refundable) are invited from reputed individuals / firms / travel agencies engaged in the business of providing vehicles on lease basis for providing One (01) vehicle on monthly lease for the official use of the Additional District & Sessions Judge (FTC), Dibrugarh.
The sealed tenders must reach this Office of the District & Sessions Judge, Dibrugarh on or before 20.06.2026 before 05:00 p.m. The envelope should be super scribed as "Tender for outsourcing of vehicle (HYUNDIA VERNA / MARUTI SUZUKI CIAZ / HONDA CITY / SKODA SLAVIA) as official vehicle for the Additional District & Sessions Judge (FTC), Dibrugarh." The Tender shall be opened at 23.06.2026 at 04:00 P.M in the office chamber of the Hon'ble District & Sessions Judge, Dibrugarh.

2) **Schedule of Requirements**: 01 (One) number of Vehicle of the following make :- HYUNDIA VERNA / MARUTI SUZUKI CIAZ / HONDA CITY / SKODA SLAVIA preferably new or less than 03 (three) months or driven less than 3000 Kms. with proper documentation.

3) **Preference:** Preference would be given to New Vehicle subject to the monthly hiring amount remaining within the limits set by the Hon'ble Gauhati High Court, Guwahati for leasing of vehicles. The discretion of the undersigned is reserved in this aspect.

4) **Period of Lease:** Under ordinary conditions, the period of lease would be for a period of 03 (three) years with a provision to provide further extension beyond that period as per the discretion of the undersigned. However in case of replacement vehicle is provided by the Hon'ble Gauhati High Court prior to the expiry of the said period of 01 (one) years or prior to the expiry of any further extension period granted as above then, the contract agreement would be terminated immediately.

5) **Terms and Conditions:** The procurement shall be conducted in accordance with the Motor Vehicles Act 1988, Assam Public Procurement Act, 2017 and the Assam Procurement Rules, 2020 as applicable as per the following terms and conditions.

   I) The vehicle shall be leased ordinarily for a period of 01 (one) year or until replacement of vehicle is provided by the higher authorities of Hon'ble Gauhati High Court, Guwahati or Government of Assam whichever is earlier. The vehicle shall be used by the Additional District & Sessions Judge (FTC), Dibrugarh for official and personal use as per permission of the undersigned as an when required.

II) The bidder can propose to supply vehicle on lease:-

a) Brand New Vehicle (Preferred) or
b) Existing vehicle not more than 03 (three) months old in excellent condition with proper documentation.

III) The vehicle proposed by the bidder should be out of the following only:
1. Hyundia Verna (Top Model)
2. Maruti Suzuki Ciaz
3. Honda City
4. Skoda Slavia
As per the schedule of requirements mentioned in the tender document.

IV) Any traffic challans during official use, tollgate charge, parking charge, maintenance, servicing costs and repairing costs for tyre puncture repair or tyre air refill, cost in case of accidents etc. all shall be all borne by the bidder alone. So the monthly lease amount quoted in the financial bid should be exclusively made without cost of driver and without cost of running fuel.

V) The bidder shall be responsible to maintain the vehicle in proper condition and shall attend to any issues regarding its operation and functionality immediately for timely restoration.

VI) All statutory and document requirements arising out of the ownership of the vechicle, such as vehicle registration, payment of road tax, EMI obligations related to bank loan (if any), compliance with the RTO/DTO requirements, valid first and third party motor vehicle insurance, pollution under control (PUC) certificate, road fitness certificate and other applicable documents shall be obtained, maintained and borne entirely by the bidder at his / her own cost. The bidder shall submit self attested copies of all such valid documents to the undersigned upon selection and shall ensure that the same remain valid for the entire period of the lease contract.

VII) In case the vehicle provided by the bidder is confiscated by any bank due to default in payment of EMI or if the vehicle is required to be taken to garage/ service centre etc. etc. for any issues or breakdown, repairing / maintenance etc. the bidder shall provide the undersigned with a similar or befitting vehicle of similar make and model as replacement.

VIII) The selected bidder shall obtain and submit a Notarized Affidavit in the form of a Non Objection Certificate (NOC) from the registered owner(s) of the vehicle stating that the owner(s) are fully aware that the vehicle is being offered on lease to the undersigned office and that they have no objection to use such use under the terms and conditions of the terms and conditions in the tender. The selected bidder shall also submit a separate Affidavit declaring that the party has duly indemnified the registered owner(s) of the vehicle against any liability arising out of or in connection with the execution or operation of the vehicle lease contract with this office. In the event that the selected bidder himself / herself is the sole registered owner of the vehicle

offered on lease, he/ shall submit an Affidavit to that effect, declaring sole ownership of the vehicle and confirming that no other person has any claim, objection, or interest in relation to the leasing of the said vehicle to this office.

IX) For the purpose of differentiating a vehicle as brand new compared to an old one, any vehicle purchased on or after 01/03/2026 (vehicle purchase bill date) shall be deemed to be as brand new. Any other vehicle purchased earlier than 01/03/2026 shall be considered as an old vehicle for the purpose of the tender.

X) No Earnest money is required to be deposited for the tender. However the bidder shall submit the following documents along with the covering letter provided herein below:

a) PAN Card (Self attested copy)
b) AADHAR Card (Self attested copy)
c) Bank Account Details (Self attested copy with account name / pass book and proper IFSC Code)

XI) In case of selection the bidder shall submit the following documents related to the vehicle:
a) Vehicle Registration Certificate (Self attested copy)
b) Valid Vehicle Insurance Documents (Self attested copy)
c) Pollution Under Certificate (PUC) (Self attested copy)
d) Fitness Certificate (Self attested copy if applicable)

XII) The selected bidder shall pay GST and other taxes as applicable against the payment made by the undersigned as monthly rent of the vehicle taken on lease as GST. The monthly lease amount shall be ordinarily paid on monthly basis but it shall be subject to availability of funds and grant of Financial Sanction or FOC from higher authorities as may be required for procedural compliance. Therefore the bidder should participate in the tender only if he / she is ready to bear the financial burden arising out of the delayed payment of monthly lease amount due to unforeseen reasons. Participation in the tender itself shall be constituted as no objection from the participant in case of delayed payment.

6) **Penalty :** The undersigned reserves the right to impose penalty in the form of deduction of amount from the monthly rent due in case of failure of the selected bidder to provide the leased vehicle appropriately as and when required including failure to provide replacement vechicle during such time as may be required.

7) **Contractual Agreement with the selected bidder :** The selected bidder shall enter into a contract agreement as per the terms and conditions mentioned in this tender document prior to the commencement of the leasing period of the vehicle. Additional terms and conditions or modifications in terms

and conditions may be incorporated as per the guidelines and instructions of higher authorities if necessary.

8) **Termination of Contract agreement** : The undersigned reserves the right to cancel the contract agreement in any time, even before completion of the contract period in circumstances such as unsatisfactory condition of the vehicle, failure to provide replacement vehicle during breakdown or servicing, inappropriate conduct of the supplier or when a replacement vehicle is provided by the higher authorities/ Government.

9) **Single Bid :** The tendering process shall involve a single bid system through which only financial bids are sought with quotations of monthly rent of the vehicle offered to be provided. The said bid shall include the following :-

a) Covering letter affixed with Court fee stamp of Rs. 8.25 (Non Refundable) in the format provided
b) Financial Bid
c) Undertaking in the format provided
d) Self Attested copies of the relevant documents.

ANNEXURES : (Available for download at District Judiciary website)

- ANNEXURES I
- ANNEXURES II
- ANNEXURES III
- ANNEXURES IV
- ANNEXURES V
- ANNEXURES VI

Sd/-

(M.C. Bordoloi)
District & Sessions Judge,
Dibrugarh.

No.DJD / 2569-71 /2026, Dated: 20th May, 2026.

Copy to:-

1) DIPR Officer, Dibrugarh is requested to ensure that this notice is published in at least 03 (three) newspapers with wide circulation in the local region.
2) The Head Administrative Officer, O/o The District & Session Judge, Dibrugarh is directed to maintain the tender documents in appropriate file and prepare a drop box for submission of the bids.
3) The Systems Officer, O/o The District & Session Judge, Dibrugarh is directed to upload the copy of this notice in the official website of District Judiciary, Dibrugarh.

(M.C. Bordoloi)
District & Sessions Judge,
Dibrugarh
21/05/26