OFFICE OF THE DISTRICT & SESSIONS JUDGE::::::::::::::KOKRAJHAR, ASSAM

Date: 9th September, 2026

NOTICE INVITING TENDER/QUOTATION FOR OUTSOURCING OF VEHICLE

Sealed tenders/quotations, affixing a non-refundable Court Fee of Rs. 8.25/-, are hereby invited from all intending Government-registered firms, travel agencies and individuals for providing **one (1) new four-wheeler vehicle on monthly rental basis**, for the use of the Additional District & Sessions Judge, FTC, Kokrajhar.

The intended parties willing to comply with the terms and conditions as mentioned below may submit their quotation on or before **23-09-2026** by **5:00 PM** in the office of the undersigned either by hand or by post. No quotation will be entertained beyond the schedule date and time.

The details of the tender notice will be made available in the official website of the District Judiciary, Kokrajhar i.e https://kokrajhar.dcourts.gov.in/. The tender/ quotation shall be submitted in a sealed envelope marked as "Tender for Outsourcing of Vehicle for the District & Sessions Judge, Kokrajhar".

The tender/ quotation to be received within the schedule date and time (on or before 23-09-2026 by 5:00 PM) shall be opened on **24-09-2026** at **4:30 PM** in the Office chamber of the District & Sessions Judge, Kokrajhar in presence of tenders or their representatives, which will be followed by interaction with the tenderers or their representatives with the undersigned.

Sl. No	Category/ Brand of Vehicle	No. of vehicle required	Fuel Type	Colour of Vehicle	Maximum Hiring Charges per month
1.	Hyundai Verna SX/SX(O), Manual Or Honda City ZX/VX, Manual	1 (One)	Petrol	White	Rs 35000/-

General Terms and Conditions:

1. The intending tenderer shall quote the present market price of vehicle offered for hire.
2. The interested tenderer shall indicate the monthly rent of the vehicle with and without GST charge separately. The quoted monthly rent including GST charge should not exceed the maximum hiring charges per month.
3. The interested tenderer should submit copies of all the documents of the vehicle (up to date). GST registration certificate. PAN Card and Bank particulars (preferably SBI) along with the tender.
4. The evaluation and final selection of the vehicle will be on the basis of quoted monthly rent including GST.
5. The vehicle should be comprehensively insured and should carry necessary permits, clearance from the transport authority, or any other concerned authority and having Pollution under Control (PUC) Certificate.
6. The vehicle will remain with the undersigned during the subsistence of the contract period.
7. The outsourced vehicle should be free from any source of claim, encumbrances, mortgage etc.
8. The tenderer individual/ Firm must not be an early blacklisted by any Government Department/ P.S.U.

Period of Contract:

1. The contract period of the selected vehicle will be a period of 12 (twelve) months initially, which may be extended further (if necessary) or till new vehicle is provided by the Government, whichever is earlier. The extension of contract period will be subject to satisfactory service of the vehicle.
2. The accepted price quoted by the successful tenderer shall remain fixed for the period of contract as per agreement.
3. The undersigned reserves the right to terminate the contract after giving 30 (thirty) days' notice in the event of deficiency in service.

Taxes and other duties:

1. The tenderer shall make all necessary payment of Government taxes/ duties for plying the vehicle.
2. Toll tax, if any, will be borne by the user.

P.O.L and Driver:

1. The fuel of the vehicle and its driver will be arranged from the end of the user and thus tenderer is not required to provide driver and fuel.
2. Engine Oil, Lubricants, Coolants, etc shall be provided by the selected tenderer as and when necessary.

Maintenance/ Repairing/ Servicing/ Insurance etc:

1. The selected tenderer shall bear all the maintenance/ repairing cost, including costs, payments etc. for renewal of Insurance and Pollution under control (PUC) Certificates.
2. The selected tenderer will be allowed to undertake servicing of the vehicle as per necessarily at his own cost and during such servicing the driver from the user side will accompany him.

Contingency of Vehicle Breakdown:

1. In case of mechanical breakdown, the supplier shall make available a replacement vehicle during the non-availability period.
2. In case of any mechanical breakdown during journey within the District of Kokrajhar, the service provider shall pick up the vehicle at his own cost by providing an alternative vehicle, else the user will hire a vehicle at the cost of the supplier.
3. If for a particular vehicle, the number of the breakdown exceeds 2(two) times in a month, the vehicle shall be withdrawn and replaced by another similar category of vehicle by the supplier.
4. In case of breakdown of the vehicle outside the district of Kokrajhar, the vehicle has to be replaced within shortest possible time period by the supplier, failing which the user will hire an alternative vehicle and for the same, the hiring charge of the alternate vehicle will be deducted from the bill payable to the supplier.

Other terms and Conditions:

1. The selected tenderer/ service provider will have to place the concerned vehicle in the Office premises for physical inspection before executing the agreement.
2. Both the sides are at liberty to terminate the contract after giving 30 (Thirty) days prior notice in writing.
3. The selected service provider is to execute an agreement with the undersigned acknowledging the agreed terms and conditions of the tender notice.
4. Undersigned reserves the right to modify any of the terms and conditions in choosing the suitable vehicle.
5. It shall be further mentioned that the undersigned reserves the right to accept or reject any or all the tenders in part or full without assigning any reason whatsoever.

District & Sessions Judge
Kokrajhar

Memo No. DJK/2026 1800-04 **Dated Kokrajhar the** 9th **September, 2026**

Copy to:

1. The Systems Assistant, Kokrajhar for uploading the Tender Notice in the Official Website of the District Judiciary, Kokrajhar for wide publication under the caption "**NOTICE INVITING TENDER/ QUOTATION FOR OUTSOURCING OF VEHICLE**".
2. The District Information and Public Relation Officer, Kokrajhar with a request to publish the tender notice at least in two local daily newspapers having wide circulation and for wide publicity.
3. Notice Board of the O/o the District & Sessions Judge, Kokrajhar.
4. Office file.

District & Sessions Judge
Kokrajhar
9/9/26