

GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER: BONGAIGAON

Tele No. (03664)-230889, e-mail: dc-bongaigaon@nic.in P.O. Bongaigaon, PIN-78338



NOTICE INVITING TENDER

Dated Bongaigaon, the 6th March, 2026

No. E-171866/2: Sealed quotations affixing Non-Judicial Court Fee Stamp of Rs. 8.25 (Rupees Eight and Paise Twenty-Five) only are hereby invited from eligible and registered Firms/Vendors within Bongaigaon District for hiring of vehicles on Rate Contract Basis and Monthly Basis for official use in connection with maintenance of Law & Order and other Government duties under the Office of the District Commissioner, Bongaigaon.

1. Scope of Work

Hiring of vehicles on Rate Contract Basis and Monthly Basis of the following categories.
(Top Models):

- i. Toyota Innova HyCross
- ii. Toyota Innova Crysta
- iii. Mahindra Scorpio
- iv. Mahindra Bolero
- v. Maruti Suzuki DZire

2. Eligibility Criteria

The bidders must:

- i. Be registered Firms/Vendors.
- ii. Possess valid PAN, GSTIN, and up-to-date Income Tax Clearance Certificate.
- iii. Own or have lawful possession of the vehicle(s) offered.
- iv. Ensure vehicles have valid RC, Insurance, Fitness Certificate, and PUC.
- v. Not have been blacklisted by any Government Department/Agency.

3. Tender Fee

Each tender must be accompanied by a Non-Judicial Court Fee Stamp of Rs. 8.25 as per prevailing Government norms.

4. Submission of Bids

- a. The tender shall be submitted in a sealed cover superscribing "**Tender for Hiring of Vehicles on Rate Contract and Monthly Basis.**"
- b. The sealed tender shall be dropped in the Tender Box at the Office of the District Commissioner, Bongaigaon.
- c. Last Date & Time for Submission: 13th / 03 / 2026 up to 03:00 PM.
- d. Date & Time of Opening: 13th / 03 / 2026 at 04:00 PM.
- e. Tenders received after the specified date and time shall be rejected.

5. Terms & Conditions



- a. Rates shall be quoted both in figures and in words and shall be inclusive of all applicable taxes as per Government norms.
- b. No overwriting, erasing, or correction shall be permissible in the quotation. TDS and other statutory deductions shall be made strictly in accordance with prevailing Government rules.
- c. The vehicles offered shall be in sound mechanical condition, roadworthy, and made available as and when requisitioned by this Office. All expenses relating to maintenance, servicing, insurance, permits, taxes and other operational charges shall be borne entirely by the vendor.
- d. The Firm/Vendor shall provide an experienced driver along with the vehicle, if required by the District Administration, Bongaigaon. The driver provided by the vendor must possess a valid commercial driving licence, be well-behaved, punctual, and follow the instructions of the authorized officer. The driver shall not consume alcohol or any intoxicating substance while on duty and must maintain proper conduct during official assignments.
- e. The bidder shall quote separate rates for vehicles with driver and without driver (driver to be provided by this Office).
- f. The Tender Evaluation Committee constituted by the competent authority shall scrutinize and evaluate the bids in accordance with administrative requirements and applicable Government rules and recommend the rate(s) accordingly.
- g. Selection shall ordinarily be based on the **Lowest Evaluated Responsive Bid (L1)**, subject to fulfilment of all eligibility and technical criteria.
- h. In order to maintain administrative continuity and operational efficiency, preference may be considered for existing vendor(s) presently engaged in this Office, whose performance has been found satisfactory, subject to compliance with Financial Rules and provided such vendor agrees in writing to match the Lowest Evaluated Rate (L1).
- i. The Committee reserves the right, in the interest of the Office, to recommend issuance of work order to the Lowest Evaluated Bidder or to any other eligible bidder quoting the lowest acceptable rate, if justified on administrative grounds and such reasons are duly recorded.
- j. The rates approved by the competent authority shall remain valid w.e.f. 01.03.2026 until further orders of this Office.
- k. Payment will be made subject to availability of funds after submission of a properly verified bill in the prescribed format, clearly mentioning the bill number and date, along with self-attested copies of Insurance, PUC, Registration Certificate, PAN Card and bank details, and the bill for each month must be submitted within one week of the succeeding month (for example, the bill for March 2026 must be submitted within one week of April 2026).
- l. The Tender Evaluation Committee reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- m. In the event of non-performance, delay, misconduct of driver, or violation of any terms and conditions, the District Administration reserves the right to cancel the work order without prejudice to any other legal remedy.
- n. In case of breakdown, accident, or non-availability of the engaged vehicle, the vendor must immediately provide a substitute vehicle of the same or higher category, failing which the contract may be terminated.
- o. The vehicle must possess valid Registration Certificate (RC), Comprehensive Insurance, Pollution Under Control (PUC) Certificate, Fitness Certificate, Road Permit and any other statutory document as required under the Motor Vehicles Act. Copies of such documents shall be submitted at the time of agreement and renewed copies furnished immediately upon expiry.
- p. The vehicle shall not ordinarily be more than 3 (three) years old from the date of initial registration and shall be maintained in clean and presentable condition with proper upholstery and functional air-conditioning.



- q. A daily logbook shall be maintained indicating date, reporting time, releasing time, total mileage and signature of the authorized officer. Payment shall be regulated on the basis of certified logbook entries.
- r. The vehicle shall normally be available for office hours per day or as directed by the District Administration. In case of duty beyond normal working hours, on holidays, or during emergent Law & Order situations, the vehicle must be made available without fail.
- s. The vendor shall be responsible for any accident, damage, loss, injury, or legal issue arising from use of the vehicle, and the District Administration shall not be liable; the vendor must bear all such claims.
- t. In case of submission of false documents, misrepresentation, repeated non-performance or breach of contract conditions, the firm/vendor shall be liable for blacklisting as per Government norms, in addition to cancellation of work order.
- u. In case of dispute arising out of the contract, the decision of the District Commissioner, Bongaigaon shall be final, subject to jurisdiction of the competent court at Bongaigaon.

6. Documents to be Submitted with the Tender

- a. Copy of PAN Card
- b. GST Registration Certificate
- c. Income Tax Clearance Certificate
- d. Vehicle RC, Insurance, Fitness Certificate, PUC
- e. Bank Account Details
- f. Self-declaration regarding non-blacklisting

District Commissioner
Bongaigaon

Memo No.: E-171866/2

Dated Bongaigaon, the 6th March, 2026

Copy to:

1. The Secretary to the Government of Assam, General Administration Department, Dispur, Guwahati-6, for kind information.
2. The Co-District Commissioner, Abhayapuri, for information.
3. The District Informatics Officer, NIC, Bongaigaon – for uploading on the district website.
4. The DIPRO, Bongaigaon – for publication in two daily newspapers (one English and one Assamese).
5. Notice Board.

District Commissioner
Bongaigaon