



तेजपुर विश्वावद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपाम::तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

NOTICE INVITING TENDERS (NIT)

FOR EMPANELMENT OF FIRMS / AGENCIES FOR HIRING OF VEHICLES

ET- NIT No. 1760 Dated: 12.08.2026

Tezpur University invites online bids in **Two Bid System (Technical and Financial)** from eligible and reputed Firms / Agencies having their establishment in Tezpur / Assam for **Empanelment of Agencies for hiring of vehicles on daily and monthly basis**. Interested Firms / Agencies, who are eligible and are willing to comply with the terms and conditions, annexed to this tender document, may submit their bid. The tender document along with other relevant credentials can be accessed from <https://eprocure.gov.in/eprocure/app> by visiting the official website: <https://www.tezu.ernet.in>.

Basic information about the tender is as under:

Name of the Tender	Empanelment of Firms / Agencies for hiring of vehicles
Name of the Hirer	Tezpur University
Period of Contract	03 (Three) years (To be renewed on a yearly basis upon satisfactory service)
Bid document download end date	As per CPPP
Date of Opening of Technical Bid	As per CPPP
Authorized Officer (for any enquiry / clarification)	Deputy Registrar (Store & Purchase)
EMD (Earnest Money Deposit)	₹ 30,000/- (Rupees thirty thousand only) (Refundable)
Performance Bank Guarantee	₹ 1,00,000/- (Rupees one lakh only) (Refundable after 2 months of expiry of the contract)
Availability of the tender document	To be downloaded through from the CPP Portal at https://eprocure.gov.in/eprocure/app

Please read this document carefully before participating in the bid. It shall be deemed that the submission of the bid by the bidder has been done after careful study and examination of the terms with a full understanding of their implications. Any lack of information shall not, in any way, relieve the bidder of its responsibility to fulfil its obligations under the Bid.

The original EMD must be submitted in a sealed envelope, super-scribed as “*Empanelment of Agencies for Hiring of Vehicles*” mentioning the Name of the Agency with its official address and date, to the **Store & Purchase** section, duly addressed to “**Deputy Registrar, S&P, Tezpur University, Tezpur, Napaam, 784028, Assam, India**” and must reach the office within **10 days** from the last date of submission of the bid.

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A. SCOPE OF WORK:

1. The bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation.
2. Participating Agency/Bidder must agree to provide vehicles both **with** and **without** drivers. In case a vehicle is requisitioned by the University without a driver, the driver shall be engaged from University's end.

3. Basis of Hiring:

a) On Daily / Requirement Basis:

- **Vehicles with drivers:** - All expenses related to fuel, repairs and maintenance, driver remuneration/ emoluments, lodging and food expenses etc. shall be borne by the bidder.
- **Vehicles without driver:** - In case of hiring of vehicles without driver, all other expenses related to fuel, repairs and maintenance etc. (other than driver remuneration/emoluments) are to be borne by the agency/bidder.

b) On Monthly Basis:

- **Vehicles Hired with driver:** - All expenses related to fuel, repairs and maintenance, driver remuneration/ emoluments etc. shall be borne by the bidder.
- **Vehicles Hired without driver:** - In case of hiring of vehicles without driver, all other expenses related to fuel, repairs etc. (other than driver remuneration/emoluments) are to be borne by the agency/bidder.

4. The following types of vehicles are envisaged for hiring purpose:

- a. Hatchback
- b. Sedan
- c. SUV
- d. MUV
- e. Buses (13-seater, 26-Seater & 40- Seater)
- f. Pick-up Truck
- g. Ambulance
- h. Micro/Mini Van (e.g. Maruti Omni)

B. BASIC ELIGIBILITY OF THE BIDDER:

- 1) The bidder should be a registered and licensed travel agency with an active transport business registered with the Government of Assam, possessing a minimum of two (02) years of experience

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providing vehicles on a hiring basis to Universities, Higher Educational Institutes (IIT/NIT/IIM), or any other reputed Government and Private institutions.

- 2) The agency must possess commercial vehicles registered under the taxi category, in the name of the agency itself or its proprietorship, all of which must be at least BS-VI compliant. Also the vehicles must have an odometer reading below than 2,00,000 kilometres and not be more than five (05) years old as on the date of submission of the bid.
- 3) The bidder must be assessed to income tax.
- 4) The bidder must have satisfactorily completed at least 01 (one) similar contracts costing not less than ₹ 5 lakhs in the last two (02) years.
- 5) The bidder must attach signed photocopies of all documents related to the vehicles, including the Registration Certificate, Fitness Certificate, Insurance, and RTO permission for each vehicle.
- 6) The agency should have a valid GST registration & PAN. Self-attested copies of the GST Registration Certificate & PAN Card must be submitted within the technical bid.
- 7) Bids from bidders who do not meet the minimum eligibility criteria will be considered invalid and summarily rejected.

C. AGENCY'S OBLIGATION:

1. The empanelled agencies shall agree to the terms and conditions of the contract and shall ensure full compliance with them.
2. The agency must ensure that the deployed vehicle arrives at the designated location on time. In the event of a delay in arrival exceeding 15 minutes, the user shall have the right to hire services from another empanelled agency (which may or may not be of a similar hired car category).
3. In the event of a break-down, servicing & repairs of the assigned vehicle, the service provider at his own cost shall make an alternate arrangement by providing a similar or higher class of vehicle(s) for which the agreement is entered into. Failure to do so will evoke a penalty or possible termination of the contract.
4. It is the responsibility of the bidder to check the antecedents and secure Police Verification for all deployed drivers, ensuring that their conduct is clean and does not cause any hassle to University officials or students. Payments to drivers engaged by the agency must conform to existing Labour Laws & Rules.
5. Deployed drivers must hold a valid driving license, be well-behaved, and be conversant with driving rules and regulations. The driver shall report to the user on time and maintain strict punctuality. Drivers are strictly prohibited from consuming alcoholic drinks or other addictive substances including chewing of Pan Masala, Pan etc. while on duty.
6. The agency shall not be allowed to sub-let or assign the contract.

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7. The concerned agency shall be personally responsible for any theft, misconduct, and/or disobedience on the part of drivers deployed against the requisition of vehicles.
8. The Agency shall only provide vehicles that have comprehensive insurance coverage.
9. Police verifications for the deployed driver shall be ensured by the Agencies.
10. The agency shall update the vehicle logbook at least once a week (every 07 days). Failure to do so shall be penalized. At the time of termination or expiry of the contract, the service provider shall hand over the logbook(s) to the University.
11. Toll gate charges and parking charges incurred during travel shall initially be borne by the agency and paid by the driver at the point of collection. These charges will be reimbursed at actuals upon producing the original receipts/FASTag statements along with the monthly bill.
12. GPS & Safety Requirements: All vehicles deployed under this contract must be equipped with fully functional GPS tracking systems, with real-time tracking links shareable with the University administration upon request. Vehicles must possess active safety components, including functional seatbelts for all passenger seats, functional airbags, an updated first-aid kit, and a certified fire extinguisher.
13. The drivers deployed by the Agencies must possess a functional proficiency in the local language. The drivers must be able to speak, read or understand English or Hindi, enabling them to communicate effectively with passengers, read road signs, and handle emergency situations during the deployment period.

D. GENERAL TERMS & CONDITIONS:

1. Vehicles are proposed to be hired for a period of 03 (Three) years. The bidder shall enter into a contract with Tezpur University for the period.
2. The vehicles proposed to be hired should fulfil the latest emission norms.
3. The vehicle should be registered as a commercial vehicle.
4. The participating agency must have minimum annual turnover of Rs. Five (5) lakhs for the last (03) three financial years, i.e. 2022-23, 2023-24, 2024-25. The statements of Annual Income Tax Returns, Turn-over Certificate, Balance Sheet & Income Statement, duly certified by a Chartered Accountant along with other relevant credentials/ documents as issued by appropriate authorities are required to be submitted in support of the tender.
5. The drivers engaged under the empanelled Agencies should be well behaved, having a valid driving license and should have experience in relevant field.
6. **Earnest Money Deposit (EMD):** The bidders or the agencies participating in the tender shall deposit Earnest Money of ₹30,000/- (Rupees thirty thousand only) through Demand Draft, drawn in favour of "The Registrar, Tezpur University," payable at Tezpur. The EMD in original, should reach the

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Office of the Store and Purchase before opening of the technical bids. EMD will not carry any interest and will be refunded to the bidders within 01 month of award of contract to the successful bidder. Earnest Money Deposit of the empanelled bidders will be kept until the **Performance Bank Guarantees** are received by the University against the contract awarded.

7. Bidders registered under **MSME/NSIC** are exempted from paying EMD, subject to submission of documentary proofs. Further, those bidders must provide a Bid Security Declaration (**Annexure -V**) in lieu of EMD accepting that if they withdraw or modify their bids during the period of validity etc., they will be suspended for a **period of Three (03) years** from participating in any future bid invited/published by Tezpur University.
8. The interested participants are expected to read and examine all the instructions, terms and conditions as mentioned in the tender document. Failure to furnish the required information mentioned in the tender document or submission of a tender not substantially responsive to the tender in every respect shall be summarily rejected.
9. At any time prior to due date for submission of the tender, Tezpur University at its own initiative reserves the right to amend the tender document by issuing a short notice in the concerned portal only.
10. The bidder shall submit all the rates in Indian Rupees only in the BOQ format for the Financial Bid which is to be uploaded separately. Rates are not to be quoted elsewhere. Quoting/mentioning of rates other than on the prescribed BOQ format will be considered as irresponsive and therefore result in cancellation on the entire bid.
11. Bidders are required to submit Annual Turnover statements duly endorsed by a certified Chartered Accountant and Income Tax Returns for last three (03) Financial Years (2022-23, 2023-24, 2024-25) and other relevant credentials/ documents properly issued by appropriate authorities in support of the tender.
12. Withdrawal is not allowed after submission of tender. EMD of the successful bidders who fails to honour the execution of the contract with compliance to prescribed terms & condition, shall stand forfeited. No representation in this regard shall be entertained by the University.
13. Furnishing of any false information, fabricated document would lead to rejection of tender or contract agreement at any stage. There shall not be any price/rate indication in the Technical Bid. All the pages of the tender document must be sealed and signed by the Proprietor of the Agency or any authorized person on behalf of the Agency, before uploading on e-procurement Portal.

E. SPECIFIC TERMS & CONDITIONS:

1. For Daily Hiring Service: The initial kilometres will be counted from the Head quarter/ respective station and mileage will be from duty point to duty point and dead mileage shall not be more than 3 kms.

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2. The vehicle must be Fitness Certified and the colour of the vehicles shall preferably be white.
3. Vehicles intended to be provided should not be more than 5 (five) years old and run below 2,00,000 kms as per reading of the odometer.
4. The interior and exterior conditions of the vehicles should be well maintained and shall have clean upholstery with only white covers. All maintenance/servicing of the vehicles should be done by the Agency at their own cost.
5. The contracting agency shall provide its services as per the contract terms and conditions. In case of discontinuation of service during the tenure of contract, non-satisfactory service, breach of any terms and conditions of the contract, non-compliance of the orders, irresponsible performance, the competent authority of the University reserves the right to cancel the contract by serving a prior notice of 01 month and the performance security deposit shall be forfeited.
6. The travel agency will take care of all regulatory requirements including Comprehensive Insurance, Fitness and Emission Norms of the vehicles. The driver running/operating the vehicle should possess a valid driving license and the vehicle should be registered with the concerned authorities of Government of Assam. A certificate to this effect should be provided.
7. The drivers of the vehicle must follow all applicable traffic rules and regulations prescribed by the Government and as per Motor Vehicles Act, 1988. Original copies of Vehicle Registration, Fitness Certificate of Vehicle, Comprehensive Insurance of Vehicle and Driver, Emission Certificate and Driving License of the drivers must be produced before the contract agreement. The drivers must observe all protocols while performing their duty. The drivers must carry a mobile phone in working condition for which no separate payment shall be made by the University.
8. The agency at its own cost shall provide all the facilities including provision of mobile phones, uniform (2 pairs) and Black Shoes (2 Pairs) and one white Cap to the driver engaged during the entire period of contract. The University shall not have any liability towards payment of salary, perks or other benefits to the drivers employed by the agencies.
9. The successful / empanelled bidders / agencies must deposit **Performance Security Deposit of ₹ 1,00,000/-** (Rupees One Lakh only) on commencement of the contract. The security deposit will be retained by the University towards obligations of the Agency under the contract, during the entire contract period which will be returned after 60 days of expiry of the contract.
10. This security deposit is to be furnished in the form of FD/ Bank Guarantee of SBI or any nationalized banks or scheduled commercial banks having branches at Tezpur, pledged in favour of 'The Registrar, Tezpur University'. The security deposit will be forfeited in case of breach of contract.
11. Notwithstanding any other provisions in this contract, the University reserves the absolute right to terminate the contract forthwith, if it is found that continuation of the contract is not in University's

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- interest. The bidder shall not be eligible for any compensation or claim in the event of such cancellation.
12. The University reserves the right to terminate the contract without assigning any reason thereof by serving a prior notice of (03) three months to the concerned Agency. The Agency will also have to serve a notice prior to (03) three months, if it also wishes to terminate the contract with the University.
 13. The empanelled agencies shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency.
 14. University will not be responsible for payment of any kind of fine/challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle involved or injury/loss to any driver agency will settle such issues on their own at their own cost.
 15. The user organization will in no way be responsible for violation of traffic rules and/or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The drivers as well as Agencies shall comply with relevant rules and regulations of the Motor Vehicles Act and Rules applicable at present or in the future during the tenure of the contract and as may be enforced from time to time for which user organization would not be held liable/responsible in any manner what-so-ever. The onus of compliance with all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the Agency only and user organization will not be liable in any manner.
 16. Damage/loss to the University guests/staff/student etc. will be recovered from the agency and shall be considered as a default/failure to the contract.
 17. In case the agency provides vehicle, which is of higher class than the demanded one, payment will be regulated as per the demanded vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
 18. The empanelled agency, immediately after receipt of requisition from the University, must provide the services promptly as per requirement. The agency should be in a position to supply additional vehicles on short notice as and when required by the University.
 19. The empanelled agencies are required to submit the bills along with the Duty Slip/s to the Indenting Officer as per approved and agreed rates. No interest will be payable on the non-payment due to any technical delay. No advance payment will be made in any case.
 20. Besides above, faculty /staff/students of the University may hire vehicles directly from the agency for official or personal visits to various places. The bill(s) for official visits should be certified by the user before submission for payment of bills. In case of personal visits, the agency should settle the bill directly with the concerned faculty /staff/students from whom requisition is received.
 21. The rates quoted should be inclusive of all taxes and also must include cost of petrol/diesel, vehicle lubricants, driver's salary & allowances, and profit to the owner etc.

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22. The vehicle should have requisite permit to undertake journey in the North Eastern states as and when required. No escalation/extra charges will be allowed over & above.

F. Important Conditions:

1. **Disputes:** All disputes that may arise shall be referred to the Registrar, Tezpur University whose decision shall be final.
2. **Resolution of disputes:** The University and the concerned empanelled agency will make every effort to resolve, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work assigned. In case they fail to resolve, the matter will be referred to the arbitrator whose decision will be final and binding on both parties. The arbitration proceeding if any shall be held in Tezpur.
3. **Insurance to Employees:** All drivers engaged by the agency shall be comprehensively insured for accidents and injuries by the agency at his/their cost.
4. **Payment Terms:** The payment will be made on monthly basis on submission of the bills containing users' satisfactory certificate along with Duty requisition slips, duly certified and forwarded by the concerned department from whom requisition was placed. Toll charges, parking fees etc. may be reimbursed as per actuals (original receipt/FASTag-statement/mobile SMS screenshot with all details must be enclosed). University reserves the right to verify the authenticity of claims pertaining to parking charges and if the same is found not genuine, no payment will be made. TDS shall be deducted at prevailing rates from the bills, as amended from time to time in accordance with the provisions of Income Tax/GST Act.
5. **Indemnity:** Any loss or damage caused to the University on account of negligence, carelessness, acts of omissions/commissions of agency, the same shall be made good by the agency. It is made very clear that the driver engaged by the agency shall not be treated or considered as employees of the Tezpur University under any circumstances. The agency shall defend, indemnify any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements. The University shall not be liable for any damage or compensation payable to any person and the University shall be completely indemnified accordingly.

G. Penalty Clause:

1. If the contractor fails to carry out the entrusted contract services, Tezpur University reserves the right to impose penalty and has the right to get the work done through some other agency as per the discretion of the University

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2. Since the contract awarded to the agency is important in nature, the time schedule must be adhered to, failing which a penalty at the rate 15 % of the cost of the journey for every hour delay will be recovered from the next bill of the agency.
3. In the event of the contractor failing to provide the vehicle on demand and the University has to arrange the vehicle from other agency for the particular job, a penalty at the rate 50 % of the cost of the journey will be recovered from the next bill of the agency. In case of more than 3 times per month, repeated non-fulfillment of the services, a suitable amount of penalty may be imposed on the agency.
4. The contractor shall comply with all the requirements under DTO, Government of Assam and other relevant laws and maintain the required documents. Any violation or non-compliance shall be viewed very seriously resulting in penal action as well as termination of the contract depending on the seriousness of the violation.

H. EVALUATION CRITERIA:

1. A bidder can submit a bid for either or both type of services (Daily / Monthly basis).
2. Evaluation shall be done separately on Daily and Monthly basis.
3. The bids shall be evaluated in two stages – Technical & Financial evaluation.
4. The technical bids will be assessed by the designated Committee and be recommended for further opening of price bid only if those are found to be substantially responsive to the technical criteria as per the terms & conditions laid down in the document along with proper seal & sign.
5. The Financial bids shall be opened only of those bidders who are found to be technically qualified and recommended by the designated Committee.
6. Rates shall be quoted unit-wise (vehicle-wise) without and with GST as per specifications contained in the BoQ.
7. On opening of the price bid of the technically qualified bidders, the lowest rate(s) will be determined vehicle wise (on Daily and Monthly basis separately).

I. AWARD OF CONTRACT:

1. The selection of the L-1 bidder shall be done on satisfactory compliance of the minimum basic eligibility criteria and lowest quoted rates of the vehicles (unit-wise as mentioned in the BoQ) in both the category i.e. Daily and Monthly basis.
2. The L-1 rates arrived through evaluation of the financial bid will be approved by the University and will be circulated to the agencies for their acceptance in writing. The agencies agreeing to work on the approved lowest (L-1) rates will be considered in the panel formed by the University. However, the vendor who do not agree to accept the Lowest Rate will be removed from the panel and their EMD shall be returned accordingly.

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3. The empanelment will be confirmed through an agreement to be signed between the Agency and the University only on receipt of confirmation from the eligible agency that the lowest rates offered are acceptable to them.
4. The approved rates shall be valid for the entire contract period from the date of empanelment irrespective of the fluctuation in the fuel charges.
5. If any of the empanelled bidders fail to execute the order satisfactorily, appropriate penalty shall be imposed by recovering 20% to 25% of the Performance Bank Guarantee / Security Deposit and the concerned Agency will be debarred for 03 (three) years from participating in any such tenders / works of the University.

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Deputy Registrar (S&P)
Tezpur University



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Annexure – I

PROFILE OF THE BIDDER

Sl. No.	Particulars	Details
1	Name of the Agency (Block Letters)	
2	Status of the Firm/Agency (whether Proprietorship/Partnership/Any other)	
3	Full address of the registered office with pin code, mobile number	
4	Numbers of Years in business providing cars in rental basis	
5	Name and designation of authorized person/s with Telephone No./ Mobile No./ Email id (Authorization letter to be enclosed)	
6	Existing total numbers of passenger/tourist vehicles owned in the name of Travel Agency / Proprietor :	
7	Years of experience in providing vehicles on hiring basis to University /IIT/NIT/IIM/Other Institutions :	
8	Date of commencement of vehicle hiring business : (dd-mm-yyyy)	
9	Travel Agency Registration No.	
10	PAN No.	
11	Valid GST Registration Number	
12	Bank Name	
13	Bank Branch Name:	
14	IFS Code	
15	Bank Account Number	

Date:

Name of Agency:
(with official stamp and Address)

Signature of bidder:



DECLARATION BY THE BIDDER

I/We (hereinafter referred to as Bidder) being a participant in the tender for empanelment of vehicles on hiring basis under this bid, having fully understood the nature of the work and having carefully noted all the terms and conditions, etc. as mentioned in the tender document do hereby declare that-

1. The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document and accepts all risks, responsibilities and obligations directly or indirectly connected with the execution of the work.
2. The Bidder is fully aware of all the relevant information for the work, with respect to the proposed place of work, and is well acquainted with actual and other prevailing working conditions.
3. The Bidder is capable to carry out the work as required in the tender and is technically and financially capable to execute the work.
4. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of the Tezpur University. The Bidder has no collusion with other Bidder or with any other person or firm in the preparation of the tender.
5. The Bidder has not been influenced by any statement or assurance made by any of Tezpur University employees but only by the tender document. The Bidder is responsible for payment of claims for compensation due to loss of life/ injury etc. of any driver engaged in the work. The Bidder fulfils all statutory requirements and has to indemnify the University against all such liabilities, which are likely to arise out due to the Bidder's failure to fulfil such statutory obligations.
6. The Bidder shall defend, indemnify and hold the University harmless from any liability or damage, law suits, penalties imposed by any State or Central Government Department or statutory body or by a third party for reasons of violation of any of their statutory provisions or requirements.
7. The University shall not be made liable for any damage or compensation to any person and the University shall be completely indemnified accordingly.
8. The Bidder has never been debarred or blacklisted from similar type of work by any Government Organizations /Tezpur University.
9. The Bidder accepts that the Earnest Money Deposit (EMD) may be absolutely forfeited by Tezpur University, if the Bidder fails to sign the contract or to undertake the work within stipulated time. EMD will not carry any interest and the same will be refunded to the unsuccessful Bidder within 30 days from the date of tender opening or finalization of the tender whichever is later
10. This offer shall remain valid for the contract period from the proposed date of opening of the tender document. In exceptional circumstances, Tezpur University may solicit the consent of the bidder to an extension of the period of validity of the offer.

All the information and the statements submitted with the tender are true.

Date:

Name of Agency:
(with official stamp and Address)

Signature of bidder:



तेजपुर विश्वावद्यालय / TEZPUR UNIVERSITY

(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)

(A Central University established by an Act of Parliament)

कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR

नपामः:तेजपुर-784028::असम

NAPAAM::TEZPUR-784028::ASSAM

Annexure – III

DOCUMENTS ENCLOSURE DETAILS

(All documents should be duly self-attested by the bidder)

Sl.	Items	Details (Write down the enclosure serial number)
1.	EMD: Amount, Bank Draft No., Date Bank name and branch	
2.	An affidavit duly certified by a Notary that the Agency/ Firm/Company is/ are not involved in any Police case/ Vigilance enquiry pending or ever been punished by any Hon'ble Court (in original)	
3.	An affidavit duly certified by a Notary That the Partners of the Agency/ Firm/Company or Sole Proprietor or Agency/Firm/ Company Has never been blacklisted or changed the name of the firm (in original)	
4.	Income Tax Return (last 03 F.Ys) (<i>duly self-attested photocopies by the bidder to be provided</i>)	
5.	Audited Balance Sheet of last 03 F.Ys (<i>duly self-attested photocopies by the bidder to be provided</i>)	
6.	Valid GST Registration Number (<i>duly self-attested photocopies by the bidder to be provided</i>)	
7.	PAN Number (<i>duly self-attested photocopies by the bidder to be provided</i>)	
8.	Travel Agency Registration Certificate	
9.	Registration Certificates of vehicles owned by Agency/Proprietor	
10.	Details of experience in providing commercial vehicles on to University /IIT/NIT/IIM/Other Institutions	
11.	Feedback from Clients	
12.	Bidders Declaration (Annexure -)	
13.	Have you signed all the pages of the Tender document with your office seal? (Yes / No)	

Certified that all above information's are correct to the best of my/our information, knowledge and belief. All the attached relevant documents are duly signed, sealed and serially numbered.

Date:

Name of Agency:

(with official stamp and Address)

Signature of bidder:



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Annexure – IV

TECHNICAL SPECIFICATIONS OF THE VEHICLES TO BE PROVIDED

(To be submitted on company letterhead; sealed and signed)

Sl.	Requirement of Vehicles	Compliance (Yes/No)
✓1	Hatchbacks (Maruti WagonR/ Volkswagen Polo/Tata Tiago/ Maruti Swift/ Tata Altroz etc.)	
✓2	Sedans (Swift Dzire/ Maruti Ciaz/ Hyundai Verna/ Honda City etc.)	
✓3	SUV (Mahindra Bolero/ Mahindra Scorpio & similar other vehicle)	
✓4	MUV (Maruti Ertiga/ Maruti XL6/ Toyota Innova/ Renault Triber etc)	
5	Bus 13 Seater (for <i>Academic Tours and excursions</i>)	
6	Bus 26 Seater (for <i>Academic Tours and excursions</i>)	
7	Bus 40 Seater & above (for <i>Academic Tours and excursions</i>)	
✓8	Pickup Trucks (Tata DI/ Tata Ace/Mahindra Bolero Camper/Tata Yodha/ Maruti Super Carry etc.)	
✓9	Ambulance (Maruti Suzuki Eeco, Tata Winger, Force Traveller etc.)	
✓10	Micro / Mini Van (For Security Officer service, Tezpur University)	
11	EV Carrier, E-rickshaw (including Tom-Tom)	

Date:

Name of Agency:

(with official stamp and Address)

Signature of bidder:



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Annexure – V

Bid Security Declaration

(To be submitted on Company's/Firm's Letterhead signed and Sealed)

Date:

Bid No.

To (insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of three year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

(a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

(b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or recuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration).

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of: (insert complete name of Bidder) Dated on day of (insert date of signing)

Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)