



# Krishna Kanta Handiqui State Open University

## Tender Document for Hiring of Vehicles

Tender enquiry No.KKHSOU/Travel Agency/54/2017/53  
Dated 30.03.2023

Krishna Kanta Handiqui State Open University  
H.O. Patgaon Rani, Guwahati-781017  
City Office: NH 37, Resham Nagar, Khanapara, Guwahati-781022  
Tel. 0361-2235971, Email. [info@kkhsou.in](mailto:info@kkhsou.in)

Annexure-I**NOTICE INVITING TENDER**

Date: \_\_\_\_\_

Quotations are invited from registered Travel Agencies / Transport Agencies / Company / Firm for hiring vehicles from time to time for the purpose of visit/tour of the officials, dispatch of Study Materials and Examination materials to various places within the state including Barak valley.

Interested parties who fulfill the following conditions may submit their quotation in the prescribed format given in Annexure-V. The general terms and conditions and other details for bidders are at Annexure- I to VI

1. Must be a registered travel/transport agency
2. Must have valid permit to ply vehicles within the state of Assam and neighboring Northeastern states.
3. The existence of the firm should be more than 1 year.
4. Minimum number of vehicles under control should not be less than 20.
5. Minimum turnover per year should not be less than Rs. 10,00,000/- for the last two years.
6. Must have GST Registration
7. Must have PAN
8. Must have experience with Govt. organization, PSU. Supporting documents like work order/contract/agreement have to be submitted as per Annexure-V.

**Details of tender are as follows:**

Tender Reference No.	KKHSOU/Travel Agency/54/2017/53
Last Date and Time for receipt of Tender	17 <sup>th</sup> June 2023 on or before 4 pm
Time and Date for Opening of Bid	20 <sup>th</sup> June 2023 at 11.00 am
Tender Fee (non refundable)	Rs. 1,000/-
EMD ( refundable but non-interest bearing)	Rs. 5,000/-
Contact Telephone Numbers	8811016410
For technical Details Contact through E-mail	info@kkhsou.in

The quotations are to be sent in **sealed envelope duly superscribed with Tender Reference No. and Tender Notice detail as appended hereunder:**

<b>TENDER FOR HIRING OF VEHICLES</b> <b>TENDER REF. NO. _____ DATE: _____</b>
<b>LAST DATE FOR SUBMISSION: _____</b>
<b>To,</b> The Registrar Krishna KantaHandiqui State Open University Resham Nagar, Khanapara Guwahati - 781022
From: M/s _____ Contact No: _____ E-mail ID: _____

**General Terms & Conditions:****SUBMISSION OF OFFER:**

1. Krishna Kanta Handique State Open University, Guwahati hereinafter is referred as "hierer" and Tenderer is referred as "BIDDER", hereby invites tenders from suppliers confirming specifications of tender documents.
2. The Quotation MUST BE ENCLOSED IN A SEALED COVER superscribing Tender Number / due date. If the quotation cover is not sealed, it will be rejected.
3. Before the deadline for submission of the bid, The Institute reserves the right to modify the bidding document and to extend or not to extend the date of submission. Such amendment/modification will be notified to bidders receiving the bidding document in writing or by cable/fax/ email and will also be hosted on the Institute website.
3. Conditional Tenders will be summarily rejected.
4. A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice signed by the authorized signatory before the date of submission of the bid.
5. No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form or any extension thereof.
6. **PRICE BID MUST BE SUBMITTED IN ENCLOSED PRICE BID FORMAT ONLY. Price quoted should be in Indian Currency**

7. Tender should be submitted in the office of the Dy. Registrar/Admin) Resham Nagar, Khanapara, Guwahati-22. All communications are to be addressed to the undersigned only. In case due date happens to be holiday the tender will be accepted and opened on the next working day.
8. **Other Govt. Taxes:** GST/Other Govt. Taxes: GST, other taxes, levies, etc., are to be indicated separately. BIDDER should mention the GST Registration. PAN Number is to be necessarily indicated in the offer.

**SUPPLEMENTARY /MODIFIED OFFER:** Tender submitted against Notice Inviting Tender shall not be returned in case the tender opening date is extended/postponed. BIDDER desirous to modify their offer/terms may submit their revised/ supplementary offer(s) within the extended Tender Opening Date (TOD) by clearly stating to the extent of updating done to the original offer. The Institute reserves the right to open the original offer along with the revised offer.

**CANCELLATION OF TENDER:** Notwithstanding anything specified in this tender document, University in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:

- a) To accept OR reject lowest tender or any other tender or all the tenders.
- b) To accept any tender in full or in part.
- c) To reject the tender offer not confirming to the tenders terms.

**EARNEST MONEY DEPOSIT (EMD):**

1. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:
  - (i) A crossed Bank Draft in favour of "Registrar, KKHSOU Payable at Guwahati" shall be submitted separate sealed envelope along with the quotation.  
or
  - (ii) A confirmed Bank Guarantee by an Indian Nationalized Bank, promising payment of the guaranteed sum to the BUYER on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the University shall be treated as conclusive proof of payment.
2. The Earnest Money shall be valid upto a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.
3. No interest shall be payable on Earnest Money for the period of its currency.
4. In case of successful BIDDER, EMD will be returned within 30 days from the date of submission of Performance Bank Guarantee.
5. SSI/NSIC units are exempted for submitting EMD as per GOI order. Such firms are requested to submit the cost of tender which shall not be considered for exemption. SSI/ NSIC registration certificate in support of the claim to be attached to the bid mandatorily, failing which offer shall be rejected.
6. EMD of a Tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period and does not comply with terms and conditions fails to execute, its EMD will be forfeited.

**If selected, the following terms & conditions will have to be followed by the travel agency/vehicle provider**

1. Requirement of the vehicle will be informed from Office of the Registrar / Authorized persons, before 48 hours from the required time.
2. Vehicle older than three years won't be accepted.
3. The driver of the vehicle has to be cooperative and have to follow the instruction of the university person during hired time.
4. Bill will be submitted by the agency to the university in triplicate with a copy of details of the journey signed by the person of the university who was present during journey.
5. Payment will be made as per the University Rules.

## FORMAT FOR EARNEST MONEY DEPOSIT / BID SECURITY

**(To be typed on Non-judicial stamp paper of the value of Indian Currency of One Hundred)**

(TO BEESTABLISHED THROUGH ANY OF THE NATIONALED BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED)

### LETTER OF GUARANTEE

To,  
 Registrar,  
 KKHSOU  
 Resham Nagar, Khanapara - 781022

IN ACCORDANCE WITH YOUR TENDER for supply of ..... M/S ..... (hereinafter called the "Bidder") having its Registered Office at ..... wish to participate in the said bid for the supply ..... as an irrevocable Bank Guarantee against Earnest Money Deposit for an amount of Rs. ..... (Rupees ..... ) valid upto ..... (180 days from the date of issue of Bank Guarantee), is required to be submitted by the bidder as a condition precedent for participating in the said bid, which amount is liable to be forfeited by the Purchaser on (1) the withdrawal or revision of the offer by the bidder within the validity period, (2) Non acceptance of the Letter of Indent / Purchase order by the Bidder when issued within the validity period, (3) failure to execute the contract as per contractual terms and condition with in the contractual delivery period and (4) on the happening of any contingencies mentioned in the bid documents.

**During the validity of this Bank Guarantee:**

We, ..... (Bank name) having its Registered Office at ..... guarantee and undertake to pay immediately on first demand by ..... the amount of Rs ..... (Rupees ..... ) without any reservation, protest, demur and recourse. Any such demand made by the University shall be conclusive and recourse. Any such demand made by the purchaser shall be binding on the Bank irrespective of any dispute or difference raised by the Bidder.

The Guarantee shall be irrevocable and shall remain valid up to ..... (180 days from the date of issue of Bank Guarantee) If any further extension is required, the same shall be extended to such required period on receiving instruction form the Bidder, on whose behalf the is Guarantee is issued.

**Notwithstanding anything contained herein**

- i. Our liability under this Bank Guarantee shall not exceed Rs.....(Rupees.....) .
- ii. This Bank Guarantee shall be valid up to .....(date).
- iii. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at .....situated at .....(Address of local branch).

**Yours truly,**

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of guarantee period.

## Annexure IV

**FORMAT FOR PERFORMANCE BANK GUARANTEE**

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)**

(TO BEESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GUWAHATI OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GUWAHATI OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GUWAHATI. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT ACCEPTED.)

To,  
 Registrar,  
 KKHSOU  
 Resham Nagar, Khanapara, Guwahati - 781022

***LETTER OF GUARANTEE***

WHEREAS Krishna Kanta Handiqui State Open University, Guwahati (Buyer) have invited Tenders vide Tender No..... Dt. ....for purchase of ..... AND WHEREAS the said tender document requires that any eligible successful tenderer (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of "**Registrar, Krishna Kanta Handiqui State Open University, Guwahati**" in the form of Bank Guarantee for Rs ..... and valid till **two years** from the date of issue of Performance Bank Guarantee may be submitted within 30 (Thirty) days from the date of acceptance as a successful bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said tenderer (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Krishna Kanta Handiqui State Open University, Guwahati on demand and without protest or demur Rs ..... (Rupees.....).

This bank further agrees that the decision of Krishna Kanta Handiqui State Open University, Guwahati (Buyer) as to whether the said Tenderer (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Tenderer (Seller) and/ or Krishna Kanta Handiqui State Open University, Guwahati (Buyer).

**Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rs. .... (Indian Rupees ..... only).
2. This Bank Guarantee shall be valid up to .....(date) and
1. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if University serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**Tender Format**  
**PRICE BID**

Tender Reference No.:

Date:

**Rates (fuel charge only) to be offered (inclusive of all taxes) for Hiring of Vehicle within Assam (Except Silchar) against the fixed hiring charge per diem**

Sl. No.	Model	Hiring Charge per diem (within greater Guwahati & suburbs)	Hiring Charge per diem (outside greater Guwahati & suburbs <b>excluding night halt of the driver</b> )	Hiring Charge per diem (outside greater Guwahati & suburbs <b>including night halt of the driver</b> )	Fuel Charge (Rs.../km) (To be offered)	Overtime Rate @per hour (after 10 hours of continuous service in a day)
1.	LMV/Car/Jeep/Omni /Tata Indica/ Santro/ Wagon R/ Gypsy/ Palio/ Alto/ Swift etc. and similar categories of vehicles of other companies.	Rs. 1000.00 (Fixed)	*	*		Rs. 100.00 (Fixed)
2.	Ascent/ Indigo/ Esteem/ Ford Icon/ Verna/ Swift Dezire etc. and similar categories of vehicles of other companies	Rs. 1200.00 (Fixed)	Rs. 1400.00 (Fixed)	Rs. 1700.00 (Fixed)		Rs. 100.00 (Fixed)
3.	Tata Dicor/ Safari/ Toyota/ Qualis/ Innova/ Travora/ Versa/ Scorpio AC etc./Mahendra XUV 500/ XUV 300/ Hyundai Creta/ Maruti Brezza etc. and similar categories of vehicles of other companies	Rs. 1800.00 (Fixed)	Rs. 2000.00 (Fixed)	Rs. 2400.00 (Fixed)		Rs. 150.00 (Fixed)

**Rates (fuel charge only) to be offered (inclusive of all taxes) for Hiring of Vehicle to Silchar and outside state**

<b>Sl. No</b>	<b>Model</b>	<b>Hiring Charge per diem (within greater Guwahati &amp; suburbs)</b>	<b>Hiring Charge per diem (outside greater Guwahati &amp; suburbs <b>excluding night halt of the driver</b>)</b>	<b>Hiring Charge per diem (outside greater Guwahati &amp; suburbs <b>including night halt of the driver</b>)</b>	<b>Fuel Charge (Rs.../km) (To be offered)</b>	<b>Overtime Rate @per hour (after 10 hours of continuous service in a day)</b>
1.	LMV/Car/Jeep/Omni /Tata Indica/ Santro/ Wagon R/ Gypsy/ Palio/ Alto/ Swift etc. and similar categories of vehicles of other companies.	Rs. 1000.00 (Fixed)	*	*		Rs. 100.00 (Fixed)
2.	Ascent/ Indigo/ Esteem/ Ford Icon/ Verna/ Swift Dezire etc. and similar categories of vehicles of other companies	Rs. 1200.00 (Fixed)	Rs. 1400.00 (Fixed)	Rs. 1700.00 (Fixed)		Rs. 100.00 (Fixed)
3.	Tata Dicor/ Safari/ Toyota/ Qualis/ Innova/ Travora/ Versa/ Scorpio AC etc./Mahendra XUV 500/ XUV 300/ Hyundai Creta/ Maruti Brezza etc. and similar categories of vehicles of other companies	Rs. 1800.00 (Fixed)	Rs. 2000.00 (Fixed)	Rs. 2400.00 (Fixed)		Rs. 150.00 (Fixed)

- 1) Validity Date: Maximum .....days from the date of opening of technical bid.
- 2) Payment Term: Payment term within 30 days from the date submission of bill Acceptance Certificate to KKHSOU H.O. / Concerned Department

PAN No.:

GST Registration No.:

Signature:

Name:

Bank Address:

Affix Rubber Stamp:

Place:

Date:

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date: / /

To

The Registrar,  
Krishna KantaHandiqui State Open University  
Resham Nagar, Khanapara,  
Guwahati - 781022

Sub: Authorization for release of payment / dues from Krishna KantaHandiqui State Open University, Guwahati through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-Mail ID \_\_\_\_\_ Mob No: \_\_\_\_\_

Permanent Account Number(PAN) \_\_\_\_\_

3. Particulars of Bank:

Bank name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No.			
(9 digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and cod number)			
IFS Code: (11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, KKHSOU, Guwahati responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**Signature & Seal of the Authorized Signatory of the Party**

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: \_\_\_\_\_

**Signature of the Authorized Official from the Bank**

***N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable***