

Dr. Subhajit Choudhury  
Deputy Registrar

## Assam University

Diphu Campus

অসম বিশ্ববিদ্যালয় দিফু কেম্পাস

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**Ref: AUDC/NIT/Bus-1/570/15**

**Date: 30 November 2015**

To

**SUBJECT:** Notice inviting quotation for hiring buses (42/52 seater).

**Dear Sir/ Madam,**

The Assam University Diphu Campus, invites quotations for providing 42/52 seater buses on contract basis as per details mentioned in Annexure A of the Bid. The quotation in two bid systems is to be submitted in sealed envelopes to the undersigned on or before 21/12/2015, 15 hrs. The invitation to tender is subject to fulfillment of instructions and conditions as per the details given below:

- a. Annexure- A (Guidelines for Submission of Bid/Special Terms & Conditions)
- b. Annexure – I (Technical Bid)
- c. Annexure –II (Financial Bid)
- d. Annexure –III (Performance bank guarantee)
- e. The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read all the sections, which are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us either by email ([subhajit.lib@gmail.com](mailto:subhajit.lib@gmail.com)) or by Cell Phone (+919954033145).

Thanking you.

Yours Sincerely,

(Subhajit Choudhury)  
Deputy Registrar (Administration)



**ASSAM UNIVERSITY DIPHU CAMPUS  
DIPHU KARBI ANGLONG, ASSAM  
DIPHU-782462**

Annexure- A (Guidelines for Submission of Bid/Special Terms & Conditions)  
Annexure – I (Technical Bid)  
Annexure –II (Financial Bid)  
Annexure –III (Performance bank guarantee)

**TENDER DOCUMENT**

**TENDER NO.AUDC/NIT/Bus-1/570/15**

**ANNUAL CONTRACT FOR HIRING OF 42/52 SEATER BUSES**

**COST OF TENDER DOCUMENT RS.1000.00**

**DATE OF ISSUE OF TENDER DOCUMENT: 30.11.2015 to 21.12.2015 at 1200 hr**

**LAST DATE OF SUBMISSION: 21.12.2015 at 15.00 hr**

Name of bidder :  
Date of issue :  
Cash Receipt No. : Date:

**Signature of issuing Officer**

**1. TENDER FOR HIRING BUS SERVICE : BRIEF BACKGROUND**

Assam University Diphu Campus intends to hire buses on contract for catering to the requirements of its students/ faculty/visitors. The university is essentially intending hiring of 02 to 03 big (42/52 seater) buses on contract. These shall be used round the day for commuting as students/ faculty/visitors buses in the morning and evening and as shuttle trips between the Diphu towns city and Assam University Diphu campus located at 8 kilo. The number of buses required may vary based on demand.

Sealed tenders are invited from the experienced Private Transport Companies / Agencies possessing at least 2-3 big buses registered with the Transport Department, Govt. of Assam with a capacity to provide more than 4-5 buses at a time. The vehicles should be not more than 6 months old having excellent working condition with good seats. New buses are preferred.

**2. INSTRUCTIONS TO TENDERERS :**

The tender for hiring of buses shall be in a two-bid system. The tender shall require a technical bid (seeking information about technical capabilities, experience of similar service, list of firms and work orders, where such services are being provided, testimonials/ certificates, manpower available etc.) and a price bid (showing details of costs involved including taxes).

The Tender is not transferable under any circumstance. Each page of the Tender Document shall be signed by the intending Tenderer or such person on his behalf as is legally authorised to sign and embossed with the official seal at the time of submission.

**3. COST OF TENDER DOCUMENT**

Rs. 1,000/- (Rupees one thousand hundred only) by Demand Draft /Banker Cheque/ Pay Order in favour of "Assam University Diphu Campus" payable at "Diphu".

**4. DOCUMENTS TO BE SUBMITTED AND MINIMUM QUALIFYING CRITERIA**

**TECHNICAL BID:** As part of the Technical Bid, the bidder shall submit the following documents along with the filled in form given in Annexure-I in sealed envelope labeled "TECHNICAL BID".

- a. Experience in Bus Operations business for a minimum period of 5 (five) years for which a certificate of satisfactory operations must be produced from clients.
- b. Copy of relevant registration documents certifying its entity as a proprietorship/ partnership/ company.
- c. Documents pertaining to the number of buses owned and the RC copies of the buses which will be put into operations at University.
- d. Certificates from the E.S.I. & the E.P.F. for employees of the company/firm.
- e. Certificates of Sales Tax Clearance, Income Tax Clearance.
- f. Audited Balance Sheets for the last 3 years. Annual turnover of the firm should be Rs. 30,00,000/- or above.
- g. All pages of the tender documents are to be signed by the tenderer.
- h. **EARNEST MONEY :** Rs. 20,000.00 (Rupees twenty thousand only) by Demand Draft/ Pay Order/ Banker's Cheque of any scheduled bank in favour of " Assam University Diphu Campus " payable at "Diphu". No interest will be payable by Assam University on the Earnest Money Deposit. The EMD will be refunded to the unsuccessful bidders after awarding the

service contract to the successful bidder. The Earnest Money Deposit of the successful tenderer will be returned after the security deposit is furnished. Any tender not accompanied by Earnest Money Deposit will be rejected.

- i. PRICE BID: As part of the price bid, the filled up form given Annexure-II is to be submitted in a separate sealed envelope labeled "PRICE BID".
- j. Both the Technical Bid and Price Bid Envelopes are to be placed inside a third envelope for submission.

## 5. LAST DATE FOR SUBMISSION OF TENDER

The tender documents duly completed must reach the Deputy Registrar, Administration, Assam University Diphu Campus, Diphu Karbi Anglong 782462 before 15:00 hours on 21<sup>st</sup> December 2015. The tenders received after stipulated date & time will not be entertained.

## 6. EFFECT AND VALIDITY OF OFFER

The tender shall remain valid for a period of ninety (90) days from the date of tender opening.

## 7. EVALUATION OF TENDER

The tender will be evaluated as per the followings:

A) Tenders who do not submit the documents and fulfill the criteria as specified under clause – 4 of NIT (i.e. 4.a to 4. j) shall be rejected and shall not be considered for further evaluation of the technical bids.

B) After qualifying the minimum criteria, the Technical evaluation will be made, maximum marks for technical evaluation is 50 and vendor obtaining 25 (more than or equal to 25) will be awarded pass grade and below 25 will awarded fail grade. and (C) Price bids will be opened for those vendors who have obtained pass grade in technical bids.

## 8. EVALUATION OF TECHNICAL BID

All statutory obligations required for providing bus service should be followed and documentary proof should be made available. Marks (maximum 50) for the technical bid will be evaluated as mentioned below. To qualify technically, a minimum cut off mark of 25 out of 50 must be obtained.

- i. Organisational Details (for its strength and ability) 25 Marks
  - a. Name of the Firm/Agency
  - b. Location and Address  
(Including pin code, email ids, mobile number etc)
  - c. Accreditation / Certification/Registration
  - d. Details of clients to whom service been provided 15 Marks  
in last four years (year-wise).  
(Documentary proof need to be enclosed)

Name of the organization, address, phone, e-mail	No. of Bus per day	Period of contract	Total amount of contract per month for providing bus service (Rs. in Lakhs)	Annual Turnover with the organization
Total no. of organization				

[The marks will be awarded overall calculating of all the years as below:

- number of organization carry 5 (marks) and distributed : below 3no.=0 mark, 3 to 4nos.= 1mark, 4-6=3marks and above 6=5 marks;
- no. of bus per day carry 6 (marks) and distributed: 1-2=1, 2-4=3, 4-5=5, above 6=6;
- Amount of contract per month (Rs.in lakhs) carry 4 (marks) and will be distributed: 2-3lakhs =1, 3-5 lakhs=2, 5-7 lakhs=3, above 7lakhs =4.]

e. Give Details of the clients beyond four years 03 Marks  
the information should be given as (d) above and the marks will be calculated on

- number of organization 1 (mark) and distributed : below 3nos.=0, 3 to 4nos.= 0.5, 4-6nos=0.75 and above 6nos.=1;
- no. of bus per day 1 (mark) and distributed: 1-2 buses=0.25 2-4buses=0.5, 4-5buses =0.75, above 6buses=1;
- Amount of contract per month (Rs.in lakhs) (1 mark) and distributed: 2-3lakhs =0.25, 3-5 lakhs=0.5, 5-7 lakhs=0.75, above 7lakhs =1.

f. How many branch offices are being managed by your organization 04 Marks  
(both within Diphu town and outside). Give details each of them with different functionaries which should include repair/maintenance in workshop etc. in tabular form as below:

Name of Office , Location	Type of Work				Total no.
	Servicing [ Yes/No]	Repairing [Yes/No]	Wheel balancing and other wheel related work [Yes/No]	Selling/promoting products [ Yes/No]	

Marks will be awarded on all the branches of facilities as a whole on

- Servicing = 0.5 [Yes], 0[No]
- Repairing = 1[Yes], 0[No]
- Wheel related work=1[Yes], 0[No]
- Selling/Promoting product = 0.5[Y], 0[No]
- Total number of office and its branches: 1no.=0.25, 2nos.=0.50, 3nos.=0.75, above 3 nos.=1

g. Give Details of the total manpower strength in your organisation 03 Marks  
(both skilled and unskilled in all the offices in branch and main offices)  
Skilled manpower 2 (marks) and unskilled 1 (marks).  
The marks will be awarded as below:

- Skilled manpower (which includes but not limited to engineers, mechanics, fitter, supervisor, manager etc.) : 10-15 no.=0.50, 15-30 no. =1 and above 30 no. =2
- Unskilled manpower (washer man, cleaner, labour etc. including semi-skilled): below 05 no. =0, 05-15 nos.=0.5 and above 15 nos.=1.

ii. Infrastructure/Facilities (excluding Manpower) at present available **15 Marks**  
in your organisation.

a. Bus (Give details with specification, standards, total number **10 Marks**  
Year-wise etc. in tabular form)

- a.1. 52 Seater Bus (9 marks)
- a.2. 40 Seater Bus (0.5 marks)
- a.3. 35 Seater Bus (0.5 marks)

The marks will be awarded on the basis of number of buses and date of purchase as follows:

- 52 seater bus: a) No. of Bus(5 marks): 02 no.=1, 3-4=2, 5-6=3, above 6=5; b) Date (4 marks): 2010-2011=1, 2011-2012=2, 2013-2014=3, later 2014=4.
- 42 seater bus: No. of Bus(0.5 marks): 0.20, 0.30, 0.4, above 0.5.
- 35 seater Bus: The marking will be same as 42 seater bus.

b. Buses to be spared for proposed service to the university **5 Marks**  
(Give details of each bus, with purchase date etc.)

The documents pertaining to the number of buses owned and the RC copies of the buses which will be put into operations at university to be enclosed. The buses should be preferably not more than six months old.

- b.1. 52 Seater Bus (4 marks)
- b.2. 42 Seater Bus (1 mark)

The marking scheme will be based on the information provided and evaluation made as per clause no. ii. a1 & a4 as above.

**iii. Maintenance of the Buses** **05 Marks**

- a. Please give a plan to maintain/ repair the bus(s) in case of breakdown or any other such problem causing interruption for providing bus service. Plan should include i. General Plan ii. Emergency Plan iii. Alternative arrangement iv. Time frame/schedule of immediate replacement etc.
- b. Additional Information (if any give details)

Note: For this section iii. a&b above, the vendors are expected to narrate the plan of maintenance for obtaining marks, and the marks will be awarded looking at the four plans for minimum marks, however, maximum marks will be given to the vendors with proper plan suited to the AUDC.

**iv. Financial Abilities:** **05 Marks**

Annual Turnover in last three years (Annual turnover of the firm should be Rs. 60,00,000/- or above)

- i. Give details of annual turnover of the organization.
  - i.a 2015
  - i.b 2014
  - i.c 2013

[Note: Marks will be calculated on average of all the three years as Rs.30,00,000/- or 60,00,000/- = 2 mark; 80,00,000/- to 100,00,000/= 3 marks and above 100,00,000/-=5 marks. Further, marks will be awarded against the submitted Audited Balance Sheets.]

## v. Opening & Evaluation of Price Bid

The Price Bid consists of two parts viz. **Part-I** Rental for one Big (52 Seater) Bus per month and **Part-II** Rental for one small (42 seater) Bus per month. The price bids of only those firms who have obtained pass on evaluation of the technical bids obtaining 25 marks out of 50 marks in technical bid, shall be opened on a later date with intimation to the bidders. In case the date of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day. However, opening/closing time of tender will remain the same.

Part-I	Rental for one Big (52 seater) Bus/ MONTH :		
	Particulars	Rate (in Rs. in figures)	Rate (in Rs. in words)
	Monthly Rate (Fixed Charge)		
	*Running charge per kilometer		
Part-II	Rental for one Small (42 seater) Bus/ MONTH		
	Particulars	Rate (in Rs. in figures)	Rate (in Rs. in words)
	Monthly Rate (Fixed Charge)		
	*Running charge per kilometer		

\* The running charge will be on approximately 230 km and nos of buses for 52 seater will be 3 accounted for calculation of price bid.

Schedule of Rates are inclusive of all costs viz. diesel, lubricants, maintenance and all taxes, etc.

## 9. ACCEPTANCE OF TENDER

Institute reserves the right to reject any or all tender forms without assigning any reasons. Institute does not bind itself to accept the lowest rate or tender nor does it undertake to assign reasons for the decision in this matter.

Acceptance of tendered rates will be communicated by Fax/ Express letter to the tenderer followed by a hard copy letter.

The tenderer whose tender is accepted shall be required to appear at the office of the DR, AUDC, Diphu, Karbi Anglong, India in person or, if the tenderers are a firm, company or a corporation, a duly authorised representative shall so appear and execute the contract documents as stipulated in the conditions of lease within 10 days of the date of issue of letter from the Deputy Registrar office, AUDC.

## 10. SECURITY DEPOSIT

a) The successful tenderer will be required to deposit a security deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft/ Pay Orders/Bankers' Cheque of any scheduled bank in favour of "Assam University Diphu Campus" payable at "Diphu" within fifteen days after the award of this contract service. Earnest Money deposited at the time of submission of the tender can be adjusted against security deposit, by depositing the balance amount.

b) The EMD amount shall be refunded if the Bank Guarantee is submitted for the full amount of security deposit i.e., Rs. 50,000/-.

c) The Security Deposit amounting to Rs. 50,000/- will be refunded after expiry of the Contract Agreement subject to satisfactory service of the contract.

## 11. DURATION OF CONTRACT

At the initial stage, the contract shall be awarded for a period of 1 year from the date of commencement of contract. Assam University will have discretion for extending it for one or more years on mutually acceptable terms and conditions and rates upto a maximum of 5 years subject to satisfactory service. However, it will be obligatory on the part of the contractor to continue to work at the rates prevailing on the last date of the contract even beyond the contract period for at least 3 (three) months or till the new contract is finalized, whichever is earlier.

## 12. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

**PROVISION OF STAFF:** The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the contract.

The contractor shall provide, at his own cost, all employees with necessary identity cards/license, uniforms, which they shall display on their person to distinguish them from unauthorized persons.

Contractor shall be responsible for the proper and orderly conduct of his staff/workers while performing their duties as a part of this contract and shall employ only such persons whose character has been verified by the police/ the Govt. Administrative Officer. He shall, on demand, produce papers regarding police verification of any of his staff.

The official in charge of Bus shall be at liberty to object to and require the contractor to remove forthwith from the Bus any person employed by the contractor if, in the opinion of official in charge of bus, such person is disobedient/insubordinate or mis-conducts himself, is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered undesirable and such person shall not be again deployed by Contractor without the written permission of official-in-charge. Any person so removed shall be replaced by a competent substitute. The decision of official-in-charge shall be final and shall not be questioned on any ground whatsoever.

Insurance of all the employees and the Buses will be responsibility of contractor.

## 13. SAFETY/PRECAUTIONS

It shall be the duty of the contractor to acquaint himself with all safety regulations proposed by any statutory authorities.

The contractor shall indemnify/ compensate the University against any violation of safety laws, rules and regulations while carrying out operations as required by the contract.

University will not be liable to pay to the Staff/Labourer of Contractor for injuries/death while performing duty. In case, AUDC is to incur any liability, the same will be recovered from the contractor.

**Damage to Property/Injury to Personnel:** The Contractor shall be fully responsible for any damage/injury to the users caused by negligence on part of the contractor or his staff. Safe driving should be ensured by the contractor.

## 14. LIABILITY FOR LABOUR AND/OR PERSONNEL:

The contractor shall be responsible for compliance of relevant labour laws or any other act to the extent they are applicable to his establishment/workmen.

## 15. SUBCONTRACTING NOT ALLOWED

The successful bidder shall not subcontract, transfer or assign the task to any other agency without the previous written approval of AUDC. In case the contractor contravenes this condition, University shall be entitled to place the contract elsewhere at the cost and risk of contractor and all expenses borne on this account shall be recovered from the contractor.

## 16. ADDITIONAL OR EXTRA SERVICES

The Contractor shall have to perform all the services provided for in this contract and shall be paid at the rates quoted by him and accepted by AUDC, subject to the terms and conditions of the contract. The contractor may also be asked to provide additional



services not specifically provided for in this contract, for which the remuneration shall be payable at the rates as may be settled by mutual negotiation. In the absence of an agreement being reached on the rates for such additional services, the decision of the University Authority, will be final and binding and non-settlement of the rates for additional services will not confer any right upon the contract to refuse to carry out or render such services.

#### 17. ESCALATION OF PRICE ON RUNNING (FUEL) CHARGE

The hiring charges for consideration of increase or decrease of fuel price will be made on minimum mileage of 5 kms per 52 seater bus. This will be effective if the price variation is more than or equal to Rs. 00.50 (fifty paise) per litre and as per the notification date of the Government of Assam.

The increase/decrease of variable cost on fuel price will be considered upon request of the contractor based upon the following formula:

Existing running charge+[(New Diesel Price – Old Diesel Price)/Mileage of the bus].

(Example: Suppose existing running charge as per the tender is 14 per km and if there is increase of .50 per litre on later date, then the charges will be:

=14 + [(51.00-50.50)/5 kms in case of 52 seater bus], hence the effective price will be 14.10 per km.)

NB: The existing price is the current running charge.

#### 18. PENALTIES

Since the business of AUDC is time sensitive, AUDC would expect contractor to ensure that buses shall be available as per schedule on all the days of month, and in case of failure/breakdown or delay the penalty clause will be invoked as follows:

- a. In case of a bus has not been provided on a particular day an amount equal to **two days** bus charges will be deducted
- b. In case of failure of bus on duty to run any particular trip **full day** charges will be deducted.
- c. In case bus starts late by half an hour from the Originating Station 1/4<sup>th</sup> of the day's bus charges shall be deducted as penalty.
- d. In case of road accident by any bus during the service period the contractor shall be responsible and a penalty will be imposed as per the decision of the University Authority.
- e. In case of poor quality of bus (both interior & exterior) for providing service, the deductions will made as per clause b. above.
- f. In case of violations of instructions by the staff of bus given by the University (AUDC), the penalty will be as per clause b. above.
- g. In case of misbehavior by staff of the contractor with the commuter (user) of bus, the penalty clause will be invoked and penalty will be imposed as the decision of the competent authority.

In addition to the above, Assam University reserves the right to impose penalties for unsatisfactory services in any nature. The final decision of the extent of penalty leviable on the contractor will rest with the University Authority.

#### 19. PAYMENTS

For doing the work indicated in clause above, the contractor will be paid according to the approved Schedule of Rates.

The rates given in the Schedule of Rates will be binding on both the parties and no change in the rates will be permissible during currency of the contract.

Subject to any deductions which AUDC will be authorised to make under the terms of contract that may be applicable while accepting the tender, the Bus Operator shall be entitled for payment as under:

“The contractor shall prepare and submit monthly bills in proper forms. Payment of amount claimed will be arranged after necessary checks of the correctness of claim,

deducting all charges due including income-tax, at the prescribed rate. The aforesaid payment of the bill will ordinarily be made within 15 days of submission. The delay, however, shall neither entitle the Bus operator to claim interest nor terminate contract.”

A claim for services rendered under this contract shall be made by the contractor to the University within three months of such service. If he does not prefer claim within the said period, he shall be deemed to have waived his right in respect thereof and shall not be entitled to any payment on account thereof.

No claim in respect of under-payment to the contractor shall be considered valid or shall be entertained unless a claim in writing is made therefore within three months from the date on which payment of the original claim thereto was made. Any claim for such under-payment not received within the stipulated three months period shall be liable to be summarily rejected by the University.

Payment shall be made through account payee cheques /E-transfer.

AUDC will have the right to recover any over payment which might have been made to the contractor by AUDC through inadvertence, error, etc or any cause whatsoever from their bills and from the security deposit or any other amounts due to him. In the event of any such recoveries/adjustments being made from the security deposit, the contractor shall at once make good deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which Assam University will be at liberty to deduct the said amount from the future bills.

Daily LOG-BOOK should be maintained and should be got signed by the concerned authorized staff of the Establishment Section of the University.

#### 20. ILLEGAL GRATIFICATION

Any bribe, commission, gift or advantage given/promised or offered by or on behalf of the contractor or his partner, agent or servant or any one of his or on their behalf to any employees(s) of Assam University or to any person on his or on their behalf in relation to the obtaining or the executing of this or any other contract with Assam University shall entitle the University to rescind all contracts with him in addition to any criminal liability the contractor may incur. The Contractor shall not lend to or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee(s) of AUDC and, if he shall do so, AUDC shall be entitled forthwith to rescind his all contracts with the University. Any question or dispute as to the commissions of any offense or compensation payable to the University under this clause shall be settled by the University in such manner as it considers fit and sufficient and decision shall be final and conclusive.

The contractor shall forbid and take all possible steps within his power to prevent all labourers and other persons employed by him from demanding or receiving from any person other than the contractor himself or his agents any remuneration or gratuity whatsoever.

**ASSAM UNIVERSITY RESERVES THE RIGHT TO TERMINATE THE AGREEMENT IN CASE CONTRACTOR BECOMES INSOLVENT OR IS CONVICTED IN A COURT OF LAW.**

If, at any time, the contractor becomes insolvent or files an application for insolvency or any creditor of his moves the court for adjudicating him as an insolvent or, if he is convicted in any Court of law, Assam University Diphu Campus will have the absolute option of terminating the contract forthwith and the contractor shall have no right for damage or compensation on this account.

#### 23. EXIT CLAUSE

Assam University Diphu Campus will also have the Liberty to seek a clause of termination of contract by serving an advance 30 days notice against contractor in case there are reasons for doing so as determined by the Authority.

#### 24. ARBITRATION

In case of any disputes arising out of interpretation of any of the provisions of this contract, an arbitrator shall be appointed by the Competent Authority of the Assam

University. There will be no objection if the arbitrator so appointed is an employee of Assam University Diphu Campus and that he had to deal with the matters to which the contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute in reference.

Subject as aforesaid, the provision of the Arbitration Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

The award of the Arbitrator shall be final, conclusive and binding on all parties to the contract.

#### 25. NOTICES ETC.

Save as otherwise provided, all notices to be issued and action to be taken for and on behalf of Assam University shall be issued or taken on his behalf by the Deputy Registrar, Administration of the University. The Contractor shall furnish to AUDC the names, designation and addresses of his authorized representatives, and all complaints, notices, communication and references shall be deemed to have been duly served to the Contractor if delivered to them or his authorised representative or left at or posted at the address so given. It shall be deemed to have been so given in the case of posting on the day on which they would have reached such address in the ordinary cover of post or on the day on which they were delivered or left.

#### 26. GENERAL

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the Assam University Diphu Campus whose decision in the matter shall be final and binding. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Pro-Vice Chancellor, Assam University Diphu Campus whose decision will be final and binding.

I/We have read all the terms and conditions listed from para 1 to 26 along with all sub paras carefully, understood and accepted.

**TECHNICAL BID****[For Hiring Bus Service for Assam University Diphu Campus]****i Organisational Details**

- a. Name of the Firm/Agency
- b. Location and Address (including pin code, email ids, mobile number etc)
- c. Accreditation / Certification/Registration
- d. Details of clients to whom service provided in last four years (year-wise).  
(Documentary proof need to be enclosed)

Name of the organization, address, phone, e-mail	No. of Bus per day	Period of contract	Total amount of contract per month for providing bus service (in Rs. & Lakhs)	Annual Turnover with the organization
Total numbers of clients in the last four years				

- e. Give Details of the clients beyond four years the information should be given as column (d) above.
- f. How many branch offices/workshops are being managed by your organization (both within Diphu town and outside)

Name of Office , Location	Type of Work				Total no.
	Servicing [ Yes/No]	Rapairing [ Yes/No]	Wheel balancing and other wheel related work [Yes/No]	Selling/promoting products [ Yes/No]	

- g. Give Details of the total manpower strength in your organisation (both skilled and unskilled in all the offices in branch and main offices)

Skilled manpower	Unskilled manpower
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**ii Infrastructure/Facilities (excluding Manpower)** at present available in your organisation.

- a. Bus (Give details with specification, vendor details, standards, total number year-wise etc.)

Particulars	Total nos.	Year of purchase 2008-09	Year of purchase 2009-10	Year of purchase 2011-12	Year of purchase 2012-13
52 seater bus					
42 seater bus					
35 seater bus					
30 seater bus					

- b. Buses to be spared for proposed service to the Institute (Give details of each bus, with purchase date etc) the documents pertaining to the number of buses owned and the RC copies of the buses which will be put into operations at AUDC to be enclosed. The buses should be preferably not more than three years old.

Particulars	Total nos.	Year of purchase 2011-2013	Year of purchase 2012-2013	Year of purchase 2013-2014	Year of purchase 2015
52 seater bus					
42 seater bus					

iii Manpower (**proposed manpower to be provided to AUDC for Bus service**)

Manpower/Workers	Numbers	Qualification Tech/ Edn	Yr. of Experiences	Training	Remarks
Manager/ Supervisor					
Drivers					
Handyman					
Mechanic					

iv Maintenance of the Buses in case of emergency

- a. Please give a plan to maintain/ repair the bus(s) in case of breakdown or any other such problem causing interruption for providing bus service. Plan should include i. General Plan ii. Emergency Plan iii. Alternative arrangement iv. Time frame/schedule of immediate replacement etc.: Please provide information in details.
- b. Additional Information (if any give details)

v Annual Turnover in last three years (**Annual turnover of the firm should be Rs. 30,00,000/- or above**)

- i. Give details of annual turnover of the organization.
- i.a 2015
- i.b 2014
- i.c 2013

- ii. Audited Balance Sheets to be given in support of the above statement

vi Certificates from the E.S.I. & the E.P.F. for employees of the company/firm.

Yes/No

vii Certificates of Sales Tax Clearance, Income Tax Clearance. Yes/No

viii **EARNEST MONEY : Rs. 20,000.00** (Rupees twenty thousand only) only by Demand Draft/ Pay Order/ Banker's Cheque of any scheduled bank in favour of "Assam University Diphu Campus" payable at "Diphu". No interest will be payable by the Assam University on the Earnest Money Deposit. The EMD will be refunded to the unsuccessful bidders after awarding the service contract to the successful bidder. The Earnest Money Deposit of the successful tenderer will be returned after the

security deposit is furnished. Any tender not accompanied by Earnest Money Deposit will be rejected.

**ix** Name of the tenderer and Address : .....

**x** Telephone No. .... Mobile No. .... Fax : .....

I/We certify that the information provided above and the relevant certificates enclosed are true.

Signature of Tenderer

Date:.....

**PRICE BID****SCHEDULE OF RATES****[for Hiring Bus Service for Assam University Diphu Campus]****A) Rental for one Big (52 seater) Bus/ MONTH :**

<b>Particulars</b>	<b>Rate (in Rs. in figures)</b>	<b>Rate (in Rs. in words)</b>
<b>Monthly Rate (Fixed Charge)</b>		
<b>*Running charge per kilometer</b>		

**B) Rental for one Small (42 seater) Bus/ MONTH :**

<b>Particulars</b>	<b>Rate (in Rs. in figures)</b>	<b>Rate (in Rs. in words)</b>
<b>Monthly Rate (Fixed Charge)</b>		
<b>*Running charge per kilometer</b>		

**NB:**

1. \* The running charge will be on approximately 230 km and nos of buses for 52 seater will be 3 which be accounted for calculation of price bid.
2. Schedule of Rates are inclusive of all costs viz. diesel, lubricants, maintenance and all taxes, etc.

**PERFORMANCE BANK GUARANTEE**

To:  
The Registrar,  
Assam University Silchar  
Silchar 788011

WHEREAS.....(Name of Supplier) hereinafter called “the Supplier” has undertaken, in pursuance of contract No:....., dated..... 20..... to supply.....

(Description of Goods and Services) hereinafter called “the order”.

AND WHEREAS it has been stipulated by you in the said order that the supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the order.

AND WHEREAS we have agreed to give the Supplier a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of ..... (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the order and without cavil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the .....day of .....20.....

Signature and Seal of the Guarantors

.....  
.....  
.....  
Date.....20....  
Address .....  
.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

The Deputy Registrar  
Administration  
Assam University Diphu Campus  
Diphu 782462, Karbi Anglong, Assam