

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-07-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-07-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	Assam University
कार्यालय का नाम/Office Name	Northeast788011
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	sovan1975466@gmail.com
वस्तु श्रेणी /Item Category	Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - SUV; 2000 km x 320 hours; Local , Monthly Basis Cab & Taxi Hiring Services - MUV; 2000 km x 320 hours; Local
अनुबंध अवधि /Contract Period	5 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	1 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested In ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकर्ता द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकर्ता को दिखाना चाहते हैं? संदर्भ में नू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	20000000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	700000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00

ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).

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(a). जेम की शर्तों के अनुसार ईएमडी एंट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से एंट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Finance Officer

Raja Ram Mohan Roy Administrative Building, Assam University, Dargakona, Pin-788011, City-Silchar, District-Cachar

(Assam University)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and

Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1 + 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [QM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1781000604.pdf

Monthly Basis Cab & Taxi Hiring Services - Sedan; 2000 Km X 320 Hours; Local (4)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	Sedan
Type of car (Please select at least 3 options)	Maruti Suzuki Dzire
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	ex showroom
Km Travelled	0
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Petrol
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषित/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Sobhan Kumar Bedajna	788011, Assam University, Dargakona, Cachar, Assam, Pin-788011	4	• Duration in Months for which service is required : 60

Monthly Basis Cab & Taxi Hiring Services - SUV; 2000 Km X 320 Hours; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	SUV
Type of car (Please select at least 3 options)	Mahindra Scorpio
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	ex showroom
Km Travelled	0
Air Conditioning Requirement	A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Diesel
एडऑन /Addons	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोटिंग अधिकरी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोटिंग अधिकरी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Sobhan Kumar Bedajna	788011, Assam University, Dargakona, Cachar, Assam, Pin-788011	1	• Duration in Months for which service is required : 60

Monthly Basis Cab & Taxi Hiring Services - MUV; 2000 Km X 320 Hours; Local (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Vehicle Type	MUV
Type of car (Please select at least 3 options)	Mahindra Bolero Maxitruck
Usage Variant	2000 km x 320 hours
Type of Service	Local
Year of Vehicle Model	ex showroom
Km Travelled	0
Air Conditioning Requirement	Non-A/C
Area of Operation	Hilly + Plain Area
Fuel Type	Diesel
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोटिंग अधिकरी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोटिंग अधिकरी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषित/रिपोर्टर अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Vehicles Required	अतिरिक्त आवश्यकता /Additional Requirement
1	Sobhan Kumar Bedajna	788011, Assam University, Dargakona, Cachar, Assam, Pin-788011	1	<ul style="list-style-type: none"> Duration in Months for which service is required : 60

केन्द्र द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 50% : The buyer can increase or decrease the contract quantity or contract duration up to 50 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 50 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 50 percent with the consent of the service provider

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Generic

Bidders shall quote only those products (Part of Service delivery) in the bid which are not obsolete in the market and has at least 2 years residual market life i.e. the offered product shall not be declared end-of-life by the OEM before this period.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Bidders are allowed to quote only commercially usable models.

6. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

7. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

8. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

9. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document, If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



असम विश्वविद्यालय

(एक केन्द्रीय विश्वविद्यालय)
सिलचर 788011
असम, भारत

ASSAM UNIVERSITY

(A Central University)
Silchar 788011
Assam, India

File No. AU/ESTATE/TC-11/2024(Vol-II),

dtd. 12/06/2026

Sub: Hiring of small vehicle(s) through GeM Portal

1. Vehicles Details:

- Item Category: Monthly basis cab & Taxi hiring Services (2000 kms x 320 Hrs. Local)
- Quantity : 06 (Sedan-04, MUV-01, SUV-01)
- Fuel type : Petrol/Diesel
- Hiring period: 5 years.
- Colour : White
- Year of Manufacture : Ex-showroom
- Bid Value: Rs.2,00,00,000.00
- Evaluation method: Total value wise evaluation
- Type of bid: Two packet Bid
- Time allowed for Technical clarification during Technical evaluation: 2 days
- Bid Offer value (from end date): 180 days
- EMD Amount : Rs.7,00,000.00
- ePBG Percentage: 5%

2. Hiring Terms:

- The hiring will be done through the GeM Portal in accordance with the applicable rules and guideline.
- The vehicle shall be provided with a driver and shall be made available as per the University requirements.
- The hiring costs per month shall include any applicable taxes, service charges, maintenance and fuel (all inclusive) will cover as per the contract terms outlined in the GeM portal.
- The terms of service including maintenance and fuel will be covered as per the contract terms and outlined by the Buyer in the GeM Portal.
- The procurement process will be completed within the prescribed timelines as per the GeM guidelines.
- GPS (Vehicle tracking) device must be installed by the Service Provider to the vehicle(s)

3. During the period of contract, the vehicle(s) shall need to be exclusively engaged for University Service. No hired vehicle(s) shall be sublet during the contract period nor will any unauthorised person be allowed in the vehicle(s). Any deviation of this provision will be treated as breach of contract by the Service Provider.

4. Route:

Silchar to Assam University Campus and back to Silchar

The vehicle(s) may require to move outstation, if needed.

The service provider should ensure immediate replacement of vehicle (s) in case of breakdown.

Service Provider should provide white towel(s) and Air purifier in the vehicle(s)

The vehicle(s) should be properly cleaned every day before resuming the duty.

The vehicle(s) should be maintained properly in respect of change white towels weekly and other necessary oils, lubricants, tyres etc. periodically.


कुलासिचिव
Registrar

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অসম বিশ্ববিদ্যালয়

(এক কেন্দ্রীয় বিশ্ববিদ্যালয়)
সিলচর 788011
অসম, ভারত

ASSAM UNIVERSITY

(A Central University)
Silchar 788011
Assam, India

File No. AU/ESTATE/TC-11/2024(Vol-II),

dtd. 12/06/2026

Sub: Hiring of 06 nos. small vehicle(s) through GeM Portal

Scope of Work:

The cars are hired as pooled vehicles by the officers of Assam University. The duty starts from 9 am to 6 pm, but this timings are not fixed. This may changed, subject to the University's requirements. Normally, the AUS follows five work day module. But, this may also changed based on the requirements. The car may be requisitioned at any time of the day (24x7) and on any day of the week. All engaged vehicles should be in Ex-showroom condition (Registration of 2026 and month should any day after the date of placing of order). The price included fuel, servicing, and remuneration of the drivers. All drivers should have a valid driving license, the appropriate class, and wear a clean uniform dress. The cars may move out side of the state of Assam, but within the eight sisters of the North East Region.

Bid Specific Additional Terms & Conditions: (ATC):

1. The vehicle(s) shall be hired for a period of 05 (five) years.
2. Area of operation : Barak Valley
3. If required, some vehicle(s) may ply twice in a day on normal working days, i.e. Monday to Friday.
4. If required, some vehicle(s) may also ply on holidays and Sundays.
5. The vehicle(s) will ply as per the notified time schedule of the University.
6. The Service Provider may quote rates considering that in a year, around 17 notified holidays and 10 days Pujya Holidays.
7. The parking of the vehicle(s) in night and holidays will be arranged by the Service provider
8. The Service provider should set an operational office in Silchar for operational conveniences with dedicated telephone no. (24x7) after allotment of the work order.
9. Service Provider must comply all mandatory taxes i.e. Registration cum Road Tax, Insurance and Physical Fitness during the contract period.
10. The vehicle(s) should be kept perfect running conditions with shining body and good upholstery. The vehicle(s) is to be fitted with appropriate seat belts and safety Airbags and to be equipped with fire extinguisher and first aid box.
11. The vehicle should be always kept in a neat and clean condition.
12. The vehicle(s) to be hired should conform to the relevant Motor Vehicle Act / Rules and be in perfect running/mechanical condition. The vehicle(s) should be registered with Assam Registration numbers only. In case of any breakdown, suitable alternative arrangements have to be made without any additional cost.
13. There should be at least two sets of white seat covers, towels and napkins for each vehicle. It should be changed every week. There should be an air freshener in every vehicle. The items mentioned shall be made available at the cost of the owner of the agency firm.
14. The driver should be having valid driving license and clean driving record, with a minimum of five years experience. Their antecedents should be duly verified by Police authorities, at the instance of the Service Provider.
15. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Government from time-to-time. In case of issue of any challan for whatsoever reason by the Police/Traffic Police, Service Provider shall be liable to pay the fine imposed, and bear other consequences.

 কুলসচিব
Registrar

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असम विश्वविद्यालय

(एक केन्द्रीय विश्वविद्यालय)
सिलचर 788011
असम, भारत

ASSAM UNIVERSITY

(A Central University)
Silchar 788011
Assam, India

16. The driver should be well conversant with roads and routes of Silchar and suburbs. The operation and functions of the driver shall be governed as per the Motor Vehicle Act and Rules.
17. The vehicle should display at a conspicuous place the following: "In case of irresponsible/rash driving of exceeding speed limit prescribed on a particular stretch of road, you may complain to the owner of the vehicle (name of the owner, Telephone and Mobile no. should be displayed)" All such complaints should be proved into by the owner of the vehicle and action taken against the erring Driver, if found guilty, under intimation to the Department.
18. The Service provider should provide name plate of Assam University in the front and back side of the vehicle.
19. The Service Provider shall not assign the contract in whole or part to any other party.
20. Experience certificate of services to any Central/State Govt. Organisation/PSU/Reputed organisation for 01(One) year period (continuous service within the preceding five years). Copies of relevant contracts/orders to be uploaded alongwith bidding support of having provided services during each of the claimed period.
21. The bidder should have an average turnover of not less than Rs.20.00 lakhs during the last 03 (three) financial year. A copy of certified average turnover certificate signed by C.A. to be uploaded.
22. Copy of valid Trade License must be uploaded
23. Bidder must upload duly attested acceptance of scope of work and ATC in Official letter head
24. The Service Provider shall be responsible for the safety of its passengers (staff/students). Moreover the Service Provider must keep fire extinguisher at the vehicle(s).
25. In case of any dispute or unsatisfactory service, the Competent Authority of the University shall decide the matter after giving due notice. And the decision of the University shall be final and binding.
26. Any deviation of any of the aforesaid ATCs will lead to disqualification of the bidder in the Technical bid stage.

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