

**OFFICE OF THE REGISTRAR : BODOLAND UNIVERSITY**

Debargaon, P.O. Rangalikhata  
Kokrajhar – 783370, BTC, Assam.  
[bodolanduniv@gmail.com](mailto:bodolanduniv@gmail.com)



Tel./Fax No. 03661-277183 (O)

Mobile No.

No-BU/Engg/ARC/24-25/168/ 2961

date - 24/06/2024

**NOTICE INVITING BID**

**BID DOCUMENT**

|                          |  |
|--------------------------|--|
| Name of works            | <b>Hiring of Vehicles with Drivers on call basis for one year for Official use of Bodoland University.</b> |
| Expected Annual Business | <b>Total Rs. 2,00,000.00 (Rupees Two Lakhs only) approximately</b>   |
| Bid Paper Cost           | <b>Rs.500.00</b>   |

Copy to :-

1. The P.S to the V.C for kind appraisal to him.
2. The Finance Officer i/c for information.
3. The Assistant Engineer for information.
4. The System Administrator for upload in university website.

Registrar

Registrar

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Tel./Fax No. 03661-277183 (O)

Mobile No.

No- BU/Engg/ARC/24-25/168/

date - 14/06/2024

**D. BID SCHEDULE:-**

|   |    |   |
|---|----|---|
| <b>Bid Enquiry No.</b>  | :: | BU/ BU/Engg/ARC/24-25/168/ Dt-24/06/2024  |
| <b>Name of work</b>   | :: | <b>Hiring of Vehicles with Drivers on call basis for one year for Official use of Bodoland University</b>   |
| <b>Work schedule/Scope of work</b>  | :: | Details as per <b>Appendix –“A”</b> of the Bid Document   |
| <b>E.M.D (In INR)</b>   | :: | <b>Rs. 4,000.00 (Rupees Four Thousand only)</b> should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode. The receipt of the bid/EOI fee deposited should be submitted along with the technical bid.     |
| <b>Bid fee and processing fee</b>   | :: | <b>Rs. 500.00 (Rupees Twenty Five Hundred only)</b> should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode. The receipt of the deposited bid/EOI fee should be submitted along with the technical bid. |
| <b>Date of Invitation of Bid Offline</b>  | :: | <b>24/06/2024</b>   |
| <b>Last date and time for submission of bid documents/papers at Bodoland University</b> | :: | <b>15/07/2024</b>   |
| <b>Date &amp; time of opening bid(Technical bid)</b>                                    | :: | <b>15/07/2024, 1 P.M.</b>   |
| <b>Validity of offer</b>  | :: | The bided price shall remain valid during the service execution period including extended period, if any.   |
| <b>Bid Opening Venue</b>  | :: | Conference Hall Bodoland University   |

Registrar

**SCOPE OF WORK FOR HIRING OF VEHICLES**

Bids are invited by the Registrar Bodoland University, Kokrajhar from reputed bidders for supplying vehicles with drivers on call basis for one year for official use of Bodoland University. If required, the order may be extended. Interested vehicle supplier who are willing to comply with the terms and conditions annexed to this notice, may submit their bids in sealed envelope containing all the relevant documents to **Office of the Registrar, Bodoland University, Debargaon, Kokrajhar 783370.**

The bid documents should be attached with **Technical Bid (Annexure-A), Financial Bid in BOQ Format (Annexure-B), and Bid Acceptance Letter (Annexure-C).** The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise, the Bid of the concerned bidder will be straightway rejected.

The details of the Vehicles to be hired diesel/petrol are as under:

1. Sedan - Normal Vehicle  
(Maruti Dzire/ Toyota Etios/ Honda –Amaze or equivalent.)
2. Sedan-Luxury vehicle  
(Honda City /Hyundai Verna /Maruti Ciaz or equivalent)
3. MPV (Innova or equivalent)
4. SUV (Mahindra -Bolero, Scorpio, or equivalent)

**Note:- bidders having single vehicle of above mentioned type are also eligible to apply for the bid.**

## Data Sheet

| <b>Item</b>                | <b>Description</b>                            |
|----------------------------|---|
| Name of the Hirer          | Bodoland University                           |
| Bid Inviting Authority     | Registrar, Bodoland University                |
| Bid Name                   | Hiring of Vehicles with drivers on Call basis |
| Bid No.                    | <b>Bu/</b>                                    |
| Method of Selection        | Lowest rate with the best services            |
| Language of Bid Submission | ENGLISH                                       |
| Currency                   | Indian Rupees (INR)                           |
| Period of Hiring           | For one year                                  |

**Bid for the hiring of Motor Vehicle for Bodoland University:** Bid documents may be downloaded from **Bodoland University** [www.buniv.edu.in](http://www.buniv.edu.in). Bidders are advised to go through the instructions provided in **Appendix-B** regarding Instructions for Bid Submission.

**Bid Submission:**

Bids shall be submitted offline mode only to the office of the Registrar, Bodoland University, Debargaon, Kokrajhar 783370.

- The bidder should ensure that the attached documents being submitted by him are eligible and genuine and duly signed by the bidder.

## **Appendix-B**

### **GENERAL TERMS AND CONDITIONS OF THE BID NOTICE:**

- 1) The service provider should be a supplier/contractor etc. and the vehicle(s) should be registered in Assam only.
- 2) The contract for providing vehicles will be given to the lowest bidder who fulfills all the terms and conditions given in the bid document. If under any circumstances, the service provider fails to provide requisite number of vehicles, this office may empanel other service providers who is ready to provide service as per the same terms and conditions as that of L-1 (A firm that has quoted the lowest rates) and a fine for an amount of Rs 1000/ would be deducted from EMD/ Security Deposit money of L1 bidder to pay for the next service provider.
- 3) The payment shall be made on the basis of actual usage of the vehicles.
- 4) The bidder should ensure that after getting the contract the vehicle deployed by them are of the latest model (**not older than Five years**) and shall have clean seat covers/ towels, car perfume, and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. **Undertaking in this regard would be required to be submitted by the bidder along with the technical bid.**
- 5) The vehicles shall be provided to this Office as and when required.
- 6) The vehicles shall be made available on call basis; even on Sundays/other holidays the service can also be availed on the same terms & conditions.
- 7) The calculation of mileage shall be **from the place of reporting to the place of reporting** and will not be calculated on the garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly working and sealed. In case of any doubt, the authorized officer of this Office may get the odometer of the vehicle checked from any authorized workshop at the cost of the Service Provider.
- 8) In case of any breakdown of the vehicle on duty, the service provider shall make arrangements for providing another vehicle.
- 9) The service provider shall provide the name & address of the drivers presently employed by them (**Annexure D**). In case of change of the drivers, the information must be shared with University.
- 10) The bidder should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this office. **Undertaking in this regard would be required to be submitted by the bidder along with the technical bid.**
- 11) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear **proper dress** & must carry a mobile phone in working conditions, for which, **no separate payment** shall be made by this office.
- 12) The driver(s) deputed on duty should carry a valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangements for establishing contact and round-the-clock service. For this purpose, they should have adequate numbers of telephones/mobiles.
- 13) This Office shall not be responsible for any challan, loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. **Undertaking in this regard would be required to be submitted by the bidder along with the technical bid.**
- 14) The drivers should be well conversant with the roads and routes of Assam. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules of Govt of Assam.
- 15) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
- 16) The bidder should ensure that after getting the contract, the drivers deputed by them should have a minimum

- experience of one years of driving, which should be verifiable from the date of issuance of his driving license.
- 17) During the period of operation, the driver should not ordinarily be changed unless desired/allowed by this office. If any vehicle does not report for duty on any day(s) or the driver reports late or there is a violation of any other provision of the bid, then a fine would be deducted form the EMD as per the discussion of the authority i.e. a minimum Rs 500/- would be deducted from the monthly bill of that vehicle. **Any such penalty would be deducted by this office from the monthly bill without giving any prior notice.**
  - 18) The service provider should provide **a single contact person/ supervisor** for the fleet deployed to this office. It would be the responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or WhatsApp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.
  - 19) A daily record indicating the time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
  - 20) All expenses relating to the salary and allowances of the driver and toll taxes shall be borne by the Service Provider. Like-wisell expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider. The service provider shall provide the vehicle filling the fuel etc. and in no circumstances the driver should ask the guest to fill the fuel or pay the toll tax, parking charges etc.
  - 21) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
  - 22) The service provider shall provide the vehicle of the make/model as per the terms of the contract/bid during the entire period of the contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this office temporarily.
  - 23) The service provider will comply with labour laws in force and all liabilities in this connection will be their responsibility.
  - 24) The contract will be initially for a period of one year starting from the date of issue of the contract order which may be further extended on satisfactory services on the same terms and conditions.
  - 25) In case of poor quality of service, this Office may terminate the contract after giving 15 days' notice. In case of such termination, services of other empanelled Service Providers will be utilized at the contracted rates.
  - 26) Bidders have to submit a Earnest Money of Rs. 4,000.00 (Rupees Four Thousand only) should be deposited in the Bodoland University Account No. 31607155480, IFSC Code- SBIN0007379 by online mode.
  - 27) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.
  - 28) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.
  - 29) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
  - 30) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
  - 31) A security deposit of Rs.10,000/- to be deposited bu bidder to ensure proper service, which will be returned after completion of the contract period.

**Registrar,**  
**Bodoland University**

**Annexure - A**

**TECHNICAL BID**

**Qualifying criteria for Quotation**

**(Documents to be attached to substantiate every information)**

| <b>Sr. No.</b> | <b>Technical Parameter</b>  |  |
|----------------|---|--|
| 1              | Name, Address and Telephone no. of Service provider   |  |
| 2              | Details of the regular drivers as per Annexure D & Undertaking  |  |
| 3              | Details of the vehicles as per Annexure E & Undertaking   |  |
| 6              | Valid GST Registration  |  |
| 7              | PAN   |  |
| 8              | Undertaking to indemnify the department against all damages/charges   |  |
| 9              | All pages of the bid document must be signed by the bidders as token of his / their understanding/acceptance. |  |

I have read the terms & conditions of the Bid Notice and it is to certify that the information furnished above is true & correct.

Signature

Name of Authorized Signatory

## **Technical bid undertaking**

From: (Full name and address of the Bidder) \_\_\_\_\_

To,

The Registrar,  
Bodoland University.

Dear Sir/Madam,

If the work of providing vehicles to your office on call basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 5 years.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to your Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 1 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
6. I will abide by all terms and conditions given in appendix –B of the tender notice.

Signature

Name of Authorized Signatory



**Annexure-B**

**FINANCIAL BID  
HIRING OF VEHICLE (ANNUAL RATE CONTRACT)**

**BID NO:**

**Date:**

- 1) **Name of the Owner/Proprietor : -**
- 2) **Postal Address with Phone/Mobile No. : -**
- 3) **Distance from Bodoland University : -**
- 4) **PAN No. \_\_\_\_\_ GST NO: \_\_\_\_\_ email:- \_\_\_\_\_**
- 5) **Details about the Vehicles and Tariff:**

| Type of Vehicle   | No. of Vehicles available | Rate per day upto (12 hrs) for. short distance tour within 200 km | Extra Charge in Km if the vehicle runs above 200 KM | Rate per day maximum 500 Km for Guwahati/U dalguri etc. long distance tour | Extra Charge in Km if the vehicle is run above 500 KM | Night halt charges for long distance tour | Remarks |
|---|---------------------------|---|---|--|---|---|---------|
| SEDAN (Toyota-Etios/Honda-Amaze/ Maruti-Desire or equivelant)       |                           |   |   |  |   |   |         |
| SEDAN-LUXURY (Honda City, Maruti-Ciaz, Hyundai-Verna or equivalent) |                           |   |   |  |   |   |         |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| SUV (Mahinda-Bolero, Scorpio, Chevrolet-Tavera or equivalent) |  |  |  |  |  |  |  |
| MPV (Innova or equivalent)                                    |  |  |  |  |  |  |  |

In the event of empanelment of our travel agency in Bodoland University, we shall be very prompt in our service. We are bound to follow the terms & conditions as and when implemented/amended by Bodoland University. The above price is our lowest competitive price for the service.

Date:

Place:

**Signature of  
Owner/Proprietor with seal**

## **PRICE BID UNDERTAKING**

1. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I/We offer to work at the rates as indicated in the price Bid.
3. I/We undertake that I /We have carefully studied all terms and conditions of the bid and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature

Name of Authorized Signatory

**BID ACCEPTANCE LETTER  
(To be given Letter Head)**

**Date:**

**To,**

**The Registrar,  
Bodoland University**

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**Sub: Acceptance of Terms & Conditions of Bid.**

**Dear Sir,**

1. I/We have downloaded/obtained the bid document(s) for the above mentioned 'Bid/Work' from the website(s) namely:

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as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the bid documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. I / We hereby unconditionally accept the bid conditions of above mentioned biddocument(s) / corrigendum(s) in its totality / entirety.
4. In case any provisions of this bid are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this bid/bid including the forfeiture of the full earnest money and security deposit absolutely.

Signature  
Name of Authorized Signatory

**DETAILS OF PRESENT DRIVERS**

| <b>Sr. No.</b> | <b>Driver Name</b> | <b>License Number</b> | <b>Issuing Authority</b> | <b>Issue Date</b> | <b>Valid Upto</b> | <b>Private/<br/>commercial</b> |
|----------------|--------------------|-----------------------|--------------------------|-------------------|-------------------|--------------------------------|
| 1              |                    |                       |                          |                   |                   |                                |
| 2              |                    |                       |                          |                   |                   |                                |
| 3              |                    |                       |                          |                   |                   |                                |
| 4              |                    |                       |                          |                   |                   |                                |
| 5              |                    |                       |                          |                   |                   |                                |

Signature  
Name of Authorized Signatory

**Annexure-E**

**CURRENT FLEET OF VEHICLES**

Legible copy of RC, Insurance & PUC to be attached)

| <b>Sl. No.</b> | <b>RegistrationNumber</b> | <b>Make and Model</b> | <b>Manufacturing date</b> |
|----------------|---------------------------|-----------------------|---------------------------|
| 1              |                           |                       |                           |
| 2              |                           |                       |                           |
| 3              |                           |                       |                           |
| 4              |                           |                       |                           |
| 5              |                           |                       |                           |

Signature  
Name of Authorized Signatory