

DIRECTORATE OF RESEARCH (VETY):: ASSAM AGRICULTURAL
UNIVERSITY KHANAPARA:: GUWAHATI-22

No. AAU/FY/Teach-74/2020-21/9606

Dated: 21/01/2021.

NOTICE INVITING QUOTATION

Sealed quotations accompanied with an IPO of Rs. 200/-(Rupees two hundred) only drawn in favour of the Comptroller, A.A.U., Jorhat- 13 are invited from registered travel agencies / car rental agencies for providing various categories of hired vehicle for different research projects/other official activities of College of Fisheries, A.A.U., Raha, Nagaon. The detail terms and conditions may be collected from the office of the Dean, College of Fisheries, Assam Agricultural University, Raha, Nagaon. The quotation will be received up to 20 days from the date of publication of this advertisement. The terms and conditions are available in the website www.vetbifg.ac.in, www.cofaau.org or www.aau.ac.in and can be downloaded.



Director of Research(Vety)
Assam Agricultural University
Khanapara, Guwahati-781022

The quotation should mention in the cover of the envelope distinctly the Name of the item, Item No., NIQ Ref. No., Bidders Name and Address, Contact No. etc. as shown below:-

Envelope Title: Sealed Quotation from Registered Travel Agency/Car Rental Agencies from Nagaon District for providing various categories of hired vehicle for different research projects/ other official activities of College of Fisheries, A.A.U., Raha, Nagaon

To
The Dean
College of Fisheries
AAU, Raha, Nagaon -782103, Assam

From M/s _____
Contact No. _____

**** All downloaded documents must be accompanied by an IPO of Rs. 200.00**

TERMS AND CONDITIONS

1. Categories of Vehicles Required:

- (a) SMALL UTILITY VEHICLES SUCH AS ALTO, DZIRE, INDIGO ETC.
- (b) BOLERO/INNOVA OR SIMILAR CATEGORY OF VEHICLES.
- (c) PICK UP MINI TRUCKS AND VANS
- (d) TRAVELLER/MINI BUSES OR SIMILAR CATEGORY OF VEHICLES.

- 2. The car / vehicles are for use in College of Fisheries, AAU, Raha, Nagaon. Therefore, the bill will be from CoF, AAU, Raha only.
- 3. Preference will be given to agencies/ firm located nearby Raha, Nagaon or other nearby places.
- 4. The rate quoted should be as per K.M. basis and daily rental basis both for local & outstation duties. (as mentioned in **Annexure I**).
- 5. Highway Toll tax / parking etc. will be as per actual rate, and will be paid through bill only.
- 6. The rate quoted must be valid for at least one year.
- 7. No revision of rate will be entertained at any cost for one year.
- 8. The Agency must ensure all necessary documents like registration/ Insurance/ Driver's licence/ Road permits etc. are valid and up to date.
- 9. **Expenses towards food/ lodging of the driver shall be borne by the Agency.**
- 10. All maintenance/ repair cost during hiring period shall be borne by the Agency.

11. The vehicle should be in road worthy conditions and should always be driven by keeping the “**AIR CONDITION (A/C) ON**” wherever applicable.
12. All vehicles must be presented in a neat and clean condition.
13. The Agency shall have to entertain request for placement of vehicle at short notice.
14. **The payment will be made on bill basis only.**
15. It is mandatory that the agency must have GST registration and bill should show the applicable GST separately.
16. The A.A.U. under no circumstances shall be liable for any loss/damage to vehicle/ driver, arising out of negligence/ rush driving/ accident/ natural calamities or any other act which may cause injury/damage/ death either to vehicle/ driver or any other third party.
17. **The quotation must be submitted both as “hard copy” and “soft copy” in a CD typed in MS Word in A4 size paper in landscape orientation (Font Size 12, Times New Roman) in the prescribed format (Annexure -I), without which the quotation shall not be considered.**
18. The Director of Research (Vety) reserve the right to accept/ reject any/ all quotations without assigning any reasons thereof.



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Assam Agricultural University
Khanapara : Guwahati-22

ANNEXURE -I
FORMAT OF QUOTATION

| Sl. No. | Type of Vehicle | Duty | Rental/Day | Rate/Km | Any Other Cost | Remarks |
|---------|-----------------|------------|------------|---------|----------------|---------|
| 1. | | Local | | | | |
| | | Outstation | | | | |



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