



SRIMANTA SANKARADEVA UNIVERSITY OF HEALTH SCIENCES

(A State University of the Govt. of Assam)

NARAKASUR HILLTOP, BHANGAGARH, GUWAHATI-781032, ASSAM

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PROFORMA OF APPLICATION

PRE-QUALIFICATION CRITERIA/ PAST EXPERIENCE FOR BIDDERS/ DEALERS:-

1. FURNISHING OF DETAILS (IN OWN LETTERHEAD)

PROFORMA OF SUBMISSION OF QUOTATION

1.	Name of the Firm	:	
2.	Year of Establishment	:	
3.	Address of the Firm		
	(a) Premises Address	:	
	(b) Permanent Address	:	
	(c) Working E-mail Address	:	
4.	Name of the Proprietor/ Contact Person (with Designation)	:	
5.	Landline Number	:	
6.	Fax Number (if any)	:	
7.	a) Mobile Number	:	
	b) Alternate Mobile No.	:	
8.	a) Account Number	:	
	b) Bank Name & Address	:	
	c) Bank IFSC	:	
9.	(i) PAN	:	
	(ii) Trade Licence (Copy to be enclosed)	:	
10.	Whether firm is Income Tax payee. If so, please attach a copy of Income Tax Return filled for the last 3 consecutive years.		

11.	GST Registration No. (Attach: Copies of GST, CST Certificate)	:	
12.	Rates offered for Car Rental (at Annexure-I)	:	
13.	Discount Offer (flat rate)	:	
14.	Name of major Organization where items are supplying.	:	

DECLARATION

- (i) I/We
.....
(name of partners/ proprietors or shareholders) do hereby declare that the entries made in this application form are true to the best of my/own knowledge and belief that we shall be bound by the Terms and Conditions.
- (ii) I/We also hereby declare that all matters related to Srimanta Sankaradeva University of Health Sciences shall be treated as Confidential and no information shall be passed on to any unauthorized person without written permission of the University.
- (iii) Mr/Mrs. whose signatures are given below, is an authorized representative of this firm.
- (iv) I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm from time to time.

.....
Full Signature of Partner/ Proprietors.
Date (with Firm's Seal):

Place:

ANNEXURE-I

Type of Vehicle	Within Guwahati Rate/Day	From Guwahati to any place within Assam Rate/Day	Airport Dropping/ Pickup	Fuel Charge per KM		Rate of Night Haltage for Driver
				Within Guwahati	From Guwahati to any other place within Assam	
1. Innova (AC)						
2. Bolero (AC)						
3. Xylo (AC)						
4. Swift Dzire (AC)						
5. Truck 407						
6. DI Mini Truck						

Date:

Signature
(Authorized person of the Firm)
Seal of the Firm

TERMS AND CONDITIONS TO SUPPLY OF VEHICLE ON RENTAL

1. The empanelment will be valid upto **31-03-2026**.
2. The supplier has to submit a copy of the Income Tax Return Certificate of last 3 years at the time of Registration/ Empanelment as service provider to the University
3. The application should be signed by the authorized person and his full name and designation should be indicated below the signature along with the official seal of the firm.
4. Incomplete and conditional applications shall be summarily rejected.
5. At the given point of time, if any of the document furnished by the Vendor/ Service Provider is found to be false, it would be deemed to be breach of contract of terms of contract making the concerned Vendor/ Firm liable for legal action besides termination of empanelment.
6. Any application received after due date shall be rejected.
7. The sum of application fee of Rs.500/- (Rupees Five Hundred) only is non-refundable.
8. Submission of following documents:
 - a. PAN Card
 - b. GST Registration Certificate
 - c. Proof of successfully completion of similar work
 - d. Firm Registration with GMC

GENERAL CONDITIONS OF CONTRACT

- a) Quote minimum delivery/ providing period of the vehicle.
- b) The rates quoted by the empanelment firm should be valid upto **31-03-2026** from the date of receipt of application.
- c) Discount/ Rebate, if any, may be clearly indicated in the offer of rates.
- d) No additional/ extra charges, except toll gate charges, parking charges will be paid.
- e) All the transportation/ rental bills must accompany relevant log sheet showing total kilometres run during the period. The log sheet should be certified by the User(s).
- f) Bills should be submitted in triplicate along with the relevant log sheet duly certified by the User(s)
- g) Minimum credit period for the Bill should be minimum 30 days from the date of submission of the Bill.
- h) GST/Other Tax liability/ discount, if any must be shown in the Bill separately.
- i) No hidden or delivery cost will be entertained.
- j) During the journey period, if the vehicle becomes unserviceable, the vendor would be required to replace the vehicle immediately by deputing a new vehicle. For this, no extra charges would be payable from the Office.

PENALTY:

In the event of placement of an order, if the service provider fails to deliver the services in full as required, the University reserves the right to levy penalty on the service provider or Black List the firm for future contract

GENERAL:

.a) The University reserves the right or to accept any tender without assigning any reason or to place the order for part or full quantity.

b) Unless mentioned to contrary, it will be assumed that all the terms and conditions mentioned in the enquiry are acceptable.

c) Notwithstanding the above, Srimanta Sankaradeva University of Health Sciences reserves the right to accept or reject any application and to cancel the process and reject all applications at any time, without thereby in writing any liability to the affected applications.

Date:
Place: Guwahati -32


Registrar
Srimanta Sankaradeva University
of Health Sciences.