

No.2-66/RC-GRC/Admn/Hiring Vehicle/2026-27/2935

Date: 05/03/2026

NOTICE INVITING TENDER (NIT)**Subject: Hiring of Vehicles on Hourly/Monthly/KM Basis – reg.**

Sealed quotations are invited from reputed and experienced travel agencies/firms for hiring of vehicles for official use of Indira Gandhi National Open University Regional Centre, Guwahati as per the terms and conditions given below:

1. Details of Vehicles Required:

Sl.No.	Type of Vehicle	Fuel	Rate per day/kilometer	
			Monthly Hourly	Kilometer
1.	Sedan car Swift desire/Desire,innova, SUV Car; Bolero/Scorpio etc. etc.	Petrol/Diesel		

NB: Rate should not be exceeds the rate fixed by the state Govt. of Assam vide their notification No.TMV/E-58920/398(enclosed)

2. **Period of Hiring:** Rate Contract initially for one Financial Year i.e. 1st April, 2026 to 31stMarch, 2027.

3. Eligibility Criteria:

The followings are the eligibility criteria of bidders:-

- Bidder must be a registered firm/agency with valid trade license.
- Bidder must be possessed valid GST registration, PAN, and other statutory documents.
- Bidder must have experienced in providing vehicles to Government/PSU/Organizations etc.
- Bidder must have own or have legally leased vehicles in good running condition not older than 5 years.

4. Documents to be submitted by the bidders:

- Firm registration certificate
- PAN, GST registration
- Copy of valid vehicle RC, Insurance and pollution certificate.
- Experience certificates (if any)
- Rate quotation in the prescribed format at (Annexure-I)

5. Terms & Conditions:

- The Vehicle should be in good running condition, clean and well-maintained.
- All expenses on fuel, driver, maintenance, repairs, insurance, etc., shall be borne by the service provider.
- The vehicle must be available on all working days and on call during emergencies.
- Payment will be made on monthly basis upon submission of bills.
- The office reserves the right to accept or reject any or all tenders without assigning any reason

6. Submission of Tender:

Interested firms may submit their sealed quotations in the format given below:

- a) Rate Contract/Quotation (Annexure-I)
- b) Technical Bid (Annexure-II)
- c) Financial Bid (Annexure-III)

The sealed quotations must reach the undersigned on or before **10/04/2026**(Friday) at 4.00 pm, address to:

The Regional Director
IGNOU Regional Centre
GMCH Road, Christian Basti
H/No. 71, Opp. Foothill lodge
Guwahati-781005

7. Deposit of Bid Security [EMD] under Rule-170 of GFR.

The genuine registered bidder must deposit a sum of **Rs.1000/-**(Rupees one thousand)only as EMD in the form of either demand draft payable in favour of IGNOU Guwahati which will be returned after completion of the bid process.

8. Opening of Tender:

The tenders will be opened on **27/04/2026**(Monday) at 4.00 PM in the presence of bidders who may choose to attend.

9. Performance Guarantee/Performance Security(Rule 171, GFR-2017):

The recommended bidder must deposit 5-10% of the estimated value of the Contract as performance guarantee in the form of Banker's cheque, Demand Draft etc. to ensure that the contractor/vendor fulfills all contractual obligations satisfactorily and must remain valid for entire period of contract which shall be refunded after completion of contract period satisfactorily.

10. Contact Details:

For any clarification, contact us in the phone numbers and email given below:

Phone: 0361-3510093

Mobile: 9706046781/8787824850/9435367482

Email: rcguwahati@ignou.ac.in

(Dr. Md. Baniyamuddin)

Regional Director

IGNOU Regional Centre, Guwahati

Annexure-I

Rate Contract/quotation format

Sl.No	Type of Vehicle	Fuel	Rate per Day/Kilometer	
			Daily	Kilometer
1.	Sedan car Swift desire/Desire,innova etc.	Petrol/Diesel		
2.	SUV Car; Bolero/Scorpio etc.	Petrol/Diesel		

NB: Rate should not be exceeds the rate fixed by the state Govt. of Assam vide their notification No.TMV/E-58920/398

Technical bid format

Tender for: Hiring of Vehicle

NIT No: _____

Date: ____/____/2026

- I. Details of the Bidder:
1. Name of the Firm/Agency:
 2. Address of the Firm/Agency:
 3. Owner/Proprietor/Authorized Person Name:
 4. Contact Details:
 - Mobile No:
 - Email ID :
 5. Legal Status of Firm/Agency:
(Proprietorship/Partnership/Pvt.Ltd./Others)

II. Registration & Compliance Details:

Sl.No.	Document/Registration	Yes/No	Details/Number	Enclosed (Yes/No)
1.	PAN Number			
2.	GST Registration			
3.	Trade license (If applicable)			
4.	Vehicle Registration(Commercial)			
5.	Insurance Certificate			
6.	Pollution Certificate (PUC)			
7.	Firm Registration certificate			
8.	Experience Certificate			
9.	Blacklist declaration (Self- attested)			

III. Vehicle Details Offered:

Sl.No.	Type of Vehicle	Make/Model	Year of Manufacture	Fuel Type	Vehicle Registration no.	Commercial Permit (Yes/No)
1.						
2.						
3.						

IV. Driver Details:

Sl.No.	Driver Name	D/license No.	Validity	Experience(In years)	Mobile Number
1.					
2.					
3.					

V. Declaration:

I/We hereby declare that:

1. All information provided above is true and correct.
2. I/We have read and understood all the terms & conditions of the tender.
3. I/We agree to comply with all conditions mentioned in the NIT.
4. Documents submitted along with his form are genuine.

Signature of Authorized Person

Name: _____

Designation: _____

Date: _____

Seal: _____

Financial bid format

Tender for: Hiring of Vehicle

NIT No: _____

Date: ____/____/2026

I. Details of the Bidder:

1. Name of the Firm/Agency:
2. Address of the Firm/Agency:
3. Owner/Proprietor/Authorized Person Name:
4. Contact Details:
 - Mobile No:
 - Email ID :
5. Authorized Signatory: _____

II. FINANCIAL BID (TO BE QUOTED IN INR):

1. Monthly Hiring Basis:

Sl.No.	Type of vehicle	Model/Year	Monthly rate	Rate per extra km	Driver Night Halt charge(Per night)	Remarks
1.						
2.						

2. Daily Hiring Basis:

Sl.No.	Type of vehicle	Model/Year	Daily rate for 8 hours	Rate per km	Extra Km/hour rate	Remarks
1.						
2.						



**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, GUWAHATI**

No. 2-66/RC-GRC/Admn/Hiring Vehicle/2026-27/2935

Date: 05/03/2026

NOTICE INVITING TENDER

Sealed tenders/quotations are hereby invited from the empanelled/registered travel agencies from within the Guwahati City for the hiring of vehicles for official use of IGNOU Regional Centre, Guwahati. Details are available on <http://rcguwahati>. Last date for the submission of sealed tenders/quotations is **10/04/2026**.

Sd/-
Regional Director

