

**OFFICE OF THE DEAN::FACULTY OF FISHERIES SCIENCE
ASSAM VETERINARY AND FISHERY UNIVERSITY:: RAHA:: NAGAON:: ASSAM**

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from reputed travel agencies/vehicle owners for hiring of vehicle(s) for official use of the Faculty of Fisheries Science (FFSc), Assam Veterinary and Fishery University, Raha, Nagaon. Interested parties may submit their quotations as per the terms and conditions mentioned below. ***Security Deposit of Rs 1000.00 (One Thousand) as IPO/EMD only be affixed drawn in favour of the Dean, College of Fisheries, Raha for acceptance of the offer.***

1. Scope of Work

- Hiring of vehicle(s) on a monthly/daily basis for official duties including:
Field visits and farm inspections; Research and extension activities and Official meetings and administrative work

2. Vehicle Requirements

- **Type:** SUV/Hatchback/MUV/Pick-up truck, small car (e.g., Alto/Celerio/Suzuki swift/Dezire/ Ertiga /Bolero / Scorpio / equivalent) or Sedan (as required)/ Traveller/ Bus
- **Condition:** Good running condition with valid documents
- **Model:** Preferably not older than 10 years
- **Fuel:** Diesel/Petrol
- **Driver:** Must be experienced with valid driving license

3. Documents to be Submitted

- Copy of Registration Certificate (RC)
- Valid Insurance Certificate
- Pollution Under Control (PUC) Certificate
- PAN Card
- GST Certificate
- ITR return 2 Years (minimum)
- Experience certificate

4. Rate Format (Provided below)

- The quotation should clearly mention:
 - 1) Rate per day/month (inclusive of driver charges)
 - 2) Fuel charges (whether included or excluded)
 - 3) Rate per additional kilometer (if applicable)
 - 4) Night halt charges (if applicable)

5. Terms & Conditions

- The vehicle must be available as per requirement, including holidays if needed.
- The driver must maintain proper conduct and discipline.
- The authority reserves the right to accept or reject any or all quotations without assigning any reason.
- Payment will be made as per university norms upon submission of bills.
- The contract may be terminated at any time if service is found unsatisfactory.

- All statutory obligations, including taxes and insurance, shall be borne by the service provider.

6. Submission Procedure

- The Financial Bid must be submitted separately in a sealed envelope superscribed: “Financial Bid for Hiring of Vehicle – FFSc, AVFU, Raha”
- The Technical Bid must be submitted in a separate sealed envelope superscribed: “Technical Bid for Hiring of Vehicle – FFSc, AVFU, Raha”
- Both envelopes should be placed inside a larger sealed envelope superscribed: “Quotation for Hiring of Vehicle – FFSc, AVFU, Raha”
- Financial Bids of only technically qualified bidders will be opened.

7. Submission Details

Quotations must be submitted in a sealed envelope superscribed as:
“Quotation for Hiring of Vehicle – FFSc, AVFU, Raha”

Addressed to:

The Dean

Faculty of Fisheries Science

Assam Veterinary and Fishery University

Raha, Nagaon – 782103, Assam

8. Last Date of Submission

Date: 30 / 06 / 2026

Time: Up to 5.00 PM

9. Opening of Quotation

Date: 03 / 07 / 2026

Time: 11.00 AM

Venue: Office of the Dean, FFSc, AVFU, Raha

The quotation may be submitted within 7 days of publishing the notice.



(P.C. Bhuyan)

Dean

FFSc, AVFU,

Raha, Nagaon, Assam.

Memo No: AVFU/FY/Tech-1/ 2026-27/ 781-84

Dated 15-06/2026

Copy for the information and necessary action to:

1. The Registrar, AVFU, Khanapara, Guwahati-22.
2. The Finance Officer, AVFU, Khanapara, Guwahati-22
3. P.S. to the Vice-Chancellor, AVFU, Khanapara, Guwahati-22.
4. Sr. Accountant, FFSc, AVFU, Raha, Nagaon, Assam.
5. Office copy.



Dean

FFSc, AVFU,

Raha, Nagaon, Assam.

Rate Format (Financial Bid)

Sl. No.	Description of Vehicle (Model/Type)	Station	Rate/Day (Rs.)	Rate POL/Km (Rs)	Driver's Allowances (Rs/Day)	Overtime Allowances (Rs/Day)
1		Local				
		Outstation				
		Hilly states of NE				
2		Local				
		Outstation				
		Hilly states of NE				
3		Local				
		Outstation				
		Hilly states of NE				



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