



**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TRAVEL  
AGENCIES/REGISTERED FIRMS FOR PROVIDING VEHICLES**

**AT**

**GUWAHATI BIOTECH PARK  
TECHNOLOGY COMPLEX  
IIT GUWAHATI  
GUWAHATI-781039**

**TEL: 0361-2690228**

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**WEBSITE: [www.guwahatibiotechpark.com](http://www.guwahatibiotechpark.com)**

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**EOI. NO. : GBP/8.2.10/2018-19/3579 DATED 12/05/2018**

**LAST DATE OF SUBMISSION: 01/06/ 2018**

**EMPANELMENT FEE: RS. 500.00 (NON REFUNDABLE)**



# Guwahati Biotech Park

Technology Complex, IIT Guwahati

Guwahati- 781 039

Phone: + 91-361-2690228/229, Fax : 0361- 2690227

GBP/8.2.10/2018-19/3579

DATED 12.05.2018

## EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TRAVEL AGENCIES/REGISTERED FIRMS FOR PROVIDING VEHICLES

Expression of Interest (EOI) invited from Travel Agencies/Registered Firm for the work:

1. **Name of Work** : Providing 4 wheeled Vehicles on daily and monthly basis to be used for the official purpose of Guwahati Biotech Park on need basis
2. **Contract Period** : Two (2) years from the date of signing of the agreement.
3. **Date of Announcement** : 12.05.2018.
4. **Date/Time for Submission of EOI** : 01.06.2018 , 12 PM
5. **Date/Time for Opening of EOI** : 01.06.2018, 12.30 PM
6. **Letter of Award** : Will be informed subsequently

1. **Background:**

Guwahati Biotech Park is an autonomous society under the Government of Assam and aims at creating a world class centre for leading-edge business-driven research and product development in Northeast India. Guwahati Biotech Park intends to empanel Travel Agencies/ Registered Firms for providing vehicle service including driver on daily/monthly basis to be used for the official purpose of Guwahati Biotech Park on need basis. Expression of Interest (EOI) in prescribed format is invited from Agencies/Firms along with a non-refundable fee of Rs. /- in the form of Cheque or Demand Draft in favour of “Guwahati Biotech Park payable at Guwahati”. For further details, please visit our **website [www.guwahatibiotechpark.com](http://www.guwahatibiotechpark.com) under the Tender Section.**

2. **Scope of Work**

1. The scope of contract includes providing vehicle service including driver on daily/monthly basis to be used for the official purpose of Guwahati Biotech Park on need basis.
2. Travel Agencies/ Registered Firms should press into service only good quality diesel driven vehicles and in perfect running condition and should not be older than 2015 model.
3. The vehicle should have valid commercial/private registration with up to date insurance, fitness, permit as the case may be.
4. The driver will be provided by the Travel Agencies/ Registered Firms and driving license of the driver must be up to date.
5. POL will be provided by the Travel Agencies/ Registered Firms.
6. In case of any accident, Service Provider shall be responsible to settle the case.
7. Counting of Distance will be from the starting point of the user and closing at the point wherever user completes his / her travel. The distance covered in each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or garage address whichever is less.

3. **Eligibility Criteria**

The Applicant should fulfill the following criteria:

1. The Applicant should have at least three years of experience in providing vehicle services to Government/Semi Government/Autonomous Body. .
2. The Agency/firm’s Annual Turnover derived from hiring of vehicles should not have incurred any loss in the last three financial years.

3. The Applicant should be registered with the authority concerned of the State or Central Government,
4. The applicant should submit the copy of income tax, PAN, GST certificate with valid registration Number.
5. The Applicant should have their office set up in the North East region.
6. The Applicant should not have been blacklisted by any Central/State Government/PSU.

4. **Submission Guidelines :**

1. Applications in prescribed format along with supporting documents are required to be submitted in sealed envelope within 21 days from the date of release of the advertisement. Conditional applications are not allowed and would be summarily rejected.
2. Application for empanelment shall be submitted as per proforma attached to this document and sent to the office of the Chief Executive Officer, Guwahati Biotech Park superscribing the following lines:

**“EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TRAVEL AGENCIES/REGISTERED FIRM FOR PROVIDING VEHICLES ”**

**REF.: GBP/8.2.10/2018-19/3579      DATED: 12.05.2018**

**To**

**The Chief Executive Officer,**

**Guwahati Biotech Park**

**Technology Complex: IIT Guwahati**

**Guwahati -781039, Assam, India**

**From: M/s**

**Contact No.:**

**Email ID:**

## GENERAL INSTRUCTIONS

### 1. STANDARD INFORMATION

All communications including the submission of one original and a copy of the EOI in sealed envelopes should be addressed to The Chief Executive Officer, Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039.

Offer in the EOI shall remain valid for a period of 120 days from the last date of submission of the EOIs. The EOI document must contain the following:

1. Covering Letter (**Annexure I**)
2. Empanelment Proforma (**Annexure II**)
3. Format for Essential Eligibility and Technical Capacity (**Annexure III**)
4. Types of Vehicles and schedule of daily and monthly rates (**Annexure IV**) to be submitted in a separate sealed envelope
5. Other supporting documents to substantiate the statements wherever necessary.

### 2. Evaluation Criteria:

The evaluation for empanelment of Travel Agencies/Registered Firm will be on the basis of the marks obtained which will be derived out from the record of previous experience and financial soundness of the Travel Agencies/Registered Firm as per the table given below:

Sl. No.	Criteria	Maximum Score
1.	Experience in providing vehicle in Government/Semi Government/PSU	15
2.	Financial Strength	20
3.	Make and Model of Vehicles Available (Vehicle should not be older than 2015 model)	15
<b>TOTAL</b>		<b>50</b>

The applicant should furnish sufficient documents to prove these capabilities.

### **3. PERIOD OF EMPANELMENT;**

- The shortlisted Travel Agencies/Registered Firms shall be empanelled initially for two (2) years from the date of signing of the Agreement and is extendable for further period (maximum three years) on the basis of performance and mutually agreed terms and conditions.
- After expiry of normal empanelment period, Travel Agencies/Registered Firms are required to re register submitting necessary documents. No re-empanelment charges shall be charged.
- Throughout the period of empanelment, the Agencies/ Firms may update any sensitive data supplied at the time of application.
- In case of unsatisfactory services, GBP reserves the right to cancel the empanelment contract with short notice without assigning any reason whatsoever.
- Performance of the agency will be reviewed periodically and those agencies whose performance is not satisfactory may be taken off from the empanelled list.

### **4. Work Contract:**

Guwahati Biotech Park will hire vehicle from the empanelled agency/firm offering the lowest price and/or the highest discount. However, in case of urgency and any other exigencies, this office serves the right to hire vehicles from open market by-passing the empanelled Agencies/Firms through this EOI and it shall be binding on all concerned.

### **5. Consideration of Applications:**

GBP reserves the right to delete, modify procedures, evaluation methodology of this empanelment documents. Also GBP may withhold issue of application for empanelment or reject any or all the applications and also subsequently invite quotations from any Empanelled vendor without assigning any reason whatsoever.

Guwahati Biotech Park decision shall be final and binding and no claims/representations in this regard shall be entertained. Mere submission of application by the vendor does not vest any right in them for being selected for empanelment.

### **6. Arbitration & Applicable laws:**

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of CEO, GBP or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of Gauhati High Court.

## 7. DISCLAIMER

- a. This EOI document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the VENDORS for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- b. Neither the EOI document nor anything contained herein shall form a basis of any contract or commitment whatsoever. Successful applicant will be required to acknowledge in the Contract Agreement that he has not relied on or been induced to enter such agreements by any representation or warranty, save as expressly set out in such an agreement.
- c. While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by GBP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the Eoi document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- d. Neither Guwahati Biotech Park (GBP) nor their employees shall be liable to any applicant or any other person under any law including the law of contract, distort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this Eoi document, or any matter that may be deemed to form part of this Eoi document, or the award of the contract, or any other information supplied by or on behalf of GBP or their employees or applicants or otherwise arising in any way from the selection process for the award of the contract for the Consultancy.
- e. No extension of time will be granted under any circumstances to any applicant for submission of its application on the grounds that the applicant did not obtain a complete set of the Eoi document.
- f. GBP is not bound to accept any or all the Proposals & reserves the right to reject any or all the applications received without assigning any reasons. No applicant shall have any cause for action or claim against GBP or its officers, employees, successors or assignees for rejection of his application.
- g. Failure to provide information that is essential to evaluate the applicant's qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.
- h. GBP or its authorized officers / representatives / consultants / advisors reserve the right, without prior notice, to change or modified the procedure for the selection of the Successful applicant or terminate discussions and the delivery of information at any time before the signing of any Agreement for the contract, without assigning reasons thereof.
- i. This EOI document is not transferable.

**Covering Letter Format (on the letter head of the applicant)**

Reference :

Date:

TO

**CHIEF EXECUTIVE OFFICER  
GUWAHATI BIOTECH PARK  
TECHNOLOGY COMPLEX, IIT GUWAHATI**

**Subject: EOI for empanelment of travel agencies/registered firms for providing vehicles (EOI No. GBP/8.2.10/2018-19/3579 DATED 12/05/2018)**

Sir,

With reference to the subject cited above and your Advertisement No. GBP/8.2.10/2018-19/3579 DATED 12/05/2018, I/we, having understood its contents, obligations and requirements, hereby submit my/our application for empanelment in the vendor list of M/s. Guwahati Biotech Park. All documents as required in your instructions are provided and enclosed herewith for your kind perusal.

I/we have carefully perused the instructions to the applicants and understand that GBP reserves the right to with hold my application for empanelment, issue enquiry or ask quotations from empanelled vendors and annul the empanelment process without assigning any reason whatsoever.

I /we shall submit additional documents wherever necessary for by GBP. I also declare hereby that all documents and information furnished hereby are true to the best of my knowledge.

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Agency/Firm's Name:**

**Date and Place:**



**EMPANELMENT PROFORMA**

1.	<b>Name of the Travel Agency/Registered Firm:</b>	
2.	<b>Address for Correspondence:</b>	
3.	<b>Contact Person :</b>	
4.	<b>Contact Details:</b> <b>Telephone No. &amp; Fax No.</b> <b>Email Address:</b> <b>Website:</b>	
5.	<b>Firm Registration No. :</b>	
6.	<b>Permanent Account No. (PAN)</b>	
7.	<b>GST No.</b>	
8.	<b>Experience In Govt./Semi Govt./PSU</b>	
9.	<b>Annual Turnover for the last three financial years</b>	
10.	<b>Bank Details</b>	
11.	<b>Empanelment Fee Details</b>	
12.	<b>Self-certification that the Agency/Firm has never been blacklisted by any Govt. organization</b>	
13.	<b>Any other details</b>	

**Note: Documents in support of all the points must be submitted as enclosures.**

**Declaration:**

1. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.
2. I / We also hereby declare that all matters related to Guwahati Biotech Park shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. Mr. .... whose signatures are appearing below, is / are the authorized representative(s) of the firm.

**Authorized Signature with Seal**

**Name:**

**Designation:**

**Agency/Firm's Name:**

**Date and Place:**

**Format for Essential Eligibility and Technical Capacity**

<b>Eligibility Criteria</b>					
<b>Sl. No.</b>	<b>Particulars</b>	<b>Status</b>		<b>Supporting Document</b>	
		<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
1.	The Applicant should be a legal entity registered in India				
2.	GST Registered				
3.	The Agency should have their office in North East Region				
4.	Having Experience in providing vehicle service to Government/Semi Government/PSU				
5.	The Agency/Firm has never been blacklisted by any Govt. organization				
6.	The Agency/Firm should not have incurred any loss in the last three financial years. Documents certified by a Chartered Accountant must be submitted				
<b>Technical Capacity Criteria</b>					
1.	Three years experience in providing vehicle services to Government/Semi Government/Autonomous Body				
2.	Financial Strength				
3.	Make and Model of Vehicles available				

Note: EOI not submitted in this format will be summarily rejected.

**Authorized Signature with Seal****Name:****Designation:****Agency/Firm's Name:****Date and Place:**