



# অসম দক্ষতা বিশ্ববিদ্যালয় Assam Skill University

(A State University established under Assam Act No. IX of 2020)

[Recognised Under Section 2(f) of the UGC Act, 1956]

[AICTE Approved Id – 1-44753529533 and HEI Code - U-1372]

Ref: ASU/GPC/2026/241/

Date: 18/06/2026

## Notice Inviting Proposal for Empanelment of Agencies

Assam Skill University, Assam invites applications in the prescribed format from reputed, authorized and registered Agencies/ Firms for empanelment through this Request for Empanelment (RFE). Empanelled agencies shall be responsible for providing the following services on requirement basis:

1. Air Ticket Booking Services (Domestic & International)
2. Hotel Accommodation Booking Services
3. Vehicle Hiring and Transportation Services

Detailed Request for Empanelment (RFE), eligibility criteria and other terms & conditions may be downloaded from <https://asu.ac.in>.

**Tender Document Fee: Rs. 500/- (Rupees Five Hundred only) through Demand Draft.**

**Last Date & Time for Submission of Proposals: 03.07.2026 up to 2:00 PM.**

**Date & Time for Opening of Proposals: 03.07.2026 at 2:30 PM.**

**-Sd-  
Registrar  
Assam Skill University**

Memo No. ASU/GPC/2026/241/

dated Mangaldai the 18<sup>th</sup> June 2026

Copy to: -

1. Programmer cum System Analyst for upload in the ASU website
2. PS to VC for kind information of the hon'ble Vice Chancellor
3. ASU Notice Board



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### Invitation for Empanelment:

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1. Air Ticket Booking Services (Domestic & International)
2. Hotel Accommodation Booking Services
3. Vehicle Hiring and Transportation Services (Outside Assam)

Applicant Firms may note the following:

- a) This request for empanelment is not a request for proposal (RFP) in any form and would not be binding on Assam Skill University, Assam in any form.
- b) Empanelment shall in no way guarantee allotment of work to the shortlisted firms. Assam Skill University reserves the right to adopt measures deemed fit for allotment of work as and when deemed fit.
- c) The Applicants must submit their applications in accordance with the requirements contained in this RFE.
- d) Assam Skill University reserves the right to update, amend and supplement the information in this document including qualification process before the last date and time of submission of applications.

Application Submission:

SI No.	Information	Details
1.	Addressee and the address at which the application is to be submitted	The Registrar, Assam Skill University, Mangaldoi, District: Darrang, Assam, Pin-784125
2.	Last date and time for submission of Applications	
3.	Duration of Empanelment	
4.	Validity of the Application	

### Scope of Work:

The scope of services will broadly include the following:

#### A. Air Ticket Booking Services:

1. Approved agencies/firms will arrange to book all air tickets on international and domestic flights of all airlines including emergency booking/booking odd situations and also train tickets.
2. They will have to deliver tickets at the Assam Skill University office/email addresses of concerned officers and collect tickets for cancellation, if any.
3. Assistance for obtaining visa and for that purpose submitting and collecting passport at the embassies.
4. Obtaining travel related insurance including overseas medical insurance.
5. Assisting Assam Skill University, Assam in obtaining deal codes with other airlines and hotels as and when available.
6. Making itinerary of travel of the user/ immediate web check-in in which is the most cost effective as well as the best suitable to the user.
7. Corporate booking services: Availability of corporate booking facilities.

**Address: Bidya Nagar, Gerimari, Mangaldai, District: Darrang, Assam, Pin-784125**

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### B. Hotel Accommodation Services

1. Arrange hotel accommodation in different categories as per requirement.
2. Ensure negotiated economical rates.
3. Provide accommodation in safe, reputed and hygienic hotels.
4. Facilitate bookings, modifications and cancellations.
5. Provide options with tariff details before confirmation.
6. Ensure timely confirmation vouchers and invoices.

### C. Vehicle Hiring Services

1. Provide vehicles on hire basis for official duties.
2. Provide vehicles of different categories including:
  - Sedan
  - SUV
  - MUV
  - Luxury Vehicles
  - Traveller/Bus (if required)
3. Ensure availability of vehicles at short notice.
4. Provide experienced and licensed drivers.
5. Ensure vehicles are clean, roadworthy, insured and compliant with statutory requirements.
6. Maintain punctuality and professional conduct.
7. Provide vehicles for local duty, outstation duty and airport transfers.

While the above-mentioned activities are to give an idea on the nature and type of work to be performed, there can be any additional activities of similar nature, which the empanelled firms/agencies would be required to undertake, based on the requirements from time to time.

### Duration of Empanelment:

The duration of empanelment through this RFE shall be initially for a period of one year and the period is renewable for a period upto 3 (three) years at the discretion of the competent authority of Assam Skill University subject to satisfactory provision of services.

### Pre-qualification Criteria:

Sl No.	Eligibility Criteria	Supporting Documents Required
1.	The Agency must submit the Tender Document Fee of Rs. 500/- through Demand Draft	Demand Draft of ₹500/- towards Tender Document Fee.
2.	The applicant shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act 1956 or any other previous companies act in India, Partnership Firm registered under the Indian Partnership Act, 1932, LLP registered under the Limited Liability Partnership Act, 2008 or a Proprietorship firm and should have been in existence in India for the last 5 (five) years.	Certificate of Registration/Incorporation under the respective Acts in India.
3.	The agency must be registered in India with appropriate tax authorities.	GST Registration Certificate, PAN Card copies.

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4.	The agency should have achieved average annual turnover of not less than Rs. 30 Lakhs per annum during the last three financial years ending 31.03.2025.	Audited Financial Statements for last three years and Certificate from the Statutory Auditor certifying the Turnover for previous three financial years from the relevant business.
5.	The agency should have been in existence/operation for the last 5 (five) years.	Trade Licence Certificate copies.
6.	Past Experience of working with the government, PSUs, autonomous bodies or statutory bodies is preferred.	Sanction Order and Completion Certificate for the same.
7.	The applicant should furnish an undertaking to the effect that the firm has not been black listed in India.	Letter of undertaking in agency/firm letterhead
8.	Organizations must have its registered office in Assam	Provide a copy of the address proof of office.
9.	Valid IATA registration	Copy of the Valid IATA certificate.

### Other Terms & Conditions:

1. Agency must have the capability and resources to get best deals and discounts for arranging domestic/international travel and accommodation facilities.
2. The agency shall be available 24\*7 for booking/ cancellation of both domestic and international Air tickets, railway tickets, hotel accommodation and arrangement of vehicle.
3. The booking will be done on credit basis.
4. Bills for bookings and any other related services shall have to be submitted on a monthly basis and subject to the correctness of the bill the payment will be generally made within 45 days from the date of receipt of the bills, subject to availability of funds.
5. The empanelled agency should be in a position to provide credit limit for a period of minimum 45 days.
6. The arrangements with the empanelled agency/firm shall stand terminated in the case of insolvency of the agency or them entering into any arrangement/ compensation with their creditors.
7. Assam Skill University reserves the right to avail of the services of one or more agencies/firms empanelled through this notice.
8. The agency/firm shall ensure uninterrupted services considering the holidays followed by Assam Skill University. In the event of poor/ deficient service Assam Skill University reserves the right to terminate forthwith the arrangement with the agency.
9. Application containing false or inadequate information is liable for rejection.
10. Assam Skill University reserves the right to reject any or all the applications without assigning any reason thereof.
11. The empanelled agency/firm shall not assign the contract or any part thereof to any other Agency/party without the prior written consent/approval of Assam Skill University. The agency/firm shall also not sub-let the work or part thereof except with the prior written consent of Assam Skill University and such consent, even if provided, shall not relieve the agency from any liability or any obligation under the contract.
12. Last date of submission: last date of receipt of sealed applications is **03rd July, 2026 upto 2 PM**. No application shall be entertained after the expiry of the due date and time.
13. Opening of Proposals: The proposals shall be opened on **03 July 2026 at 2:30 PM** in the presence of the bidders or their authorized representatives who may choose to attend.
14. **Superscription:** The envelope containing the application must be sealed properly and must be super scribed as "**Application for Empanelment of Agencies for Flight Booking, Hotel Accommodation and Vehicle Hiring Services**".

**Address: Bidya Nagar, Gerimari, Mangaldai, District: Darrang, Assam, Pin-784125**

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15. **Validity of the Bids:** The applications submitted shall be valid for a period of 180 days subject to increase in the period by mutual consent.
16. **Authorized Signatory:** The application must be signed by the authorized signatory and their contact details must be mentioned on the cover page of the application.
17. **Applications sent by post/courier:** The applications may be sent by post/courier to reach before the scheduled date and time as indicated above.
18. **Empanelment Letter:** Assam Skill University shall issue an empanelment letter to the successfully qualified Applicants depending upon their area of participation among the ones mentioned in the scope of work. The suitability of the firms will be ascertained based on their experience, background and quality of past work for empanelment only. The empanelment letter shall not confer any right to engagement.
19. The vendor or its associates/companies who are empanelled with Assam Skill University -as a result of this empanelment process are not allowed to use the name of Assam Skill University, its logo, service marks or any document for any purpose without the prior written approval of Assam Skill University, Assam.
20. **Blacklisting/debarring:** Assam Skill University reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, or continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground deemed fit by giving a 7 (seven) days prior written notice.
21. **Allocation of work post empanelment:** The allocation of work post empanelment among all the empanelled agencies will be made by floating limited tender enquiries/quotation through email basis as and when the requirements arise.

### **Presentation:**

As a part of Evaluation of proposals submitted by the applicants, Assam Skill University may seek further information or a presentation from the Organizations for evaluation purposes. Assam Skill University may call for such information/presentation at a short notice.

### **Rejection of Application:**

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal.

### **Documents required:**

The proposal should contain the following information:

- a) The Supporting documents mentioned above in the pre-qualification section along with the annexures to this document;
- b) Profile of the Company;
- c) Any other details that the bidder may like to provide.

### **Disclaimer:**

The Assam Skill University reserves the right:

- To reject any/all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the Assam Skill University, Assam without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise. –

-Sd-  
Registrar  
Assam Skill University

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**Annexure - 1**

To,  
The Registrar  
Assam Skill University

Date:

Subject: Empanelment as Travel Agency

Dear Sir,

Having examined the pre-qualification document indicating scope of work, I/We hereby submit our proposal together with all the necessary information and relevant documents for empanelling us with Assam Skill University as an Agency for providing ticketing and other related services.

The proposal is made by me/us on behalf of .....(Company/Firm/Association of individuals) in the capacity of ..... duly authorized to submit the proposal.

I/We understand that Assam Skill University reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.

**AUTHORISED SIGNATORY**

(Name and Designation):

Name of Firm:

Address:

E-mail id:

Contact details:

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### Annexure – 2

#### Organization Profile

1.	<b>Name of the Applicant Firm</b>	
2.	<b>Ownership (Government/ PSU/ Private)</b>	
3.	<b>Type of Organization: Partnership firm/ Public Limited Company/ Pvt. Limited Company/. Limited Liability Partnership/Society/Others (please specify and attach proof)</b>	
4.	(i) PAN Number (ii) GST Number	
5.	<b>Name and Designation of Key Management Person(s)</b>	
6.	<b>Date &amp; Year of establishment of firm</b>	
7.	<b>Number of years of experience in providing requisite Services</b>	
8.	<b>Number of Permanent Employees</b>	
9.	<b>Any other important information about the organization</b>	

#### AUTHORISED SIGNATORY

(Name and Designation):

Name of Firm:

Address:

E-mail id:

Contact details:

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