



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
An Autonomous Institute under Department of Science and Technology
Govt. of India, Paschim Boragaon, Garchuk, Guwahati-781035

NOTICE INVITING EXPRESSION OF INTEREST FOR
EMPANELMENT OF TRAVEL AGENCY

Advt. No. 586(EOI)

Date: 14/03/2026

The Institute of Advanced Study in Science and Technology (IASST) is an autonomous multidisciplinary research organization under the Department of Science & Technology (DST), Govt. of India. The Institute has its own permanent campus at Paschim Boragaon, Ghy-35 & is planning for empanelment of Travel Agencies for hiring of all types of vehicles.

“Expression of Interest” is invited from the reputed registered travel agencies having its registered office within the municipality area of Guwahati city for empanelment under IASST, Guwahati. The agency must submit their rates showing discount if any for all types of vehicle viz car, buses etc. (both AC and Non AC) for hiring of vehicle within Guwahati and outside Guwahati.

The application forms duly filled in with all supporting documents along with a Demand Draft of Rs.1000.00(One thousand) only, (Non-refundable) as processing fees in favour of Director, IASST, Guwahati-35 enclosed in a sealed cover should reach the undersigned on or before 03/04/2026 by 4.00 PM.

IASST authority reserves the right to accept or reject any or all the application without assigning any reason thereof. The Institute is not bound to accept the lowest bidder.

Registrar, IASST

APPLICATION FOR EMPANELMENT OF TRAVEL AGENCY

Name of the Travel agency.....
Last date of submission: 03/04/2026 by 4:00 PM.

To,
The Registrar,
IASST, Guwahati-35

Sir,

I/We have read and understood the instructions for empanelment of travel agency given by the IASST as contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages to are correct to the best of my/our knowledge and belief.

Signature of the Applicant.....

Name

Designation.....

Address.....

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Place:.....

Date:.....

Seal of the Agency

Part I: Instructions to the applicants

1. Travel agency having its registered office within the municipality area of Guwahati city should only submit their interest for empanelment of Travel Agent
2. Intending applicants are required to submit in their full bio-data giving details of their trade agency, registration no., Phone No., experience, technical personnel in their agency etc. in the enclosed proforma.
3. The application shall be signed by person(s) on behalf of the agency having necessary authorisation/Power of Attorney to do so. Each page of the application shall be signed. Copy of Power of Attorney/Memorandum of Association shall be furnished along with the application.
4. If the space is insufficient for furnishing all details, separate sheet may be used which should also be duly signed.
5. The application duly filled in along with all supporting documents and a Demand Draft of Rs. 1,000/- (Non-refundable) as processing fees to be drawn in favour of the Director, IASST, Paschim Boragaon, Guwahati-35 enclosed in a sealed cover must reach the Registrar, IASST on or before xx/xx/2026 by 4:00 PM.
6. Decision of the IASST authority in regard to selection of travel agency shall be final and shall be binding upon on the agency participating in the EOI process. The IASST authority is not bound to assign any reason thereof. The IASST is not bound to accept the lowest bidder.
7. The selected travel agency shall be required to execute an agreement with the IASST in prescribed format immediately after accepting the assignment.
8. The approved rate of hiring charge shall be valid for a year from the date of acceptance of assignment.
9. The applicants must maintain the time schedule as instructed by the IASST authority. The IASST authority shall have the full right to discontinue agreement with any empanelled travel agency for failure to maintain the time schedule.

Signature of the Applicant

Part II: Information to be furnished by the applicant

1. Name and registered office address of travel agency:
2. Registration number and contact number:
3. Whether individual or partnership;
(Attach a separate sheet) if partnership,
give full particulars of the partners
including their names,
qualifications, age etc.:
4. Name, qualification and experience
of the technical personnel's (drivers)
engaged in the travel agency: (Fill in Annexure –I)
5. Name and address of the bank(s)
Where the travel agent maintains their bank account:
6. Turnover of the travel agency during
the last 5 years (year-wise): (Fill in Annexure-II)
7. GST Registration details:
(submit copies)
8. Valid trade licence no & date of trade licence
(Copy to be attached):
9. PAN No.
(Copy of PAN card to be attached):

Annexure-I

List of technical personnel with age, qualification, experience etc.

Sl. No.	Name	Age	Qualification with copies of driving licence	Experience of driving	Date from which employed at the agency

Annexure-II

<u>Years</u>	<u>Turn over</u> <u>(Rs in Lakh)</u>
<u>1st Year</u>	
<u>2nd Year</u>	
<u>3rd Year</u>	
<u>4th Year</u>	
<u>5th Year</u>	

Hiring Charge

Sl. No.	Type of vehicle with specification	Per day charges (-----Hours)	Charges for additional hours	Fuel charges per KM	Any other issues.

- Including charges for Drivers/Night stay.
- For both inside Guwahati and outstation.
- Garage to garage KM

Signature of the Applicant

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