



EMPANELMENT OF TRAVEL AGENT FIRM

Krishna Kanta Handiqui State Open University, having more than 300 (three hundred) Study Centers spread over different districts and locations within the state of Assam invites application for empanelment of Travel Agent Firms. Interested Travel Agents who are willing to provide vehicle on rent and fulfill the under mentioned conditions may apply for enlistment of their firm in the prescribed format to the undersigned at Patgaon, Rani, Guwahati-781017/ Housefed Complex, Dispur, Last Gate, Guwahati-781006 on or before 7th March,2016.

Conditions

1. Must be a registered firm.
2. Must have own or leased vehicle with valid registration and insurance cover.
3. Driver must have valid driving licence at the time of driving.
4. The vehicle must have valid taxi/tourist permit for paying within the state of Assam and North East.
5. Must have PAN and VAT registration.
6. Agree to accept payment within 20 days after submission of Bill on completion of journey, certified by the officials.
7. Must provide the rates in the specified format as and when asked for after enlistment.
8. Must submit the attested copy of Registration Certificate, PAN, VAT Registration and Front page of the Bank Pass Book/Statement.
9. A Demand Draft of Banker's Cheque for Rs. 1000/- drawn in favour of Registrar, KKHSOU must accompany with the application, without which application will not be accepted.

Registrar

Krishna Kanta Handiqui State Open University

**To
The Registrar, KKHSOU
Patgaon, Rani, Guwahati-781017**

Sir,

Reference to your advertisement published in _____ on _____
I/We am/are interested to empanel my/our Travel Agent Firm for providing rental vehicle to your esteemed organization as per your requirement. Required particulars are furnished below along with the supporting documents as per the condition No. 8 of the advertisement and a Demand Draft/ Banker's Cheque No. _____ Dated _____ for Rs. 1000.00 is enclosed as per condition No. 9 of the advertisement._

Name of the Travel Agent Firm :

1. Address & Contact No with E-mail ID :

2. Registration No. :

3. Company Registration No. if applicable :

4. PAN :

5. VAT Registration No. :

6. Bank Details

i.	Name of the Bank	:
ii.	Name of the Branch	:
iii.	A/C No.	:
iv.	Type of the A/C (Ticked as applicable) SB/CD/OD/CC :	
v.	IFSC Code No.	:

7. Status of the Firm (ticked as applicable) :

Proprietorship/Partnership/Company

8. In case of Proprietorship :

Name of the Proprietor	Address of the Proprietor	Phone No.

9. In Case of Partnership Firm :

Name of the Partner	Address of the Partner	Phone No.
i.	i.	
ii.	ii.	
iii.	iii.	
iv.	iv.	
v.	v.	

10. In case of Company :

Name of the Managing Director/CEO	Address of the M.D./CEO

11. Number of Vehicle under operation :

Make of the Vehicle	Maruti Suzuki		TATA		FORD		HONDA		MAHINDRA & MAHINDRA		TOYOTA	
	>80 0 to 100 0	>10 00 to 2500	>8 00 to 100 0	>10 00 to 2500								
C.C.												
Number												

12. List of the Documents enclosed as mentioned in condition No. 9 of the notice for empanelment of the Printing Press :

Name of the Document	Annexure
i. Registration Certificate	
ii. Company Registration Certificate (if any)	
iii. Permit	
iv. PAN	
v. VAT Registration Certificate	
vi. Front page of Bank Pass Book/ Bank Statement in support of Bank Details	
vii. Partnership Deed (In case of Partnership Firm)	
viii. Memorandum & Article of Association in case of Company	

ix.	Income Tax Clearance Certificate	
x.	VAT Clearance Certificate	
xi.	Statement of Account for immediate preceding 3 years i.e. Profit & Loss A/C and Balance Sheet	

Information furnished above are true and correct to the best of my knowledge and believe.

Place:

Date:

Signature, Name & Designation with Seal