



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY  
(केंद्रीय विश्वविद्यालय / A Central University)  
कुलसचिव का कार्यालय / OFFICE OF THE REGISTRAR



कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016, एनआईआरएफ भारत रैंकिंग 05: 2016 और नाक द्वारा 'ए+' ग्रेड प्राप्त  
Visitor's Best University Award, 2016, NIRF India Rankings 2016: 05 and accredited with NAAC 'A+' grade

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

**EXPRESSION OF INTEREST (EOI)**  
**FOR EMPANELMENT/ENLISHMENT OF VENDORS**  
**FOR "Supply of Oil and Lubricant for Automobile vehicles and for other Machinery at**  
**Tezpur University"**

Ref. No.: Eoi/EC/2025/ 4476

Date: 28/08/2025

**General Information about the EOI**

Mode of Publishing	Online (Through CPPP)	
To be Submitted	Online (Through CPPP)	
Last Date of Submission	Friday,12 September,2025(12:00 Noon)	
Submission of Technical Bids	As per Tender Document	
Earnest Money Deposit	Rs.10,000/- in the form of Demand Draft to be drawn in favour of "The Registrar, Tezpur University" payable at Tezpur University. The sealed envelope containing EMD should be addressed to, "The Registrar, Tezpur University"	
Performance Guarantee/Security Deposit	Rs.25,000/- to be submitted by the empanelled vendor in the form of Demand Draft to be drawn in favour of "The Registrar, Tezpur University" payable at Tezpur University. The sealed envelope containing EMD should be addressed to, "The Registrar, Tezpur University". No interest shall be payable on the instrument by the University.	This would be retained by the University for the entire period of empanelment, i.e., 03(Three) years. If Empanelment is not continued after 01(One) year, for any reason, the amount will be returned back.
Duration of Empanelment	Three(03) years	To be renewed on yearly basis, the rate shall be obtained separately for each year.

**DISCLAIMER**

This Expression of Interest (EOI) is not an offer by Tezpur University (hereinafter referred to as TU), but an invitation to receive a proposal from eligible vendors for the supply of oil and lubricant for automobile vehicles at TU.

This document should be read in its entirety. While all reasonable care has been taken in compiling this EOI, the figures, documents and details are presented in good faith; and no warranty or guarantee (express or implied) is given by TU as to the completeness or accuracy of this EOI or any information provided in or in connection with it.

The full and final authority to cancel the EOI vests with the management of the TU.





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समिति के सदस्य  
ONE MEMBER ONE FAMILY ONE FUTURE

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Tezpur University is planning to hire a vendor for the supply of oil and lubricant for automobile vehicles and Diesel for DG Sets. Capacity of Tank: of the University.  
As per the aforementioned details, the bidders shall submit the quotation in the below-prescribed format only.

➤ **General Terms and Conditions: -**

1. Bidder should submit his/her EOI in a sealed cover to Tezpur University. There should be a heading **"EOI No: 2, Expression of Interest for SUPPLY OF OIL AND LUBRICANT FOR AUTOMOBILE VEHICLES AND FOR OTHERS MACHINERY"**.
2. Bidder has to submit EOI on printed letterhead/handwritten application.
3. Sign all pages of Expression of Interest.
4. Proposal should include: -
  - a. Details of the clients served by the firm.
  - b. Timings and contact details.
  - c. Credit Limit.
5. Only those companies may apply whose fuel pumps are less than or equal to 05 (Five) kilometres from Tezpur University, Napaam, Sonitpur, Tezpur, Assam-784028.
6. Expression of Interest should be sent in favour of **"Registrar, Tezpur University, Napaam, Sonitpur, Tezpur, Assam-784028"**. **"SUPPLY OF OIL AND LUBRICANT FOR AUTOMOBILE VEHICLES AND FOR OTHERS MACHINERY"**.
7. Bidder can submit an Expression of Interest in person/through post/through courier. The last date to submit EOI is **12-09-2025** before **12:00 Noon**.
8. Based on the EOIs received, the competent authority shall decide further course of action.
9. University will not be responsible for any postal delays.
10. The University reserves the right to accept or reject any application without assigning any reason thereof whatsoever.
11. Income Tax Return (ITR) for the last three financial years i.e. FY 2022-23, FY 2023-24 & FY 2024-25 should be submitted.
12. The average turnover should not be less than Rs. 25,00,000/- during the last three financial years i.e., FY 2022-23, FY 2023-24 & FY 2024-25. Financial statements in support thereof are to be attached.
13. The TU will not pay for any charges against loss, damage incidental to manufacturer or acquisition, transportation, storage and delivery etc. till delivered.
14. In case it is found that the Bidder has not quoted as per the requirement for any specified item their bid shall not be considered and will be summarily rejected in the very first instance without any recourse to the Bidder and shall not be evaluated.
15. Any conditional bids received shall not be considered and will be summarily rejected in the very first instance without any recourse to the Bidder and shall not be evaluated.
16. The contract will be awarded to the technical Bidder with the maximum discount offered on the market rate whose bid has been found to be responsive and who is found eligible and qualified as per the EOI document. In case two or more agencies are found to have quoted the same rates. The Competent Authority of TU shall decide about the Bidder to which the offer shall be granted based on the report of the past performance of the firm, length of experience etc. The decision of the Competent Authority of TU shall be final.





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17. In case of breach of any terms and conditions, the competent authority reserves the right to call an explanation from the firm by issuing a show cause notice.
18. In case of the Bidder fails to fulfil the agreement obligations, it shall be without prejudice to the right of UNIVERSITY to recover any further amount or any liquidated and/or other damages.
19. The Bidder has to submit an Authorization certificate of their fuel station mentioning the Quality / Density of the fuel.
20. The successful bidder should provide quality assurance/genuineness of fuel as specified by the company.
21. In case any fuel is found to be of low quality or non-genuine, the contractor will have to replace such fuel with proper genuine good quality fuel immediately as well as have to bear a penalty of twice the cost of the said fuel.
22. The Bidders fuel station needs to have CCTV surveillance on a 24 x 7 basis. The CCTV footage may be provided when required by University Authority.
23. The total amount of fuel consumption on a monthly basis is approximately Rupees Ten Lakhs Only for all the available vehicles/ DG Sets.
24. All the safety measurement has to be followed by the bidder as per Government of India norms.
25. The successful bidder should have a good amount of space to move along for vehicles like buses, tractors, JCB, any other heavy vehicles etc. during the refilling of fuels.
26. The successful bidder has to update the change in rates of fuels to the University Administration as per the market scenario.
27. If the successful bidder denies to provide the fuel during the contract period, a written application should be submitted well in advance indicating the denial reason and they have to provide an alternate option for the same.
28. The successful bidder has to manage and provide a Debit/Credit Slip at their pump which should include Kilometers, Time, Date, Vehicle Number and Authorized Signature.
29. The successful bidder has to submit separate Invoices/Bills for a particular vehicle as per their registration number.
30. The successful bidder has to submit Contract Agreement as per Annexure – I.
31. Every bidder shall unconditionally accept the condition contained herein in this tender and submit duly filled and signed undertaking given in Annexure-II.

➤ **Terms of payment:**

1. No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work.
2. No terms for payment against delivery will be accepted and such EOI will be rejected.
3. Bills pre-receipted in duplicate/triplicate for the materials supplied should be furnished duly supported by supplier's challan or delivery note which bears the signature of any officer authorized by the University for the purpose of receiving the supply and the date on which the supply is received. Payment of bills will be made on monthly basis on receipt of original bills with the duplicate copies of the bills. No payment will be effected on Xerox Copies or triplicate/quadruplicate computerized copies.
4. All payments shall be made by crossed cheque/Online mode only. Before effecting payment, TDS and other taxes as admissible from time to time will be deducted from each bill.
5. The University shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned.





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विद्यया ऽ मृतमश्नुते  
HUM FIDEM LITE FAMILIA DIGNO RIGORE

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➤ **Terms and conditions specific to the contract**

1. The material should be delivered on or within the due date which will be noted in the supply order.
2. Any violation of terms and conditions or supply of inferior quality items/material will result in total rejection of the item, apart from taking suitable remedial action at the bidder's cost and risk.
3. In case of breach of any terms and conditions, the competent authority of TU reserves the right to call an explanation of the firm by issuing a show cause notice. In case of a non-satisfactory reply, action like black listing of the firm can be taken.
4. For the purchase of Oil & Lubricant, supply orders will be placed by this office as per requirement & there is no limit/binding for the purchase of product/material in quantity & amount.
5. The contractor should supply only genuine good quality (quality assurance) material as specified by the company.
6. The supplier during the period of the contract should ensure timely supply of material within the period to be specified in the supply order.
7. If the approved tenderer fails to supply the ordered material within specified period from the date of issue of the supply order, the said item/material will be purchased from local market wherever available and extra cost of the material above approved tender rate if any, will be recovered from the bill of the tenderer.
8. According to the Ministry of Petroleum and Natural Gas, petrol and diesel must always have density between 730 kg/m<sup>3</sup> and 800 kg/m<sup>3</sup> and 830 kg/m<sup>3</sup> and 900 kg/m<sup>3</sup>, respectively.

➤ **Cancellation/Termination of Agreement: -**

1. The agreement can be terminated either side by serving a 30 days' notice.
2. The University shall have the right to terminate the Agreement, arising out of the finalization of this EOI, in part or in full in any of the following circumstance: -
  - I. The bidder is declared bankrupt or becomes insolvent.
  - II. As per decision of Arbitration/Tribunal.
  - III. When both parties mutually agree to terminate the agreement.
  - IV. If bidder failed to clear outstanding amount within 30 days.
  - V. In the event of any breach of the conditions on the part of the licensee, the university may cancel the agreement and charge the licensee with any loss arising from such cancellation.
  - VI. The Institute reserves the right to cancel/short-close the agreement at any time by serving notice, in case of unsatisfactory performance, without assigning any reasons.



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➤ Documents to be Submitted :

1. Name, Office Address & Contact Details of the Bidder.
2. Name & Residential Address of Managing Director / Partners/ Proprietor.
3. Any Govt. registration certificate/document to the extent to show that the bidder is Sole Proprietor/Partnership firm/company.
4. Certificate of Registration/Incorporation confirming the date of registration/incorporation.
5. Copy of cheque or valid MSME certificate, if any.
6. Copy of Certificate of Registration for GST.
7. Copy of PAN card.
8. Copies of Balance sheet and Profit and Loss Account or another authentic document for the last three financial years i.e. FY 2022-23, FY 2023-24 & FY 2024-25.
9. Copies of Income Tax returns for the last three financial years i.e. FY 2022-23, FY 2023-24 & FY 2024-25.
10. Duly filled in and signed with a stamp on all pages of Part I of Annexure I, II with the undertaking, Annexure III.
11. List of Major Customers.





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Annexure - I

TEZPUR UNIVERSITY  
NAPAAM, SONITPUR, TEZPUR, ASSAM  
(EOI NO: ISSUED ON:)  
**FORM OF CONTRACT AGREEMENT**

This agreement made on the day of the month..... in the year 20..... BETWEEN, TEZPUR UNIVERSITY (Hereinafter called TU") or Client which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns, having its TEZPUR UNIVERSITY (TU), NAPAAM, SONITPUR, TEZPUR, ASSAM, INDIA on the ONE PART; and

\*Shri \_\_\_\_\_ resident of the sole proprietor/partnership of M/s. \_\_\_\_\_ having office at \_\_\_\_\_ the following address \_\_\_\_\_

\*M/s. \_\_\_\_\_ the sole proprietor/partnership firm having an administrative/principal office at \_\_\_\_\_ represented by its Managing/duly authorized partner.

\*M/s. \_\_\_\_\_ company/body corporate incorporated under the provisions of the Companies Act 1956 having its registered office at the following address \_\_\_\_\_, duly represented at \_\_\_\_\_, duly represented by its constituted and authorized Managing Director, Shri \_\_\_\_\_ and (hereinafter called the Tenderer which term shall also be called the Supplier or the Bidder) which expression shall unless repugnant to the context or meaning thereof be deemed to include its successors and permitted assigns on the other part

WHEREAS THE Client/TU is desirous that certain materials should be supplied as detailed in the EOI & their office mentioned and called for the invitation to EOIs for the performance of such works has been accepted by the TU on the terms and conditions as set out therein and inter alia others.

NOW THIS AGREEMENT WITNESS as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form and be read and construed as part of this agreement viz.



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- EOI No. 02 dated 26/08/2023.
- General rules and Instructions for the guidance of EOI.
- General Terms & Conditions of contract and clauses of contract.
- In consideration of the payments to be made by the TU to the tenderer, the tenderer hereby covenants and agrees with the TU to complete the works in conformity in all respects and subject to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said Bidder,  
\_\_\_\_\_  
to the CLIENT (TU)  
\_\_\_\_\_  
in the presence of:

Signature of Bidder (with seal)

Witness (Signature, Name & Address):

- 1).
- 2).

Signature of Authorized representative of the Client/TU Accepting Authority

Witness (Signature, Name & Address):

- 1).
- 2).



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Annexure – II

**UNDERTAKING**

1. I/We \_\_\_\_\_ undertake that I/We have carefully studied all terms and conditions and understood the parameters of supplying the material and shall abide by them.
2. I/We further undertake that the information given in this EOI are true and correct in all respects and we hold the responsibility for the same.
3. Adequate infrastructure in terms of manufacturing capacity of the material is available with the firm.
4. I/We will take appropriate decisions on the pricing of fuel in reference to the Ministry of Petroleum and Natural Gas, Public Sector Oil Marketing Companies (OMCs) and The Cabinet Committee on Economic Affairs (CCEA).

Dated at

(Dated signature of the tenderer with stamp of the Company)





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ANNEXURE-III

(To be submitted along with the EOI documents)  
UNDERTAKING

To,  
The Registrar,  
Tezpur University,  
Tezpur,  
Assam-784028

Dear Sir,

I/We \_\_\_\_\_ hereby undertake that if the tender is awarded to me/us, I/We will supply genuine product/material with quality assurance as specified by the company for such product, as per demand from Tezpur University.

It is further stated that if at any stage it is found that the product/material supplied by me/us is not genuine, I/We are aware that I/We will have to replace the same with genuine product/material within 3 days from the date of notice to that effect as well as have to bear penalty as twice the cost of the said product failing which The Registrar, Tezpur University reserves right to take action as per terms & conditions of the tender.

Place:

Signature: .....

Date:

Name: .....

Designation: .....

Office Seal: .....