



National Law University, Assam

(Established by Assam Act No. XXV of 2009)

Prof. (Dr.) Yugal Kishore

Reg. NLUJA/CCR/Finance/NIQ/2017-2018/01/20/24

Date: 29.05.2017

Notice Inviting Quotation (NIQ) for Hiring of Vehicle

Registrar, National Law University, Assam invites sealed quotations in prescribed format from eligible bidder(s) having a fleet of 10 or more vehicles owned or leased with an experience of 2 years or above to render services in the Office of Registrar, National Law University, Assam, Amingaon, Hajo Road, Guwahati – 781031, as and when required.

The bidder is requested to submit sealed and signed quotation on or before 3.00 P.M. on 28.06.2017 in the Office of the 'Registrar, National Law University, Assam, Amingaon, Hajo Road, Guwahati – 781031'.

Terms & Conditions for Hiring of Vehicle:

1. All vehicles provided by the agency should be manufactured on or after 2013.
2. Insurance: Comprehensive. In case of Third party insurance, all mishaps will be fully at vendor's risk.
3. The vehicle will be hired on daily basis as and when required. Bidders shall quote their rates on per day basis.
4. The agency/vendor shall provide experienced professional drivers, who will be responsible to report for duty with the vehicle at the prefixed station within the stipulated time unless otherwise specified. The driver will have to sign Log-Book at arrival as proof of his reporting for duty.
5. Logbook will be maintained and signed by the driver and the officer using the vehicle. KM for fuel charges will be counted from pick up point to destination.



6. Supplier/owner of the vehicle shall be responsible for the all types of repair, servicing and maintenance of the vehicle.
7. University shall not have any liability arising out of any accident while the car is in use by the University. University shall not be liable to pay damages/consumption to the owner/Driver or any other person who may be affected by the accident.
8. Claim for escalation of rate due to any reason during the validity of contract period, if any, will not be entertained.
9. Driver with capricious, erratic, arrogant attitude or alcohol addiction should be replaced immediately; otherwise the contract will be terminated at any time.
10. The bidders whose quotation will be accepted shall have to execute a formal agreement with the Registrar, National Law University & Judicial Academy, Assam.
11. The vehicle at times will have to undertake journey for long hours in other districts and make night halts. The driver of the car shall be prepared to halt with his own arrangement and cost. All the cost of the driver is to be paid by the vendors whether journey is within Guwahati or outside Guwahati.
12. The vehicle should be in good condition, road worthy and comfortable. If any petty repair is to be made while in tour and the officer concerned using the vehicle pays for cost of repair, the same will have to be paid by the vendor.
13. During the hiring period, if vehicle breaks down, the vendor should provide replacement immediately, failing which, the difference in the hire charge for another vehicle will have to be borne by the vendor.
14. The rates shall be valid till end of December 2017.
15. University reserves the right to extend the validity of contract with the supplier beyond the expiry of contract period at the same terms & conditions and rate under mutual agreement by both the sides.
16. The rate is to be quoted both in figures and in words without any overwriting. Any correction therein must have to be attested with the signature of the owner(s)/ Quotationer(s).
17. No advance payment is permissible. Payment will be made once in a month. All payments are subject to deduction of all applicable Government Taxes / Duties for which a certificate of deduction in prescribed form will be issued to the vendor.



18. Bill/Invoice shall be raised only after the completion of the tour. University, after through scrutiny, shall release the payment, if found appropriate. In case, anything stated in the invoice found to be inappropriate, University reserves the right to rectify the same and release payment accordingly.
19. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, Assam only.
20. Late and delayed offer will not be considered.
21. Sealed quotations should be marked 'Quotation for Hiring of Vehicle- Centre for Child Rights, NLUA'.
22. All necessary documents to be submitted with seal and signed:
- a. Forwarding Letter
 - b. Details of Bidder in format prescribed in Annexure I
 - c. Quotation in format prescribed in Annexure II
 - d. Supporting documents –
 - i. Valid Trade Licence
 - ii. Valid Service Tax Registration Certificate
 - iii. Incorporation Certificate in case of Company
 - iv. PAN Card etc.



Annexure I

1. Name of the Bidder Firm / Company :
Address with Contact Number & Email ID
2. Name of Proprietor/Partner/Director signing the :
tender with Contact Number & Email ID
3. Name/Designation/Address of the Authorized :
Signatory holding the Power of Attorney (if any)
4. Number of vehicle owned / leased :
5. Income Tax – PAN No. :
(Attach Copy)
6. Service Tax Reg. No. / GSTIN No. * :
(Attach Copy)
7. Bank Account Details:
Bank Name :
Account Number :
Type of Account :
IFSC Code with Branch Name :

Verification:

The quotation for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the quotation/ contract shall be liable for rejection.

Seal & Sign. of Authorized Signatory

***(The existing registered firm / vendors should have migrated to GST as per the Rules and Regulation for the same, otherwise not eligible to bid)**



Annexure II

(Amount in Rupees)

Sl No	Vehicle Type	Local (Within Guwahati)		Outside Guwahati		
		Per Day Fixed Rental Charges (AC)	Fuel Charges per KM	Per Day Fixed Rental Charges (AC)	Fuel Charges per KM	Night halting charges
1	Sedan (Specify make & model)					
2	Hatchback Cars (Specify make & model)					
3	Scorpio					
4	Innova					
5	Xylo					
6	Traveller 16 Seater					
7	Bus (Ultra)					

** Make separate rows and columns if necessary to provide further information.

Seal & Sign. of Authorized Signatory

