



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/EMPNL-TKT.-VEHCL./2025/17/1038

Date: 22-08-2025

NOTICE INVITING TENDER

National Law University and Judicial Academy, Assam, invites sealed NIT, affixing non-refundable Court Fee Stamp of Rs. 8.25 (Rupees eight and paise twenty-five) only from reputed, experienced, and financially sound Travel Agencies for empanelment for a period of one (01) year for providing services including:

- Booking of Air, Rail, and Bus Tickets (Domestic & International)
- Booking of Accommodation (Hotels/Guest Houses/Lodges)
- Local and Outstation Vehicle Hiring

Envelope should be clearly marked: **"Application for Empanelment of Travel Agency"** and addressed to the O/o Registrar, National Law University and Judicial Academy, Assam, Hajo Road, Amingaon, Guwahati-781031. The document should reach the designated office **on or before 15-09-2025**. The University will not be responsible for any postal delay, damage or lost in transit in case of delivery.

The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Last date of submission of Tender: **15-09-2025 up to 1:30 PM**

Opening of Tender Bids : **15-09-2025 at 2.00 PM**


Registrar



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SCOPE OF WORK:

The empaneled travel agency shall be responsible for:

- Booking and issuing air/rail/bus tickets promptly as per instructions.
- Providing travel options and lowest available fares/routes.
- Arranging accommodation as per the requirement and budget.
- Providing vehicles (AC/Non-AC) for local and outstation travel.
- Providing 24x7 support for urgent travel needs and modifications.

ELIGIBILITY CRITERIA:

Agencies must meet the following:

- Registered travel agency with at least 3 years of relevant experience.
- Valid GST Registration, PAN, and Trade License.
- Minimum annual turnover of ₹5 lakhs in the last 2 financial years.
- Experience in handling corporate/government clients preferred.
- Should not be blacklisted by any Govt. or Public Sector agency.
- The Agency should have its own registered office in Guwahati.

Note: Attested/notarized copies of order/contracts from Govt. Organization should be submitted clearly indicating the contract value.

- Bidder who has been blacklisted either by the Bid Inviting Authority or by any State Govt. or Central Government Organization will not be allowed to participate in the EOI during the period of blacklisting.
- The bidders should submit an affidavit from Public Notary or other Legal Competent Authority along with up-to-date Trade License, PAN CARD and GST Registration Certificate from competent Authority.



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DOCUMENTS TO BE SUBMITTED:

- Company profile and experience certificate.
- Copy of registration certificate, PAN, GST.
- Audited financial statements or CA-certified turnover statements.
- List of major clients served in the last 3 years.
- Declaration of not being blacklisted (self-certified).
- Authorization from IATA/IRCTC (if applicable).

SELECTION PROCESS:

- Scrutiny of submitted documents by Purchase Committee of the University.
- Evaluation based on experience, client base, financial strength and Financial Bid.
- Personal interaction/presentation.
- Final empanelment will be communicated via email/letter.

TERMS & CONDITIONS:

- No advance payment will be made. Payments will be made on monthly invoice basis.
- Rates must be transparent and at par with market/online portals.
- The agency must respond to booking requests within 4 working hours.
- Empanelment does not guarantee any fixed business.
- The organization reserves the right to terminate the empanelment at any point.

EMD:

An amount of Rs. 10,000/- (Rupees Ten Thousand Only) will have to be deposited in the form of Demand Draft drawn on any Nationalised/Scheduled bank on India in favour of "Registrar, National Law University and Judicial Academy, Assam" payable at Guwahati as EMD and empanelled bidders EMD will be retain as security deposit for the contract period of one (01) year.



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(To be submitted on the Letterhead of the Bidder)

FINANCIAL BID FOR EMPANELMENT OF TRAVEL AGENCY

For Booking of Air/Rail/Bus Tickets, Accommodation, and Vehicle Hiring

Sl. No.	Service Description	Bidder's Quote (Commission/Service Charges)	Remarks (if any)
1	Domestic Air Ticket Booking	₹ _____ per ticket / ____% of base fare	
2	International Air Ticket Booking	₹ _____ per ticket / ____% of base fare	
3	Train Ticket Booking (IRCTC service)	₹ _____ per ticket / ____% of base fare	
4	Bus Ticket Booking	₹ _____ per ticket / ____% of base fare	
5	Hotel Accommodation Booking (Domestic)	____% of room tariff as service charge	Specify if on commission basis
6	Hotel Accommodation Booking (International, if any)	____% of room tariff as service charge	
7	Local Vehicle Hiring (within city limits – per day rate)	Innova: ₹ _____ Innova Crysta: ₹ _____ Swift Dzire: ₹ _____	Rates inclusive of fuel & driver
8	Outstation Vehicle Hiring (per km rate)	Innova: ₹ _____ Innova Crysta: ₹ _____ Swift Dzire: ₹ _____	Minimum km/day to be specified
9	Driver Allowance (per day – for outstation)	₹ _____	



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NOTE:

- Rates should be Inclusive of GST.
- The organization reserves the right to negotiate the charges.
- Service charges quoted above will remain valid for the entire empanelment period.
- For outstation vehicle hiring, a kilometer (KM) log sheet must be properly submitted along with the bill for processing.

Declaration

I/We hereby agree to provide the services at the above rates and abide by the terms & conditions of the tender.

Date: _____

Place: _____

Authorized Signatory

(Signature with seal)

Name: _____

Designation: _____

Contact No: _____

Email ID: _____