



# National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/EMPNL-TKT.-VEHCL./2025/17/640

Date: 30-06-2026

## NOTICE INVITING TENDER

National Law University and Judicial Academy, Assam invites sealed tenders affixed with non-refundable Court Fee Stamp of Rs.8.25/- from reputed, experienced and financially sound Travel Agencies for empanelment for 'Local and Outstation Vehicle Hiring Services', for a period of **one (01) year**.

The envelope should bear the following superscription:

**"Tender for Empanelment of Travel Agency for Vehicle Hiring Services"**

and addressed to:

**The Registrar  
National Law University and Judicial Academy, Assam  
Hajo Road, Amingaon  
Guwahati – 781031, Assam**

The document should reach the designated office **on or before 15-07-2026**. The University will not be responsible for any postal delay, damage or loss in transit in case of delivery by pos. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Last date of submission of Tender : **15-07-2026 up to 1:30 PM**  
Opening of Tender Bids : **15-07-2026 at 2.00 PM**

  
**Registrar**  
NLUJA, Assam



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## SCOPE OF WORK:

The empaneled agency shall be responsible for:

1. Providing AC vehicles for local and outstation travel as and when required by the University.
2. Ensuring availability of vehicles at short notice, including during holidays and emergencies.
3. Deploying well-maintained vehicles with valid permits and statutory documents.
4. Providing experienced and licensed drivers along with handyman, as and when so required.

## ELIGIBILITY CRITERIA:

The bidder must satisfy the following conditions:

1. Must be a registered Travel Agency/Firm with a minimum of three (03) years' experience in providing vehicle hiring services.
2. Must possess valid:
  - Trade License
  - PAN
  - GST Registration Certificate
3. Must have an average annual turnover of not less than Rs.5.00 Lakhs during the last two financial years.
4. Preference shall be given to agencies having experience of providing services to Government Departments, PSUs, Educational Institutions, Corporate Organizations, etc.
5. Must not have been blacklisted/debarred by any Central Government Department, State Government Department, PSU, Autonomous Body, University or any other public/private authority.
6. The bidder shall have a registered office within Guwahati.

## DOCUMENTS TO BE SUBMITTED:

The following self-attested documents shall be enclosed:

1. Company/Firm Profile
2. Trade License
3. PAN Card
4. GST Registration Certificate
5. Audited Financial Statements or CA-certified Turnover Certificate for the last two financial years
6. List of major clients served during the last three years
7. Self-declaration regarding non-blacklisting
8. Any other supporting documents demonstrating experience and capability

Incomplete tenders or tenders without supporting documents are liable to be rejected



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## TERMS & CONDITIONS:

1. No advance payment will be made. Payments will be made on monthly invoice basis.
2. Empanelment does not guarantee any fixed business.
3. The organization reserves the right to terminate the empanelment at any point.
4. Rates are inclusive of all taxes/GST etc.
5. Bill must be submitted in triplicate copy along with log sheet stating starting and closing kilometer counter signed by University official/guest within seven days after completion of travel for payment.
6. Local Vehicle Hiring (Within City Limits): The base rate for local vehicle hiring shall be applicable for 8 hours and 80 kms. Any usage beyond 80 kms shall be charged per km rate (inclusive of GST). However, no additional charges shall be borne by the University for usage beyond 8 hours.
7. Outstation Vehicle Hiring: For outstation vehicle hiring, the base price shall be applicable up to 80 kms. Additional distance beyond 80 kms shall be charged at the per km rate (inclusive of GST). Further, a driver allowance and additional charge shall be borne by the University for usage beyond 12 hours, as per quoted rate.
8. Starting and Ending Kms: The starting distance from the service provider's location to the point of reporting/venue shall be considered up to a maximum of 10 kms. Similarly, a maximum of 10 kms shall be allowed for the return journey from the reporting point/venue to the service provider's location. Any distance beyond the above limits shall not be payable by the University.
9. 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 in India in favour of "Registrar, National Law University and Judicial Academy, Assam" payable at Guwahati as EMD. Empanelled bidders EMD will be retained as security deposit for the contract period of one (01) year.
10. All terms and conditions of NIQ/Tender/proposal have to be adhered to.



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(To be submitted on the Letterhead of the Bidder)

## FINANCIAL BID FOR EMPANELMENT OF TRAVEL AGENCY

### Vehicle Hiring Services

Sl. No	Service Description	Bidder's Quote in INR (Including GST)
1	<b>Local Vehicle Hiring (Within City Limits)</b> – Per day basis (8 hours and 80 km), inclusive of fuel and driver/handyman charges.	Innova : ₹ _____ Innova Crysta: ₹ _____ Swift Dzire: ₹ _____ 40 Seater Bus: ₹ _____
2	<b>Outstation Vehicle Hiring</b> – Up to 80 km and 8 hours, the rates quoted under Sl. No. 1 shall apply. Beyond 80 km, rates shall be charged on a per-kilometre basis. Beyond 12 hours, additional hourly charges shall apply.	Innova: ₹ _____ per km Innova Crysta: ₹ _____ per km Swift Dzire: ₹ _____ per km 40 Seater Bus: ₹ _____ per km Additional charge per hour ₹ _____
3	<b>a. Driver Allowance (Outstation Duty)</b> – Per day. <b>b. Handyman Allowance for Bus (Outstation Duty)</b> – Per day.	₹ _____ ₹ _____
4	<b>Remarks (If any)</b>	

### NOTE:

1. All quoted rates shall be inclusive of GST and all other applicable taxes, duties, fuel charges, and driver charges unless specifically stated otherwise.
2. Toll taxes, parking charges and interstate taxes, wherever applicable, shall be reimbursed only on production of original supporting documents unless specifically included in the quoted rates.
3. The organization reserves the right to negotiate the charges.
4. For outstation vehicle hiring, a kilometer (KM) log sheet must be properly submitted along with the bill for processing.
5. Any condition or assumption related to the quoted rates should be mentioned under "Remarks".



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## 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: \_\_\_\_\_