NATIONAL LAW UNIVERSITY, TRIPURA

(Established by the Tripura Act No. 3 Of 2022)
Address: P.O.- Narayanpur Bazar; District- West Tripura; PIN- 799015

Ref No. F.1(19)-NLUT/Store/Vehicle/2023-24/ 1084 Date :04.11.2025

CALL FOR QUOTATIONS

National Law University Tripura invites Quotations for the procurement of below mentioned items/services for NLU Tripura. Kindly quote your most competitive rates in the given format for the below mentioned article (as per specifications) including all the transportation/ freight charges (whichever applicable).

SL. No.	Item Description	Specification	Qty Required	Detention Charge Per Day	Running charge per km	Overtime Charge per hour
1.	Car Hiring	Maruti Suzuki Dzire or equivalent	One (1)			

Terms for submission of Quotations: -

1. The Quotation shall be addressed to "The Registrar, National Law University Tripura".
2. The Quotation should reach us on or before **22.11.2025 up to 05:00 PM** at National Law University, Tripura, Narsingarh, Tripura (W) PIN-799015. Any quotation received after the deadline will not be considered.
3. The vehicle should be in good plying condition and the year of manufacturing of the vehicle shall have to be mentioned. The manufacturing year shall not be prior to 2022.
4. The rate of detention charge & per kilometre run should be within ceiling limits as per Delegation of Financial powers Rules Tripura, 2019.
5. The acceptance of the quotation will be at the discretion of the authority based on the lowest rate quoted.
6. No insurance charge or any other charge including maintenance cost is admissible.
7. The contract period shall be of 6 months initially which may be extended to one year, subject to satisfactory services. If the selected bidder during the pendency of the contract period is unable to provide continued availability of vehicle in exceptional circumstance, he/she shall give 7 days' notice to the authority to terminate the service agreement.

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8. The vehicle should have valid Commercial Registration or Commercial Registration Number & valid insurance and pollution certificate which shall be submitted along with quotation otherwise quotation will be rejected.
9. Vehicle should be placed for duty within 7(seven) days from the date of issue of the order/service agreement.
10. Copy of the "Power of Attorney" in respect of the vehicle should be submitted, if the vehicle is not owned by the quotation maker himself/herself.
11. The successful quotation should make the vehicle available with a driver from 8:00 a.m. for office duty. However, the vehicle may be used on holiday(s) also.
12. The driver should have valid driving license and the concerned driver should maintain a Log Book in respect of the journey undertaken.
13. In case the vehicle will be required to be withdrawn from service temporarily, a vehicle of same type should be provided to avoid interruption of services, failing which the University will hire vehicle and the hiring cost will be deducted from his/her bill.
14. Payment will be made after submission of GSTIN Bill in duplicate along with relevant up-to date log book duly signed by the concerned Official or Officer.
15. No enhancement of rates within the validity period of the contract shall be entertained.
16. An amount of Rs. 5,000.0 (Rupees Five Thousand) only as Earnest Money Deposit (EMD) should be submitted in favour of The Registrar, National Law University, Tripura in the form of Demand Draft (DD) from any Nationalized Bank along with the Quotation, otherwise the quotation will be rejected. If the successful quotationer fails to provide the vehicle within the stipulated period, the earnest money deposited along with the quotation will be forfeited. In the event of withdrawn of vehicle by the successful bidder within 1(One) year the earnest money will also be forfeited. However, the amount of earnest money of the successful bidder will be released on successful completion of contract period. The earnest money of unsuccessful bidder will be released/returned after 1(one) month from the date of finalization of quotation.
17. The Log book should be signed on the day of duty mentioning date, kilometre reading and reporting and departure time. The Journey should be certified by the officer who is availing the vehicle for journey mentioning kilometre reading and time of commencement & end of journey. The bill claimed against the journey not duly certified by the concerned official will not be paid.
18. In no circumstances, the vehicle and the driver should be out of Office premises for other than office works without the permission of the authority.
19. The successful Quotationer shall have to enter into an agreement based on the terms and condition.
20. The undersigned reserves the right to cancel or accept the Quotation without assigning any reason. The successful quotationer shall have no right to claim any compensation for such cancellation.
21. (a) The rate quoted by the bidder shall be deemed to be inclusive of the sales and other levies, duties, royalties, cess, income tax, of central and State Government local bodies and authorities etc. that the bidder will have to pay for the performance of the contract. The office will perform such duties in regard to the deduction of such taxes at source as per applicable law.

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(b) In addition to deduction of Income Tax & other such levies, duties, royalties, cess, toll tax and other taxes as would be required to be deducted at source will be deducted from the bill of bidder (s) at the rates as notified by the Government, from time to time. Any revision or amendment in the tax patterns either State/Central Government or local bodies shall also be applicable.

22. The quotation is for providing 01(one) Nos. Maruti Suzuki Dzire (which may be increased or decreased as per necessity).
23. The duty area of vehicle will be generally within Agartala, but as per requirement it shall be required to perform its duty in other parts of the state involving night stay (no additional charge for night stay will be permissible).
24. Kindly contact 0381-291-5078 between 10 a.m. to 5 p.m., on all working days. You may also email us your query at contact@nlutripura.ac.in.

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Registrar (I/C)

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National Law University, Tripura
Narsingarh, Tripura (W)

Registrar (I/c)
National Law University, Tripura
Agartala.