

# National Law University, Delhi

Sector-14, Dwarka, New Delhi - 110078

N.I.T. No.: Transport/2025

**Name of Work:** Empanelment of Transporter for providing Services at Sector-14, Dwarka, New Delhi

ESTIMATED COST: 7,00,000.00 Approximately

Earnest Money : 14,000.00

TIME PERIOD : One Year

**This N.I.T. is approved for Rs. 7,00,000.00 (Rupees Seven Lakh Only)**

**The Registrar  
National Law University, Delhi**

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## NOTICE INVITING QUOTATIONS

The Registrar, National Law University, Delhi invites **Quotations from the eligible agency who satisfy the criteria for hiring of vehicles as per requirement** i.e. 03 nos. works each of value not less than 40% of estimated cost put to Quotation or 2 no. works each of value not less than 60% of estimated cost put to quotation or 1 no. work of value not less than 80% of the estimated cost.

S.No.	N.I.T No.	Name of Work & Location	Estimated Cost put to Quotation	Earnest Money	Period of Completion	Date and time of submission of Quotation	Last date and time of Opening of Quotation
1	05	Empanelment of Transporter for providing Services at Sector-14, Dwarka, New Delhi	Rs. 7,00,000.00 Appx.	Rs. 14,000.00	One Year	15.03.2025 5:00 pm	17.03.2025 3:00 pm

Interested bidders may download the quotation from [www.nludelhi.ac.in](http://www.nludelhi.ac.in) and e-procurement [www.delhigovtprocurement.com](http://www.delhigovtprocurement.com) on free of cost.

The Quotation Box is available at the main reception of the University, where Quotations are to be submitted.

  
The Registrar  
National Law University, Delhi

## CHECK LIST FOR BIDDERS FOR SUBMISSION OF BIDS

1. The bidder should read all the instructions, items & conditions, contract clauses, nomenclature of items, specifications etc., contained in the bid document very carefully, before quoting the rates.
2. Rates must be filled both in words and figures. Amount should be worked out for all the items.
3. The bidder shall quote his rebate if required, mentioning specifically on what component it is applicable otherwise it shall be considered general rebate on total quoted rates.

**The Registrar, National Law University, Delhi invites Quotations from the eligible agency who satisfy the criteria for hiring vehicles as per requirement** i.e. 03 nos. works each of value not less than 40% of estimated cost put to Quotation or 2 no. works each of value not less than 60% of estimated cost put to quotation or 1 no. work of value not less than 80% of the estimated cost.

**Similar work means** "Empanelment of Transporter for providing Services".

1. The time allowed for carrying out the work will be **One Year** from the date of start as defined in schedule 'D' or from the first date of handing over.
2. Earnest money in the form of Demand Draft or Pay order or Banker's Cheque (drawn in favour of "The Registrar, National Law University, Delhi") must be deposited in the University in a separate envelope.

Bid documents submitted by intending bidders shall be opened only of those bidders, **who has deposited EMD** and other documents submitted, are found in order.

3. The bid submitted shall become invalid if:
  1. The bidder is found ineligible.
  2. **The bidder does not deposit original EMD**
  3. The bidder does not enclose all the documents (including GST registration and copy of Pancard) as stipulated in the bid documents.
  4. If any discrepancy is noticed in the submitted documents by the lowest bidder.
  5. If a quotationer quotes nil rates against each item in item rate quotation or does not quote any percentage above/ below on the total amount of the quotation or any section/ sub head in percentage rate quotation, the quotation shall be treated as invalid and will not be considered as lowest quotationer.
  6. The agency whose quotation is accepted will be required to furnish performance guarantee of 5% (Five percent) of the bid amount within the period specified in Schedule D. This guarantee shall be in the form of Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank.

In case the agency fails to deposit the said performance guarantee within the period as indicated in Schedule 'D', including the extended period if any, the Earnest Money deposited by the agency shall be forfeited automatically without any notice to the agency. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

7. The Registrar NLUD does not bind itself to accept the lowest or any other quotation and reserves to itself the authority to reject any or all the quotations received without the assignment of any reason. All quotations in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the quotationer shall be summarily rejected.
8. The competent authority reserves the right of accepting the whole or any part of the quotation and the quotationer shall be bound to perform the same at the rate quoted.
9. The bid for the works shall remain open for acceptance for a period of **Fifteen Days (15)** from the date of opening of bids. If any quotationer withdraws his quotation before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions quotation which are not acceptable to the department, then the NLUD shall, without prejudice to any other right or remedy, be at liberty to **forfeit 50%** of the said earnest money as aforesaid. Further the quotationer shall not be allowed to participate in the re-quotationing process of the work.
10. This Notice inviting bid shall form a part of the contract document. The successful Quotationer/agency, on acceptance of his quotation by the Accepting Authority, shall, within 7 days from the stipulated date of start of the work, sign the contract consisting of:-
  - a. The notice inviting bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the quotation as uploaded at the time of invitation of quotation and rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

  
**The Registrar**  
**National Law University, Delhi**

**List of Documents to be attached with the bid submission in a separate envelope:**

- i. Treasury Challan/Demand Draft/Pay order or Banker's Cheque against EMD.
- ii. Certificate of Registration GST and Income Tax PAN CARD.

**Note: No cutting/over writing shall be allowed in Treasury Challan/Demand, Draft/Pay order of Banker's Cheque of any scheduled Bank. If found so, their bid will be rejected.**

  
**The Registrar  
National Law University, Delhi**



**National Law University, Delhi**  
**Sector-14 Dwarka, New Delhi – 110078**

**Item Rate Quotation**

Quotation for the work of:- Empanelment of Transporter for providing Services at **Sector-14, Dwarka, New Delhi**

(i) Quotations to be submitted at the reception of the University.

(ii) To be opened on **17.03.2025 At 03:00 PM in the National Law University, Delhi.**  
**(QUOTATION)**

I/We have read and examined the notice inviting quotation, schedule D. Specifications General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the quotation documents for the work.

I/We hereby quotation for the execution of the work specified for the Registrar of NLU Delhi within the time specified in Schedule 'D', viz., schedule of quantities and in accordance in all respects with the specifications, instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the quotation open for **Fifteen (15) days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **14,000.00 is here by forwarded in** the form of demand draft/Banker's Cheque of a Scheduled bank as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said competent authority's office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that competent authority's office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance guarantee shall be guarantee to execute all the works referred to in the quotationer documents upon the term and conditions contained.

Further, I/We agree that in case forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-quotationing process of the work.

Dated.....

Signature of Agency  
Postal Address .....  
.....  
.....

Witness: #

Address: #

Occupation: #

**ACCEPTANCE**

The above quotation (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the University for a sum of Rs. \*.....(Rupees\* .....)

The letters referred to below shall form part of this contract Agreement:-

- i) \*
- ii)\*

iii) For & on behalf of the University.

Signature.....

Designation: **Registrar**

National Law University, Delhi

Dated \*.....

**# To be filled by the agency**

## **SCHEDULES FOR TRANSPORTATION WORKS**

**\*SCHEDULE 'A'**  
**Schedule of quantities (Enclosed)**

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**The Registrar**  
**National Law University, Delhi**

**\*SCHEDULE 'B'**  
**Extra Schedule For specific requirements/documents for the work, if any.**  
**1. General Condition and Specifications.**

**\*SCHEDULE 'C'**

**1. Reference to General Conditions of Contract: As attached**

**Name of work: Empanelment of Transporter for providing Services at Sector-14, Dwarka,  
New Delhi**

Estimated cost of work : **Rs.7,00,000.00**  
**(i) Earnest money : Rs.14,000.00 (To be returned after  
receiving performance guarantee)**  
**(ii) Performance guarantee 5% of quotationed Value.**  
**(iii) Security Deposit: 5% of quotationed Value**

**\*SCHEDULE 'D'**  
**General Rules & Directions:**

Officer inviting quotation **The Registrar,  
National Law University, Delhi**

**Definitions:**

2(viii) Accepting Authority Vice-Chancellor / Registrar,

2(xi) Standard schedule of Rates: As per market rate

2(xii) Department National Law University, Delhi

**Clause 1**

- i) Time allowed for submission of Performance Guarantee, Programme chart (Time and progress) and applicable labour licenses, registration with EPFO, ESIC and BOCW welfare board or proof of applying thereof, including Provident Fund code number if applicable from the date of issue of letter of acceptance, in days **3 Days**
- ii) Maximum allowable extension with late fee@ 0.1% per day of performance guarantee amount beyond the period provided in (i) above. **2 Days**



**Clause 2**

Authority for fixing  
compensation under clause 2

The Registrar,  
National Law University, Delhi,

Whether Clause 2A shall be applicable

No

**Clause 3**

Number of days from the date of issue  
of letter of acceptance for reckoning date  
of start.

3rd day or actual date of PG  
deposit with late fee

**Table of Milestones : --As per Table given below**

S.No.	Description of Milestone (Financial)	Time Allowed in days (from date of start )	Amount to be withheld in case of non- achievement of Milestone
1	NIL	NIL	NIL

Time allowed for execution of work

One Year

Authority to give fair and reasonable extension of time for completion of work.

1 With levy of compensation

The Registrar

**Clause 4**

Competent Authority for  
deciding reduced rates .

**The Registrar, NLUD; upto 5% of  
the contract value.**

## **GENERAL CONDITIONS AND SPECIFICATIONS**

1. The firm/agency is to submit earnest money of Rs. 14,000/- (Rupees Ten Thousand Only) in the favour of Demand Draft in the name of Registrar, National Law University, Delhi along with the quotation.
2. **The firm/agency must be operating from a garage situated within the radius of 06k.m from National Law University Delhi, Sector-14, Dwarka, New Delhi-110078.**
3. All vehicles model should not be older than 5 years.
4. The k.m will start/close at from National Law University Delhi, Sector-14, Dwarka, New Delhi-110078.
5. The firm/agency should have all licences/permission to operate taxi services from concerned authorities.
6. The firm/agency should be operating minimum 10 vehicles.
7. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
8. The agency is required to submit its bids/quotations on their letter head along with signature.
9. Copy of PAN card is to be enclosed.
10. Copy of GST Registration certificates is to be enclosed.
11. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
12. The quotation received after last date and time of submission will not be entertained.
13. The conditional tenders /quotations would not be accepted.
14. If the vendor is unable to execute the work after receiving the purchase order the firm will be debarred for one year to participate in the tendering process of the university and the debar notice will be uploaded on the university website.
15. If it is found, that the transport services are not satisfactory and as per requirement, the university have rights to cancel the order and no payment will be made in this regard.
16. The University reserves the rights to cancel the quotation/tender without assigning any reason/ notice.

## **BILL OF QUANTITY (BOQ)**

Sr. No.	Name of the Vehicle	Local Travel				Night Charge (10.00 pm to 05.00 am)	Out Station Travel	
		40 K.M & 4 Hrs.	80 K.M & 8 Hrs.	Charges per Hour for extra time	Charges for extra per k.m.		Outstation (Per k.m.)	Driver Allowance per day
1	Swift Dzire or equivalent							
2	Innova Crysta or equivalent							
3	Honda City or equivalent							
4	Tempo traveler - 12 seater							
6	Bus (AC) - 27 Seater							
7	Bus (AC) - 45 Seater							

Shuttle Service on monthly basis (Time: 05:00 p.m. to 12:00 p.m.) from NLUD, Sector-14, Dwarka to Metro Station Sector-14 Dwarka, New Delhi

1	Wagon R (04 Seater) Monthly Rent (Rs.) or equivalent	
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**The contract may be extended for another one year on mutual consent subject to the satisfactory performance and approval of the Competent Authority.**

  
**Registrar**

**National Law University, Delhi**