

EXPRESSION OF INTEREST

Quotations are invited from registered travel agencies for providing of travelling service when required for official purpose in favour of **the Centre for Child Rights, National Law University, Odisha, Cuttack.**

The Quotations must be submitted in the prescribed format (Format Attached) on or before 30th April 2019 to **Registrar, National Law University, Odisha, Kathajodi Campus, Sector 13, CDA, Cuttack-753015** by speed post. Quotation received after 30th April 2019 will not be considered. The envelope containing the quotation should superscripted as **Quotation for Transport Service.**

General Conditions

1. No money will be given by the University as advance; payment will be made after submission of travel bill.
2. Tax invoice should be issued in favour of Registrar or the specific department that make order.
3. For vehicle hired on casual basis, bills are to be produced within seven days of providing the service containing the details of travel and the charges.
4. Bills will be settled within 15 working days from the date of submission.
5. All the payments will be made in Account Payee Cheques only in favour of the travel agency.
6. NLUO will not have any liability arising out of any accident involving the car whether or not the same was caused due to negligence of the driver.
7. In case of breakdown of the hired vehicle a suitable substitute vehicle must be provided immediately by the service provider.
8. The condition of the vehicle should be well maintained to keep it road worthy in all the seasons.
9. Parking fees, if any, shall be paid by the contractor which will be reimbursed by NLUO along with the payment of the bill subject to production of the documentary evidence and countersigned by the controlling officer.

10. No other charges towards maintenance of car, garage, and major/minor repairing charges, servicing charges will be borne by NLUO.
11. Service tax, if any, will be applicable as per Govt. Rules.
12. The vehicle should report with sufficient quantity of fuel at the time and place requisitioned by the user.
13. a) Driver with experience and valid license should only be engaged by the contractor.
b) Drivers should be well conversant with the Traffic Rules and Roads.
c) The pay and allowance of the driver will be borne by the service provider.
14. NLUO reserves the right to empanel the service provider at its discretion.
15. The empanelment will be valid for 1 year from the date of empanelment with provision for further extension of one year subject to satisfactory performance. In case of unsatisfactory performance/breach of terms, the hiring contract may be terminated with fifteen days notice.

APPLICATION FORM FOR EXPRESSION OF INTEREST FOR HIRING OF VEHICLE

To,
The Registrar
National law University, Odisha, Cuttack
Kathajodi Campus, Sector-13, CDA, Cuttack-753015

Dear Sir,

I / we express interest to engage my/ our car(s) /Vehicle (s) on hire with NLUO. I/We agrees to abide by all the terms and conditions laid down in the General Terms and Conditions of EOI No.

1 Name of the individual/Partnership Firm/ company:

2 Full postal address:

3. Phone No.:-

4. Name of the Contact Person.

5. Mobile NO of the contact Person

6. Copy of registered partnership deed/ power of Attorney/Certificate of incorporation/memorandum of Association:

4. Pan No of the Agency.

5. Service Tax Registration No.

Declaration:

I/We certify that all the information furnished are true and I /We confirm that in case of any of this information is found to be false/ wrong, the application/work order (if awarded) shall be liable for rejection at any stage / time without any reference to me/us by National Law University, Odisha.

Signature of the applicant

Seal & Date.