



DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONEPAT
(Established under Haryana State Legislature Act No. 15 of 2012)

Email: registrar@dbranlu.ac.in

Website: www.dbranlu.ac.in

REQUEST FOR QUOTATION (RFQ)

Ref. No.: DBRANLU/Gen/2025/RFQ/03

Date: 11.12.2025

Subject: REQUEST FOR QUOTATION FOR RATE CONTRACT FOR HIRING OF VEHICLE

Dr. B.R. Ambedkar National Law University (DBRANLU), Rai, Sonapat invites sealed quotations from reputed and experienced transport service providers for entering into a Rate Contract for hiring of vehicles as and when required by the University. The service provider must have a minimum experience of two years in providing vehicle hiring services to Government/PSU/Autonomous Bodies/Universities/Companies/Private Institution. The Rate Contract shall be for a period of one year, extendable by another year upon satisfactory performance.

Scope of Work

The vehicles required under this Rate Contract include the following categories:

- Volvo AC Bus (as per seating capacity)
- Simple non-AC Bus (as per seating capacity)
- Cars: Innova, Ertiga, Honda Amaze, Swift Dzire, Maruti Ciaz
- Loading/Unloading Vehicles: Tata 407, Tata Ace
- Mini Bus / Tempo / Traveller (AC & Non-AC)

The service provider shall ensure that all vehicles deployed are in excellent running condition, well-maintained, clean, insured, and compliant with all statutory requirements.

Eligibility Criteria

- The firm must have at least two years of experience in providing vehicle hiring services to Government/PSU/Autonomous Bodies/Universities/Companies/Private Institution.
- The firm must possess valid registration certificates, GST registration, and PAN.
- All vehicles must have valid commercial registration, insurance, permit, and pollution certificates (an undertaking in this regard is required to be submitted).
- The firm should not have been blacklisted by any Government/PSU/University/Company/Private Institution (an undertaking in this regard is required to be submitted).

Terms and Conditions

- The rates quoted shall remain valid for a period of one year from the date of issuance of Rate Contract to expenditure upto the tune of 5,00,000/- in a year, whichever is earlier.
- Any quotation received through email shall not be considered in any circumstances.
- Conditional bid would not be entertained.
- The University reserves the right to hire vehicles from any other source if the



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service provider fails to provide the required vehicle on time.

- Vehicles must report at the designated location on time with a professional and licensed driver.
- The University shall not bear any repair or maintenance charges during the hiring period.
- In case of breakdown, an immediate replacement vehicle must be provided without any additional cost.
- Bills will be submitted within 07 days after the visit with proper supporting documents.
- Payment shall be released as per University norms.
- The University reserves the right to reject any or all quotations without assigning any reason.
- In case of any discrepancy or dispute related to this rate contract the final decision of the Hon'ble Vice Chancellor shall be final.
- All disputes arising out of this contract shall be subject to the jurisdiction of Sonapat courts.

Last Date for Submission

Sealed Quotations in the prescribed format (Annexure-I) alongwith documents in support of eligibility criteria, must reach the office of the Deputy Registrar (General), DBRANLU Sonapat within **05 days** of issuance of this RFQ i.e., upto **5:00 PM** of **17.12.2025** either by post, courier or by hand. The quotations will be opened on next day of closing date of submission of quotations.

Contact Information

Any queries relating to the RFQ document and the terms and conditions contained therein should be addressed to the general@dbranlu.ac.in.

For any clarification, the bidders may contact:
The Deputy Registrar (General),
Dr. B.R. Ambedkar National Law University,
Rai, Sonapat, Haryana.

ANNEXURE-I

Sr. No.	Category of Vehicle	Make / Model	Seating Capacity	Minimum Charges (Incl. all Taxes)	Rate per Km (Incl. all Taxes)	Additional Charges, if any			Remarks
						Night	Toll/Parking (Excl. or Incl.)	Outstation	
1.	Volvo AC Bus	Volvo	32-45 -Seater						
2.	Volvo AC Bus	Volvo	46-55 -Seater						
3.	Simple non-AC Bus	<i>To be specified</i>	32-45-Seater						
4.	Simple non-AC Bus	<i>To be specified</i>	46-55-Seater						
5.	Car	Toyota Innova	7-Seater						
6.	Car	Maruti Suzuki Ertiga	7-Seater						
7.	Car	Honda Amaze	5-Seater						
8.	Car	Maruti Suzuki Swift Dzire	5-Seater						
9.	Car	Maruti Suzuki Ciaz	5-Seater						
10.	Loading Vehicle	Tata 407	N/A						
11.	Loading Vehicle	Tata Ace	N/A						
12.	Mini Bus/Tempo/ Traveller (AC)	To be specified	15–25-Seater						
13.	Mini Bus/Tempo/ Traveller (non-AC)	<i>To be specified</i>	15–25-Seater						

1. I/We hereby declare that the information furnished above is true and correct.
2. I/We understand that any incorrect, incomplete, or misleading information may lead to rejection of our quotation.

Stamp & Signature of the Agency/Firm