



National Law University, Assam

(Established by Assam Act No. XXV of 2009)

Prof. (Dr.) Yugal Kishore

Registrar I/C

NLUA/CCR/Finance/NIQ/2017-2018/01/23/25

Date: 29.05.2017

Expression of Interest (EOI) for Empanelment of Printers

Registrar, National Law University, Assam invites sealed 'Expression of Interest' from reputed Firms/Companies with sound financial and technical creativity and designing capability for submitting their offer.

The Firms/Companies are requested to submit necessary documents on or before 3.00 P.M. on 28.06.2017 in the Office of the Registrar, National Law University & Judicial Academy, Assam, Amingaon, Hajo Road, Guwahati – 781031'.

Eligibility and Terms & Condition

- A. Indian Companies / Firms registered to take up tendered items of work and whose annual turnover in the last financial years was more than Rupees 10 lakh (Rupees Ten lakh only) as printers; having experience in undertaking a wide range of printing works like promotional brochures, leaflets, pamphlets, flex and vinyl posters, standees, desk and wall calendars, diaries, notepads, paper carry bags, paper cartons, annual reports, manuals, handbooks, visiting cards, invitation cards, folders, collateral material etc. for reputed firms and Government/Semi-Government organizations.
- B. The purpose of this tender is to shortlist and empanel Printers who can carry out High Quality Offset printing jobs as and when required. The Printers empaneled through this Tender shall be eligible to quote to undertake various printing jobs as and when required in Centre for Child Rights, National Law University, Assam.
- C. For any printing job all empaneled vendors will be asked to submit quotation and the vendor quoting the lowest price will be assigned the job.
- D. Late and delayed offer will not be considered.



- E. No advance payment is permissible. Payment will be made on monthly basis on submission Bill/Invoice along with challan / job order of the supplied items as per specification and quantities mentioned in the work Order.
- F. Bill/Invoice shall be raised by the supplier/agency only after the delivery of the items as specified in the work order. University, after through scrutiny, shall release the payment, if found appropriate. In case, the amount / quantity etc. stated in the invoice found to be inappropriate, University reserves the right to rectify the same and release payment accordingly.
- G. All payments are subject to deduction of all applicable Government Taxes / Duties as amended from time to time and a certificate to this effect shall be provided to the vendor by this Office.
- H. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, India only.
- I. The empanelment would be valid for a period of two years.
- J. Sealed quotations should be marked 'Quotation for Empanelment of Printer's - Centre for Child Rights, NLUA'
- K. National Law University, Assam reserves the right to de-empanel the Printers who abstain from submitting their quotations four times consecutively.
- L. All supporting documents to be submitted with seal and signed:
 - a. Forwarding Letter
 - b. Details of Bidder in format prescribed in Annexure I
 - c. Supporting documents –
 - i. Valid Trade Licence
 - ii. Valid Service Tax Registration Certificate
 - iii. Valid Registration Certificate under Assam Value Added Tax
 - iv. PAN Card
 - v. Last two years Income Tax Return as proof of Turnover along with Balance Sheet and Profit & Loss Account.



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Registrar

Annexure I

1. Name of the Bidder Firm / Company :
Address with Contact Number & Email ID :
2. Name of Proprietor/Partner/Director signing the tender with Contact Number & Email ID :
3. Name/Designation/Address of the Authorized Signatory holding the Power of Attorney (if any) :
4. Income Tax Return particulars (Attach Copy) :
5. PAN No. (Attach Copy) :
6. Service Tax / GSTIN Reg. No. (Attach Copy) * :
7. Reg. No. under Assam VAT / GSTIN No (Attach Copy) * :
8. Bank Account Details:
Bank Name :
Account Number :
Type of Account :
IFSC Code with Branch Name :
9. List of Printing works as mentioned in Para A undertaken in last Two (2) years to be submitted and the same needs to be certified by the Proprietor/Partner/Director.

Verification:

The quotation for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the quotation/ contract shall be liable for rejection.

Seal & Sign. of Authorized Signatory

***(The existing registered firm / vendors should have migrated to GST as per the Rules and Regulation for the same, otherwise not eligible to bid)**

