



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/STNRY-TONER/2017-18

Date: 08-05-2018

NOTICE INVITING QUOTATION

Sealed quotation are hereby invited affixing non refundable Court fee stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only from reputed Firms/Vendors for supply of office stationery and general items for National Law University and Judicial Academy, Assam as per the terms & conditions given below which will be received at the office of the Registrar, NLUJAA during office hours up to **3:00 PM** on or before **May 26, 2018** and will be opened on the same day at **3:05 PM**. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations.

List of Stationery & General Items: ANNEXURE-A (Enclosed)

Terms and Conditions:

1. The rates should be quoted as shown against the items/articles should be inclusive of all GST/taxes applicable at any point of time.
2. The sealed envelope should be subscribed on top as "The Registrar, National Law University and Judicial Academy, Assam".
3. The Quotationer/Tenderer will have to deposit Earnest money of **Rs. 50,000.00** each in the form of Demand Draft favouring Registrar, National Law University and Judicial Academy, Assam.
4. The Quotationer/Tenderer to whom work will be allotted will have to execute a bond/undertaking as per rules.
5. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
6. Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
7. Each Firm must have GST registration, Trade License, Income Tax Clearance certificate, PAN Card. A copy of the same must be submitted along with the Quotation/Tender.
8. Bills must be submitted along with necessary work order and a copy of Challan etc. within seven days from the date of delivery of goods for payment otherwise no payment shall be made.
9. The work may be allotted to one or many supplier depending upon the urgency of the work, time factor, quality of works and past records of the firms for doing the works in due time.
10. In case there is no approved rate of any item, the supplier have to supply the same at reasonable prices but not more than the Maximum Retail Price/market price whichever is less.
11. In case lowest rate is quoted by one firm for some items and by other firms for other items then the firms will have to give the willingness/consent letter to supply any or all of the materials as above as per approved rates of the undersigned. If the lowest quoted rate is higher than the MRP/Market Price then payment will be made as per the MRP/Market Price.

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12. Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
13. The Contract will be cancelled anytime if the quality of supplied materials is not as per standard or the order is not supplied on time and the security deposit will be forfeited.
14. Past records of the firms/suppliers/contractors will be duly considered while awarding the work.
15. And any other condition deem to be just, fit and proper at point of time.
16. Sample of the items is to be submitted alongwith the quotation.

Registrar

Memo No: NLUJAA/ADMIN/F/STNRY-TONER/2017-18/

Dated 08-05-2018

Copy to:

1. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor
2. DIPRO, Kamrup for information and necessary publicity through FLS and newspaper.
3. System Administrator, NLUJAA with a request to upload in the University website.
4. Notice Board
5. Office File
6. Guard File

Registrar