



# National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/CONVOCATION/2018/01/1742

Date: 13-12-2022

## SHORT 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 for the work of pandal, sound, light and decoration for convocation of National Law University and Judicial Academy, Assam as per the terms & conditions given below which will be received at the office of the Registrar, NLUJA, Assam during office hours up to **12:00 Noon** on or before **17-12-2022** and will be opened on the same day at **01:00 PM** at the conference hall 3<sup>rd</sup> floor, Admin. Block of NLUJAA, Assam. The quotationer or their authorized agents may remain present at the time of opening of the quotations.

### **Description of Requirements (Pandal, Sound, Light, Decoration etc.:**

SI No	Item Description	Quantity/Size	Rate	Amount
1	Hanger Pandal (100 ft X 60ft), wooden platform, carpeting with Air Conditioning & decoration (Brand new cloths to be used in wall and ceiling.)	1 Job		
2	Stage (32ft x 24ft) with flower decoration, 1 big and 5 medium Chandeliers with high rise dias table and five VIP chair and 2 Nos. podium on stage.	1 Job		
3	VIP Sofa (White)	100 capacity		
4	Banquet Chair with white cover	400 Nos.		
5	LED wall with ramp	40 X 10 sq. ft.		
6	Sound system and light	1 Job		
7	Stage Backdrop (Flex)	12m x 5m		
8	Photo booth with ramp & backdrop	40x16sqft		
9	Front side gate box type (flex & iron frame)	2 Nos.		
10	Standee (Flex & iron frame) 8x3sqft	10 Nos.		
11	Venue decoration (Flower pot, carpeting etc. outside the pandal)	1 Job.		
12	Gen-set with diesel	63Kva 124KVa		
13	Dining table (round) with frill	40 Nos.		
14	Dining chair with white cover	200 Nos.		
15	Robing area & food area decoration	1 Job.		
16	Buffet table with frill 20 Nos.	1 Job		
17	LED Logo (8ft X 8ft)	1 No.		
<b>Total amount (Including GST)</b>				

### **Terms and Conditions.**

1. The rates should be quoted is to be inclusive of all GST/taxes applicable at any point of time.
2. The sealed envelope should be subscribed on top as "National Law University and Judicial Academy, Assam".



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3. The interested parties are requested to submit the technical bid and financial bid. The bids in Sealed Envelope-I containing "**Technical Bid**" and Sealed Envelope-II containing "**Financial Bid**" should be placed in a third sealed Envelope, with the superscription "Tender for pandal, sound, light and decoration for convocation of NLUJA, Assam " should reach the office of the Registrar, NLUJA, Assam, by **12:0 Noon** on or before **17-12-2022**. The Technical bid and Financial bid will be opened on the same day at **01:00 P.M. However, Financial bid will be opened subject to technical scrutiny and evaluation thereof.** It is to be noted that nature and value of work experience will be duly scrutinized.
4. The Firm will have to deposit Earnest money of Rs. 50,000/- each in the form of Demand Draft favouring Registrar, National Law University and Judicial Academy, Assam.
5. The Firm to whom work will be allotted will have to execute a bond/undertaking as per rules.
6. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
7. Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
8. 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.
9. 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.
10. The rate in totality of all items will be considered while awarding the work contract.
11. 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.
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 and experience of the firms will be duly considered while awarding the work contract.
15. Any other condition deem to be just, fit and proper at point of time.
16. The party should have registered office in Guwahati, Assam.
17. The party should have annual turnover of not less than 50 Lakhs.
18. The party should have experience of doing minimum two similar type of work, preferably convocation of Higher Education Institutes and other relevant academic activities. (The relevant documents much be submitted as proof for the above criteria)
19. The University reserve the right to cancel the NIQ.

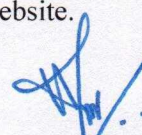
  
**Registrar**

Memo No: NLUJAA/ADMIN/F/CONVOCATION/2018/01/1993-1997

Date: 13-12-2022

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

  
**Registrar**