



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/IT/F/EQUIPT-MAINTAIN/2017-18/2606

Date: 18-12-2017

QUOTATION NOTICE

Sealed quotation are hereby invited from authorized Dealer/Service Provider/Firms for Annual Maintenance Contract of the following 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 27-12-2017 and will be opened on the same day at 3:30 PM. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations.

Sl. No.	Item	Qty.
1	Canon IR-6055 Digital Photocopier Machine	01 no.
2	Canon IR-2525 Digital Photocopier Machine	01 no.
3	Canon IRADV-4245 Digital Photocopier Machine	01 no.

Terms and Conditions:

1. The rates should be quoted as shown against the items/articles and should 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".
3. Each Firm must have Authorization Certificate of Canon, GST registration, Trade License, Income Tax Clearance certificate, PAN Card. A copy of the same must be submitted along with the Quotation/Tender.
4. Bills must be submitted along with necessary work order and a copy of Challan etc. within seven days from the date of delivery of service for payment otherwise no payment shall be made.
5. The work may be allotted to one or many firm depending upon the urgency of the work, time factor, quality of works and past records of the firm for doing the works in due time.
6. In case lowest rate is quoted by one firm for some items and by other firms for other items then the firm 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.
7. Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
8. Past records of the firms/suppliers/contractors will be duly considered while awarding the work.
9. And any other condition deem to be just, fit and proper at point of time.


Registrar

Memo No: NLUJAA/IT/F/EQUIPT-MAINTAIN/2017-18/2607-2611

Dated: 18-12-2017

Copy to:

1. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor
- ✓ 2. System Administrator, NLUJAA with a request to upload in the University website.
2. Notice Board
3. Office File
4. Guard File


Registrar