



# National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ACD-ADMIN/F/Stationery items/2017-18/ 2414

Date: 05/12/2019

## 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 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 **2:00 PM** on or before **27-12-2019** and will be opened on the same day at **2:30 PM**. The Firms or their authorized agents may remain present at the time of opening of the quotations.

### ITEMS:

Sl. No.	Items Description	Qty.	Rate including GST	Amount
1	Paper Shredder Machine (good quality)	01 no.		
2	Spiral Binding Machine (good quality)	01 no.		
3	Trolley (good quality)	01 no.		

### Terms and Conditions:

1. The rates should be quoted as shown against the work 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 Firm will have to deposit Earnest money of **Rs. 5,000/-** each in the form of Demand Draft in favour of "Registrar, National Law University and Judicial Academy, Assam".
4. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
5. Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
6. **Each firm must have GST registration, Trade License, Income Tax Clearance certificate, PAN Card. A Self-attested copy of the above mentioned documents must be submitted along with the Quotation.**
7. 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.
8. 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.
9. 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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10. Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
11. Past records of the firms/suppliers/contractors will be duly considered while awarding the work.
12. And any other condition deem to be just, fit and proper at point of time.

Registrar

Memo No: NLUJAA/ACD-ADMIN/F/Stationery items/2017-18/2415-  
2421

Date: 05/12/2019...

Copy to:

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

Registrar