



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/OFFICE STATIONERY-TONER/2021/04/176

Date: 09-02-2021

NOTICE INVITING QUOTATION

This notice invites quotations affixed with non-refundable Court fee stamps of Rs. 8.25 for selection of vendors for supply of refreshment items enclosed at **Annexure - I** to the National Law University and Judicial Academy, Assam, for the financial year **2021-22** from 01-04-2021 to 31-03-2022. The same will be received at the office of the Registrar, NLUJAA during office hours up to **05:00 PM** on or before **02-03-2021**. Quotation opening date and time will be notified in the University website www.nluassam.ac.in. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations. Tenderer are advised to view the website regularly for update.

List of items is enclosed at Annexure - I (Refreshment Items)

Terms and Conditions:

1. The rates should be quoted as shown against the items/articles and should be inclusive of GST/taxes applicable at any point of time.
2. The sealed envelope should bear the following 'superscription' on the top:
"The Registrar, National Law University and Judicial Academy, Assam".
3. The Quotationer/Tenderer would have to deposit Earnest money of **Rs. 5,000/-** in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam. The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as Security Deposit till completion of contract period.
4. The Quotationer/Tenderer to whom work would be allotted will have to execute a bond/undertaking as per University 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 suppliers depending upon the urgency of the work, time factor, quality of works and past record of the firms in doing delivery works within due time.
10. In case there is no approved rate of any item, the supplier has to supply the same at reasonable price but not more than the Maximum Retail Price/market price, whichever is less.
11. In case lowest rate is quoted by one firm for same item and by other firm for other items then the firms will have to assure their willingness/submit 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.
12. Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred working the University.
13. The Contract will be cancelled at 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 record of the firms/suppliers/contractors will be duly considered while awarding the work.
15. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.



Registrar

Date: 09-02-2021

Memo No: NLUJAA/ADMIN/F/OFFICE STATIONERY-TONER/2021/04/177-180

Copy to:

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



Registrar

LIST OF ITEMS

Sl. No.	Description of items	Specification	Unit	Unit price	Unit price in words
REFRESHMENT ITEMS					
1	Khejur (Healthfull)	200gm	1 pkt		
2	Almond (Healthfull)	200gm	1 pkt		
3	Kaju Plain (Healthfull)	200gm	1 pkt		
4	Kaju Salted (Healthfull)	200gm	1 pkt		
5	Black tea leaves (Brook Bond)	500 gm	1 pkt		
6	Black tea leaves (Nameri)	500 gm	1 pkt		
7	Green tea Dip pouch (Tata)	100 dip pouch	1 pack		
8	Black tea Dip pouch (Tata)	100 dip pouch	1 pack		
9	Coffee (Nestle)	500gm	1 pkt		
10	Coffee (Nestle)	200 gm	1 bottle		
11	Coffee (Nestle)	100 gm	1 bottle		
12	Sugar cube	500 grm	1 pkt		
13	Suger		per kg		
14	Black tea leaves (Brook Bond)	500 gm	1 pkt		
15	Nestle Everyday Dairy Whitener	200g Pouch	per pkt.		
16	Amulya Dairy Whitener	200g Pouch	per pkt.		
17	Amul Spray Whitener	200g Pouch	per pkt.		
18	Homogenised Toned Milk, Amul Taaza	1 ltr	per pkt.		
19	Homogenised Toned Milk, Amul Taaza	500ml.	per pkt.		
20	Homogenised Toned Milk, Amul Taaza	200ml.	per pkt.		
21	Sunfeast Dark Fantasy Cookies - Choco Fills,	300g	per pkt.		
22	Britannia Good Day Cookies - Choco Chips	100 gms	per pkt.		
23	Amul Butter Nankhatai Cashew Cookies-	200g	per pkt.		
24	Bisk Farm Cheese Cream Biscuit	60 gm	per pkt.		
25	Patanjali Namkin	80 gm	per pkt.		
26	Bikaji Bhujia	200 gm	per pkt.		
27	Bikaji Sand Papdi	450 gm	per pkt.		
28	Bisk Farm Biscuit Chatpata Spicy,	200 g	per pkt.		
29	Britannia Nutrigochoice Digestives,	100g	per pkt.		
30	NutriChoice Digestives 5 grain,	200g	per pkt.		
31	PRAN POTATA Spicy Flavoured Biscuits Packs	100 Grams	per pkt.		
32	Haldiram's Salted Peanuts,	800 gm	per pkt.		
33	Real Juice	200 ml	per pkt.		
34	Water bottle (Kinley/Bislary)	220 ml	per carton		
35	Water bottle (Kinley/Bislary)	500 ml	per carton		