



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ACA-ADMIN/F/NSS UNIT/2019/71/

Date: 07/03/2022

SHORT NOTICE INVITING QUOTATION

This notice invites quotations from firms/vendors, affixed with non-refundable Court Fee Stamp of Rs. 8.25, for supply and printing of the following items for National Law University and Judicial Academy, Assam. The same will be received at the office of the Registrar, NLUJA, Assam during office hours on or before **14-03-2022 (01:00 PM)**. Tender box will be opened on the same day at **01:30 PM**. The quotationer or its authorized agents may remain present at the time of opening of the quotations.

Details of the Items:

Sl. No.	Item	Qty.	Total amount including GST/TAX
1	T Shirt with customized printing	200 nos.	
2	Cap with customized printing	200 nos.	
3	Signage with customized printing (2ft x 3ft)	100 nos.	
4	Sign Board (4ft x 6 ft)	1 no.	
5	Camping Items with customized imprint	1 set	
6	Tent Item with customized imprint	2 set	
7	NSS Diary	200 nos.	
8	Customized Pen	200 nos.	

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. Delivery of items should be completed within 15 (fifteen) days after receipt of supply order.
4. Firm/Vendor will have to deposit earnest money of **Rs. 3,000/-** 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 work.
5. 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.
6. The work may be allotted to one or more supplier depending upon the urgency of the work, time factor, quality of items/works and past records of the firm for doing the works in due time.
7. Any firm/vendor indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
8. The work 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.
9. Past records of the firms/vendors will be duly considered while awarding the work.


Registrar

Memo No: NLUJAA/ACA-ADMIN/F/NSS UNIT/2019/71/

Dated: 07/03/2022

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.
3. Notice Board.
4. Office File


Registrar