



No.: NLUJAA/ADMIN/CONVOCATION-4(P-I)/2026/70/410

Date: 14-09-2026

SHORT NOTICE INVITING QUOTATION (SNIQ)

National Law University and Judicial Academy (NLUJA), Assam invites sealed quotations, affixed with non refundable Court fee stamps of Rs. 8.25/- (Rupees Eight and Twenty Five paise) only, from reputed and acknowledged jewellers or registered vendors for the **fabrication, engraving, and supply of customised Convocation Medals** for the Convocation Ceremony, 2026.

1. Scope of Work & Technical Specifications

Sl. No.	Category / Item Description	Qty.	Technical Specifications	Total amount in Rs.
01	Category I: Class Topper (B.A., LL.B. (Hons.) 5-Year Integrated)	01	Base of 50 gms pure silver , heavy gold-coated, precision-embedded with a 2.5 gms (24-carat) gold coin in the centre.	
02	Category II: Class Topper (LL.M. One-Year Degree)	01	Base of 50 gms pure silver , heavy gold-coated, precision-embedded with a 2.5 gms (24-carat) gold coin in the centre.	
03	Category III: Course Toppers (B.A., LL.B. (Hons.) 5-Year Integrated)	08	Base of 50 gms high-grade bronze/zinc alloy , heavy gold-coated.	

Note: All medals must be impeccably finished, featuring a sharp 3D embossing of the NLUJA Assam University Emblem on the front and custom text engraving (Name, Year, Course) on the reverse face as provided by the administration.

2. Schedule of Crucial Dates

- **Date of Issue of SNIQ:** September 14, 2026
- **Last Date & Time for Submission:** September 21, 2026 (by 3:00 PM)
- **Date & Time of Opening Quotations:** September 21, 2026 (at 4:00 PM)
- **Final Delivery Deadline: September 30, 2026**

3. Mandatory Eligibility Criteria for Vendors

Bidders must submit copies of the following documents along with their financial quotation. Failure to produce these will result in direct disqualification:

- **Local Presence:** The vendor **must have a registered office within Guwahati (GMC area)**. Proof of address (Trade License/Electricity Bill/Lease Agreement) must be attached.
- **Statutory Registrations:** Valid **GST Registration Certificate** and **PAN Card**.



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

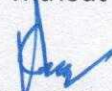
- **Experience:** Proof of having successfully supplied similar high-value medals, trophies, or customized corporate jewellery to educational institutions or government bodies in the past.

4. Earnest Money Deposit (EMD)

- Bidders must deposit a refundable Earnest Money Deposit (EMD) of **₹5,000/ (Rupees Five Thousand only)** in the form of a Demand Draft drawn in favor of *"The Registrar, National Law University and Judicial Academy, Assam"*, payable at Guwahati.
- Quotations submitted without the EMD will be summarily rejected. The EMD of unsuccessful bidders will be returned within 15 days of contract finalization.

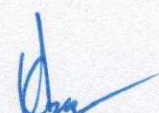
5. General Terms & Conditions

1. **Submission Mode:** The financial bid, along with eligibility credentials and EMD, must be enclosed in a sealed envelope superscribed **"Quotation for Convocation Medals 2026"** and dropped in the Tender Box at the Admin Block, NLUJA, Amingaon campus on or before the due date.
2. **Rate Inclusions:** Rates must be quoted in INR and must be inclusive of all costs—including the cost of base metals, gold coins, die-making, electroplating, premium velvet presentation boxes, ceremonial neck ribbons, logistics, and all applicable taxes (GST).
3. **Purity & Hallmarking:** The selected vendor must provide an **official purity/hallmark certificate** issued by an authorized assaying center for both the silver base and the 24K gold coin components at the time of delivery.
4. **Delivery Timeline & Liquidated Damages:** Time is a critical element of this contract. Delivery must be successfully completed on or before **September 30, 2026**. In the event of an unexcused delay, a penalty of 1% of the total order value per day of delay may be levied, up to a maximum ceiling of 10%. Continued failure to deliver may result in the cancellation of the work order and the forfeiture of the Earnest Money Deposit (EMD).
5. **Sample Approval:** The successful bidder will be required to show a base sample/3D structural layout within 48 hours of receiving the Work Order before initiating bulk production.
6. **University Rights:** The University reserves the right to verify vendor premises, check materials during the manufacturing phase, or reject any or all bids without assigning any reason.


Registrar

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Copy to: 411-414

1. Finance Officer I/C for information.
2. System Administrator, NLUJA, Assam with a request to upload in the University website.
3. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor.
4. Notice Board


Registrar