



# National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/PUBL/2013/2016-17

Date: 30-11-2017

## QUOTATION NOTICE

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/individuals for supply and printing of Table Calendar and Diary as per the following 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 12-12-2017 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.

### Required quantity of Table Calendar and Diary:

Sl. No.	Item	Size	Qty.
1	Customized Table Calendar with the University name, logo and photo	Size: 1/8 Crown (18cm x 24cm) Paper: 210 GSM (Glossy) Page: 26 pages	400 nos.
2	Customized Diary with the University name, logo and photo	Size: 25cm x 18cm (good quality)	400 nos.
3	Customized Paper bag with the University name, logo and photo	Size: 28cm x 20cm (good quality)	400 nos.

### 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. The Quotationer/Tenderer will have to deposit Earnest money of Rs.10,000/- each in the form of Demand Draft favouring Registrar, National Law University and Judicial Academy, Assam.
4. The Quotationer/Tenderer to whom work will be allotted will have to execute a bond/undertaking as per 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 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.
10. 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.
11. 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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12. Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
13. The Contract 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.
14. Past records of the firms/suppliers/contractors will be duly considered while awarding the work.
15. And any other condition deem to be just, fit and proper at point of time.
16. Sample of the items is to be submitted alongwith the quotation.

Sd/-  
Registrar

Memo No: NLUJAA/ADMIN/F/PUBL/2013/2016-17/

Dated Guwahati the 30<sup>th</sup> November, 2017

Copy to:

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

  
Registrar