



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/CMHK/2019/63 /1161

Date: 23/09/2020

NOTICE INVITING QUOTATION

Sealed quotations affixed with non refundable Court fee stamps of Rs. 8.25 (Rupees Eight and Twenty Five paise) only are hereby invited from reputed Firms/Vendors for supply of cleaning materials and refreshment misc. items **w.e.f 01-11-2020 to 31-03-2021** 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 **1:00 PM** on or before **05-10-2020** and will be opened on the same day at **2:30 PM**. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations.

List of Items enclosed at ANNEXURE-A

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 will have to deposit Earnest money of **Rs. 5000/-** in the form of Demand Draft in favour of 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 within 7 (seven) of the subsequent month for payment.
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 has 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. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.
16. Sample of the items is to be submitted alongwith the quotation.

Registrar

Memo No: NLUJAA/ADMIN/F/CMHK/2019/63/1162 - 1167

Date: 23/09/2020

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

Annexure-I

Sl.No.	Item Description	Unit	Price Including GST
Cleanibg Material			
A4:C26	Plastic Gam;la (Medium Size)	1 No	
2	Tarpin Oil (1 ltr.)	1 bottle	
3	Odonil	1 pkt	
4	Dettol/ Savlon Surface Disinfectant Spray (500 ml)	1 No	
5	Dettol/ Savlon Surface Disinfectant Spray (230 ml)	1 No	
6	Dettol/ Savlon Surface Disinfectant Spray (225 ml)	1 No	
7	Tissue Paper Roll	1 No	
8	Vim Liquid (250 ml)	1 No	
9	Vim Soap (Small)	1 No	
10	Bleaching Powder (500gm)	1 pkt	
11	Napkin Paper	1 pkt	
12	Sanitizer Gel (100ml) -Clean BAC/ Lifebuoy	1 bottle	
13	Sanitizer Gel (200ml) -Clean BAC/ Lifebuoy	1 bottle	
14	Sanitizer Gel (500ml) -Clean BAC/ Lifebuoy	1 bottle	
15	Sanitizer Liquid (100ml) -Handuser-C	1 bottle	
16	Sanitizer Liquid (200ml) -Handuser-C	1 bottle	
17	Sanitizer Liquid (500ml) -Handuser-C	1 bottle	
18	Surgical Gloves	1 pair	
19	Face Mask N95	1 pc	
20	Face Mask Cotton	1 pc	
21	Thermal Scanner	1 No	
22	Foot press Senitizer Dispenser -Pigeon	1 No	
Refreshment Misc. Items			
1	Khejur (200gm)	1 pkt	
2	Almond (200gm)	1 pkt	
3	Kaju Plain (200gm)	1 pkt	
4	Kaju Salted (200gm)	1 pkt	
5	Sugar cube (500 gm)	1 pkt	
6	Black tea leaves (Brook Bond, 500 gm)	1 pkt	
7	Black tea leaves (Nameri, 500 gm)	1 pkt	
8	Green tea Dip pouch (Tata, 100 dip pouch)	1 pack	
9	Black tea Dip pouch (Tata, 100 dip pouch)	1 pack	
10	Coffee (500gm, Nestle)	1 pkt	
11	Cup-plate (Bone china) (6 pair)	1 set	
12	Quarter plate (Bone China)	1 Dozen	
13	Tea Spoon (Milton, Stainless steel)	1 Dozen	
14	Water Glass size-Medium (Borosil, 6 Nos)	1 Set	