



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/PUBL/2013/2016-17/1205

Date: 11/11/2021

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 **25-11-2021 (02:00 PM)**. Tender box will be opened on the same day at **02:30 PM**. The quotationer or its authorized agents may remain present at the time of opening of the quotations.

Required quantity of Table Calendar, Diary and Paper Bag:

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	450 nos.
2	Customized Diary with the University name, logo and photo	Size: 25cm x 18cm (good quality)	450 nos.
3	Customized Paper bag with the University name, logo and photo	Size: 28cm x 20cm (good quality)	300 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. Sample of Table Calendar, Diary and Paper Bag need to be submitted with the quotation. 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. 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 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/ADMIN/F/PUBL/2013/2016-17/1204-1207

Dated: 11/11/2021

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

PRICE BID FORM

Name of the Firm:

SN	Description	Qty	Sample	Unit Price Including GST	Total Including GST
1.	Customized Table Calendar Size: 1/8 Crown (18cm x 24cm) Paper: 210 GSM (Glossy) Page: 26 pages	450 nos.			
2.	Customized Diary Size: 25cm x 18cm (good quality)	450 nos.	Sample 1		
			Sample 2		
			Sample 3		
3.	Customized Paper Bag Size: 28cm x 20cm (good quality)	300 nos.			
Grand Total Rs.					

Grand total (in words)

(Signature of the vendor)

Name:

Designation with Seal of the Firm