



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/PUBL/2013/2016-17/1578

Date: 19/11/2020

QUOTATION NOTICE

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 supply and printing of Table Calendar and Diary 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 **26-11-2020** and will be opened on the same day at **2:00 PM**. The Quotationer/Tenderer or their 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	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 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 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. Any deviation of terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
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/Tender.
6. The work may be allotted to one or many 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/supplier indulging in any malpractice or adopting any unfair means will be barred for any work with the University.
8. 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.
9. Past records of the firms/suppliers/contractors will be duly considered while awarding the work.
10. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.
11. Sample of the items is to be submitted alongwith the quotation.

Registrar

Memo No: NLUJAA/ADMIN/F/PUBL/2013/2016-17/1579-1582

Dated: 19/11/2020

Copy to:

1. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor I/C.
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. 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	400 nos.			
2.	Customized Diary	400 nos.	Sample 1		
			Sample 2		
			Sample 3		
3.	Customized Paper Bag	400 nos.			
Grand Total Rs.					

Grand total (in words)

(Signature of the vendor)

Name:

Designation with Seal of the Firm