National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

NLUJA

No.: NLUJAA/ADMIN/F/STNRY-TONER/2017-18/1243   **Date: 09-10-2020**

NOTICE INVITING QUOTATION

Notice Inviting Quotations affixed with non-refundable Court fee stamps of Rs. 8.25 for selection of vendors for supply of items enclosed at Annexure **I to VI**, to the National Law University and Judicial Academy, Assam, during the remaining period of the current financial year **2020-21** till 31-03-2020. The same will be received at the office of the Registrar, NLUJAA during office hours up to **1:00 PM** on or before **28-10-2020** 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 ARE ENCLOSED AT
>   **Stationery & General Items: Annexure-I,**
>   **Cleaning Items: Annexure-II,**
>   **Computer Accessories-Annexure-III**
>   **Electrical Items: Annexure-IV**
>   **Plumbing Items: Annexure-V**
>   **Carpentry & Gardening Items: Annexure-VI**

Intending Tenderers may participate in respect of all or any of the Annexure(s).

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 would have to deposit Earnest money of **Rs. 10,000/-** in the form of Demand Draft favouring Registrar, National Law University and Judicial Academy, Assam.

4. The Quotationer/Tenderer to whom work would be allotted will have to execute a bond/undertaking as per University 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.

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9. The work may be allotted to one or many suppliers depending upon the urgency of the work, time factor, quality of works and past record of the firms in doing delivery works within due time.

10. In case there is no approved rate of any item, the supplier has to supply the same at reasonable price but not more than the Maximum Retail Price/market price whichever is less.

11. In case lowest rate is quoted by one firm for same item and by other firm 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.

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 at 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 record 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.

Registrar

Memo No: NLUJAA/ADMIN/F/STNRY-TONER/2017-18/1244-1249   Dated 09-10-2020

Copy to:
1. P.S. to VC i/c 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. Notice Board
5. Office File
6. Guard File

Registrar