



Prof. (Dr.) Yugal Kishore

Registrar I/C

NLUA/CCR/Finance/NIQ/2017-2018/01/79

Date: 05.10.2017

Notice Inviting Quotation (NIQ) for Empanelment of Printing Agency

Registrar, National Law University & Judicial Academy, Assam invites sealed quotations in prescribed format from eligible bidder(s) with sound financial and technical creativity and designing capability for submitting their offer for 'Empanelment for Printing Agency' in the Office of Centre for Child Rights (CCR), National Law University & Judicial Academy, Assam, Amingaon, Hajo Road, Guwahati – 781031, as and when required.

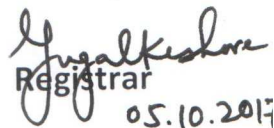
The bidder is requested to submit sealed and signed quotation on and before 3.00 P.M. on 21.10.2017 in the Office of the 'Registrar, National Law University & Judicial Academy, Assam, Amingaon, Hajo Road, Guwahati – 781031'.

Eligibility and Terms & Condition

1. Indian Companies / Firms registered to take up tendered items of work and whose annual turnover in the last financial years was more than Rupees 15 lakh (Rupees fifteen lakh only) as printers having experience in undertaking a wide range of printing works like promotional brochures, leaflets, pamphlets, flex and vinyl posters, standees, desk and wall calendars, diaries, notepads, paper carry bags, paper cartons, annual reports, manuals, handbooks, visiting cards, invitation cards, folders, collateral material etc. in reputed firms and Government/Semi-Government organizations.
2. The purpose of this tender is to shortlist and empanel Printers who can carry out High Quality Offset printing jobs as and when required. The printers empaneled through this Tender shall be eligible to quote to undertake various printing jobs as and when required in Centre for Child Rights, National Law University & Judicial Academy, Assam.
3. For any printing job all empaneled vendors will be asked to submit quotation and the vendor quoting the lowest price will be assigned the job.
4. Late and delayed offer will not be considered.



5. No advance payment is permissible. Payment will be made on submission Bill/Invoice after completion of the job.
6. Bill/Invoice shall be raised by the supplier/agency only after the delivery of the items as specified in the work order. University, after through scrutiny, shall release the payment, if found appropriate. In case, the amount / quantity etc. stated in the invoice found to be inappropriate, University reserves the right to rectify the same and release payment accordingly.
7. All payments are subject to deduction of all applicable Government Taxes / Duties as amended from time to time and a certificate to this effect shall be provided to the vendor by this Office.
8. All disputes are subject to exclusive jurisdiction of Competent Court and Forum in Guwahati, India only.
9. The empanelment shall be valid upto December 2017.
10. Sealed quotations should be marked '**Quotation for Empanelment of Printer's - Centre for Child Rights, NLUJAA**'
11. National Law University, Assam reserves the right to de-empanel the Printers who abstain from submitting their quotations four times consecutively.
12. All supporting documents to be submitted with seal and signed:
 - a. Forwarding Letter
 - b. Details of Bidder in format prescribed in Annexure I
 - c. Mandatory Supporting documents –
 - i. Valid Trade Licence
 - ii. Valid GST Registration Certificate
 - iii. PAN Card
 - iv. Last two years Income Tax Return as proof of Turnover along with Balance Sheet and Profit & Loss Account.


Registrar
05.10.2017

Registrar
National Law University and
Judicial Academy, Assam

Annexure I

1. Name of the Bidder Firm / Company :
Address with Contact Number & Email ID
2. Name of Proprietor/Partner/Director signing the tender with Contact Number & Email ID :
3. Name/Designation/Address of the Authorized Signatory holding the Power of Attorney (if any) :
4. Income Tax Return particulars (Attach Copy) :
5. PAN No. (Attach Copy) :
6. GSTIN Reg. No. (Attach Copy) :
7. Bank Account Details:
 - Bank Name :
 - Account Number :
 - Type of Account :
 - IFSC Code with Branch Name :
8. List of Printing works as mentioned in Para A undertaken in last Two (2) years to be submitted and the same needs to be certified by the Proprietor/Partner/Director.

Verification:

The quotation for empanelment should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case of furnishing any false information or suppression of any material information, the quotation/ contract shall be liable for rejection.

Seal & Sign. of Authorized Signatory

