



National Law University and Judicial Academy, Assam

(Established by the Assam Act No. XXV of 2009)

NLUJAA/NEJOTI/F/NIQ/2015-16/003

Date

SHORT NOTICE INVITING QUOTATIONS

For refilling of fire extinguisher

The National Law University and Judicial Academy, Assam invites sealed quotations from Manufacturers/ Dealers/Distributors/Authorized Suppliers for urgent refilling of the following fire extinguishers mentioned below.

SL. No.	Brief description of items	Qty. required
1	ABC Stored pressure-5 kg. capacity	9
2	Carbon di-oxide-4.5 kg. capacity	2
3	Dry chemical powder	14

Last date of submission of quotations shall be **16/02/2015 at 3.00PM**

The interested vendors can submit Quotations completed in all respect in a sealed cover super scribed "Quotation for refilling of fire extinguisher" should reach in the office of Registrar, National Law University and Judicial Academy, Assam, B.K. Kakoti Road, Bholanath Mandir Path, Ulubari, Guwahati-781007" on or before 16/02/2015 up to 3.0PM which will be opened on the same day at 4.00PM by a University Purchase Committee. Presence of your firm's representative or authorized person is expected on the time date & venue mentioned above.

Sd/-

Registrar

GENERAL INSTRUCTIONS:

1. The prices/rates quoted should be indicated in words as well as in figures.
2. VAT/CST/service tax/excise duty/custom duty/local levies etc wherever applicable should be shown separately in the quotation.
3. Quotations must be submitted along with the technical literature.
4. Vendors are requested to enclose a copy of their valid certificate of PAN No., TAN No, and Service Tax No. with their quotation.
5. Vendors may note that if the date of quotation opening given in this short quotation notice is declared to be a holiday, the quotation shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of quotations in NLUJAA will stand automatically extended up to 4.00 P.M. of the next working.
6. Late/delayed quotations received in NLUJAA due to any reason whatsoever will not be accepted.
7. Vendor are at liberty to be present or authorize a representative to be present at the opening of the quotation at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the quotation on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of quotation. The name and address of permanent representative of the firm, if any, should also be indicated in the quotation. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the vendors or outsiders shall not be allowed to attend the tender opening process.
8. The sealed quotations should be dropped in the Tender Box kept at NLUJAA, NEJOTI Building, B.K. Kakoti Road, Ulubari, Guwahati – 781007.
9. Payment will be made immediately as per the regulation of the university.

DECLARATION

From:-

M/s
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To

The Registrar
National Law University and Judicial Academy, Assam
Ulubari, Guwahati – 7

Sir,

I/We have read and understood the contents of the short notice inviting quotations and agree to abide by the **terms and conditions of this notice**.

I/We further assure that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the Registrar, NLUJAA immediately after we are informed but in any case not later 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the vendor)

Name:

Designation with Seal of the Firm