



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/PRINT/2019/38/794

Date: 21/07/2025

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited, affixed with non refundable Court Fee Stamps of Rs. 8.25 (Rupees Eight and Twenty-Five paise) only, from reputed Firms/Vendors 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 **July 30, 2025 (01:30 PM)**. Tender box will be opened on the same day at **02:00 PM**. The quotationer(s) or their authorized agent(s) may remain present at the time of opening of the quotations.

Required quantity of Envelope and Note PAD:

Sl. No.	Item	Specification	Qnty.
1	Customized Envelope Legal size	Size: 16 x 12 inch Self-sealed, laminated cloth lined envelope with University address printed on top.	2000 nos.
2	Customized Envelope A4 size	Size: 12 x 11 inch Self-sealed, laminated cloth lined envelope with University address printed on top	1000 nos.
3	Customized Note PAD	Size: 1/8 demy (approx. 5.5 x 8.5 inch), consisting of 50 sheets (100 usable pages) of 80 GSM premium white paper , with blank inside pages and micro-perforation on each sheet for easy tear off. The front cover will be printed in multicolour on 300 gsm art card , finished with matte lamination and enhanced with spot UV on the University logo . The back cover shall be of 300 GSM art card or grey board for added support.	500 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 Envelopes and note pad needs 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. 2,000/-** 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. Each firm must have registered office at Kamrup Metro or Kamrup.
7. The work may be allotted to one or more suppliers depending upon the urgency of the work, time factor, quality of items/works and past record of the firm for doing the works in due time.
8. Any firm/vendor indulging in any malpractice or adopting any unfair means will be barred from any work with the University.
9. The work will be cancelled anytime if the quality of supplied materials is not as per standard and/or the order is not supplied on time and the security deposit will be forfeited.
10. Past record of the firms/vendors (including experience of working with the University) will be duly considered while awarding the work.

Memo No: NLUJAA/ADMIN/F/PRINT/2019/38/795-797

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.


Registrar

Dated: 21/07/2025


Registrar

Hajo Road, Amingaon, P.O. - Amingaon, District - Kamrup (Rural), Guwahati - 781 031, Assam (INDIA)

Phone: +91-361-2738891, Website: www.nluassam.ac.in

(To be printed on letter head of firm/vendor)

PRICE BID FORM

Name of the Firm :

Address :

Contact details :

Sl. No.	Description	Qty.	Unit Price Including GST	Total amount Including GST
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(Signature of the Firms/Vendors)