National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/DIRY-CALNDR/2025/41/979 Date: 10/11/2026

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/Contractors 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 **November 20, 2026 (01:30 PM)**. Tender box will be opened on the same day at **02:00 PM**. The quotationer(s) or their authorized agents may remain present at the time of opening of the quotations.

Required quantity of Table Calendar, Diary and Bag:

Sl. No.	Item	Size	Qnty.
1	**Customized Greetings card**	Size: 5.75 inch x 8.75 inch Paper: 4 pages with color printing on 300 GSM digital paper	300 nos.
2	**Envelope**	White Blank Envelope Size: 6 inch x 9 inch	300 nos.
3	**Customized Table Calendar with the University Name, Logo and Photo**	Size: (22cm x 28cm) Paper: 210 GSM (Glossy) Page: 26 pages	450 nos.
4	**Customized Diary with the University name and logo**	Size: 25cm x 18cm	450 nos.
5	**Customized Paper bag with the University name, logo and photo**	Size: 28cm x 20cm (good quality)	450 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 Table Calendar, Diary and Paper bag 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. 5,000/-** 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 will be duly considered while awarding the work.
11. **Intending bidders may attend a Pre-Bid meeting to be held on November 17, 2026 at 02:00 p.m. for details specification.**

Registrar

Memo No: NLUJAA/ADMIN/F/DIRY-CALNDR/2025/41/980-983 Date: 10/11/2026

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.
4. Office File

Registrar

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<To be printed in letter head of bidder >

PRICE BID FORM

Name of the Firm:

Sl. No.	Description	Qty.	Sample	Unit Price Including GST	Total Including GST
1	**Customized Greetings card** Size: 5.75 inch x 8.75 inch Paper: 4 pages with color printing on 300 GSM digital paper	300 nos.			
1	**Envelope** White Blank Envelope Size: 6 inch x 9 inch	300 nos.			
3	**Customized Table Calendar** Size: (22cm x 28cm) Paper: 210 GSM (Glossy) Page: 26 pages	450 nos.			
4	**Customized Diary** Size: 25cm x 18cm (good quality) University name and logo	450 nos.	Sample 1		
			Sample 2		
			Sample 3		
5	**Customized Paper bag with the University name, logo and photo** Size: 28cm x 20cm (good quality)	450 nos.			
				Grand Total Rs.	

Grand total (in words) .....

(Signature of the Firms/Vendors/Contractors)

Name:

Designation with Seal of the Firm