



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

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

Date: 28/09/2026

SHORT 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 **October 6, 2026 (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 File Cover:

Sl. No.	Name of Item	Specification	Qty.	Total amount Including GST
1	File Cover	Colour- Yellow Size- 35 cmx25 cm 395 GSM with both side eyelid & center cloth pasted	1000 nos.	
2	File Cover	Colour- Grey Size- 35 cmx25 cm 395 GSM with both side eyelid & center cloth pasted	500 nos.	
3	File Cover	Colour - Light Green Size- 35 cmx25 cm 395 GSM with both side eyelid & center cloth pasted	500 nos.	
4	File Cover	Colour - Light Red Size- 35 cmx25 cm, 395 GSM with both side eyelid & center cloth pasted	500 nos.	
5	File Cover	Colour - Light blue Size- 35 cmx25 cm Yellow, 395 GSM with both side eyelid & center cloth pasted	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. 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 (including experience of working with the University) will be duly considered while awarding the work.

Sdf
Registrar

Memo No: NLUJAA/ADMIN/F/PRINT/2019/38

Dated: 28/09/2026

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.

Sdf
Registrar