

# NATIONAL LAW UNIVERSITY ODISHA CUTTACK

Ref.-NLUO/Lt. Hd/ 11th Apr/22

Dt: 11-04-2022

## Quotation for Printing of Letterheads

National Law University Odisha Cuttack invites sealed quotation for printing of Letterheads for the office of The Registrar as Annexure '1'.

The sealed quotations along with all necessary documents must reach in the office of the Registrar, National Law University, Odisha, Cuttack on or before 26.04.2022 before 3 P.M. and the same will be opened in the same day at 4 P.M. in the Admin Block of the University. The bid must accompany a Bid Security of Rs. 1,000/- drawn in favour of Registrar, National Law University Odisha in the form of Demand Draft issued by Nationalized/scheduled Bank. The security amount of the unsuccessful bidder will be returned & the same for successful bidder will be returned along with the payment after completion of work. The authority reserves the right to reject any or all the bids without assigning any reason thereof.

The cover of sealed quotation should be superscripted with the following details.

1. Ref. No. & Date of the quotation call notice,
2. Quotation for Printing of Letterheads

## Terms and Conditions are as follows:

1. The competent authority also reserves the right to terminate the bid at any time during its validity period if the supplies are not found as per specification. All the required items should be provided by the supplier. The supplier after supplying the items in good condition will furnish the bill in duplicate for payment.
2. The competent authority reserves the right to reject any or all the quotations without assigning any reason/notice and award the contract to more than one /Agency as the need may be from time to time.
3. In case the agency fails to supply the required items or the performance of the firm is not found satisfactory then the order will be terminated and performance security forfeited.
4. GSTN/PAN must also be mentioned in the quotation separately and a copy of the same shall accompany the documents. GST will be paid extra as applicable.
5. Quantity mentioned in BOQ can be increased or decreased as per requirement.
6. The selected vendor should not sublet the contract / order at any cost / in any situation.

**Documents to be submitted:**

1. PAN of the Firm
2. GST Certificate
3. Evidence in support of earlier work experience
4. Financial Quotation

Sd/-

Registrar,NLUO

**Annx-1**

**Bill of Quantity**

<b><u>Sl No</u></b>	<b><u>Items /Particulars</u></b>	<b><u>Quantity</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
	Letter pad for Registra's office (100 GSM)	5000		
<u>GST@.....%</u> =				
<b>Grand Total =</b>				