



# National Law University Odisha

(established by Odisha Act IV of 2008)

Accredited with grade 'A' by NAAC

## NATIONAL LAW UNIVERSITY ODISHA CUTTACK

Ref.-NLUO/7<sup>th</sup> Convocation/17020/21

Dt: 30-07-2021

### Quotation Call for Printing Work (as per list attached).

National Law University Odisha Cuttack invites sealed quotation for printing work for 7<sup>th</sup> Convocation scheduled on 7<sup>th</sup> August 2021, Saturday as per list attached as Annexure 'A'.

The sealed quotation should reach to the undersigned on or before 02.08.2021 by 11.00 A.M. The quotation received will be opened at 11.30 A.M on the same day in presence of such bidders or their representatives as may opt to attend. The bid must accompany a Bid Security of Rs. 1000/- issued in favour of Registrar, NLUO, Cuttack in the form of Demand Draft issued by Nationalized 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 cover of sealed quotation should be superscripted with the following details.

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

### **Terms & Conditions are as follows:**

1. The supplier will have to supply all the items required from time to time in good condition. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
2. 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 on time which will be mentioned in the work order. The supplier after supplying the items in good condition will furnish the bill in duplicate for payment.
3. 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.
4. The firm must have experience of printing such materials. Documentary proof of the same must be enclosed. Preference will be given to the agency having prior experience in the field.

(Registrar)

**Registrar**

National Law University, Odisha

Kathajodi Campus, Sector-13, CDA, Cuttack-753015, Odisha, India

Telefax : +91 671 2338004, Phone : +91 671 2338018 (O), Website : www.nluo.ac.in

**Annexure-A**

**Bill of Quantity**

<b><u>Sl No</u></b>	<b><u>Items /Particulars</u></b>	<b><u>Unit</u></b>	<b><u>Rate</u></b>
1	<b>Folding Invitation Card:</b> 220 GSM Paper of 08 inch X 05 inch size with envelop using 100 GSM paper with printing.	Each	
2	<b>Ceremonial Sheet:</b> in the form of a booklet of 21 cm X 14 cm size on a glossy paper of 170 GSM	Each	
3	<b>Convocation Address by Padmashree Dr. Prathibha Ray :</b> in the form of a booklet of 21 cm X 14 cm size on a glossy paper of 170 GSM	Each	
4	<b>Convocation Speech by the Vice Chancellor:</b> in the form of a booklet of 21 cm X 14 cm size on a glossy paper of 170 GSM	Each	
5	<b>Vehicle Pass/ Entry Pass Etc:</b> Size of 14cm X 08 cm on 300 GSM glossy papers with multi-colour printing.	Each	

