

NATIONAL LAW UNIVERSITY ODISHA CUTTACK

Ref.-NLUO/9th Convocation/ 17th Sept/22

Dt : 25-08-2022

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

National Law University Odisha Cuttack invites sealed quotation for printing work for 09th Convocation scheduled on 17th September 2022, Saturday as per list attached as Annexure 'A'.

The sealed quotation should reach to the undersigned on or before 02. 09. 2022, Friday by 11.00 A.M. The quotation received will be opened at 11.30 A.M on the same day in presence of the bidders or their representatives as may opt to attend. The bid must accompany a Bid Security of Rs. 1000/- drawn in favour of Registrar, NLUO, Payble at Cuttack in the form of Demand Draft issued by any 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 for 9th Convocation.

Terms & Conditions are as follows:

1. The supplier needs to complete all the printing work as specified in the work order. No additional charges in the form of transportation, loading/unloading will be borne by NLUO.
2. The competent authority reserves the right to terminate the contract at any time during its validity period if the supplied items are not found as per specification. All the required items should be supplied by the supplier within the due as mentioned in the work order. The supplier after completing of the items in good condition will have to 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 if required.
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.
5. The bidder / supplier must have a valid GST No.

Sd/- Registrar, NLUO.

Annexure-A

Bill of Quantity (BOQ)

S.No	Particulars	Unit	Numbers	Rate
1.	Invitation Card (22 cm X 13 cm) – 4 Pages (220 GSM paper)	Each	250	
2.	Convocation Folder (30 cm X 22.5 cm.)	Each	250	
3.	Ceremonial Sheet – (21.5 cm X 13.5 cm) – Approximately 14 Pages including front and back cover – This is maximum number of pages however the pages may be lesser as well (170 GSM Paper)	Each	250	
4.	Convocation Address by Hon’ble CJI (Designate) - (21.5 cm X 13.5 cm) – Approximately 06 pages including front and back cover –The number of pages may be increased or decreased based on the final speech given by the CJI (170 GSM Paper)	Each	250	
5.	A Report by Vice Chancellor - (21.5 cm X 13.5 cm) - 12 pages including front and back cover – This is maximum number of pages however the pages may be lesser depending upon the speech of the Vice Chancellor (170 GSM Paper)	Each	250	
6.	Minute to Minute Programme - (27.5 cm X 21 cm) – 1 Page	Each	250	
7.	ISCI – 2024 Brochure - (27.5 cm X 21 cm) – 4 Page	Each	250	
8.	B.A.Specialization Programme (Brochure) - (27.5 cm X 21 cm) – 4 pages	Each	250	
9.	Certificate Course in Cyber Law and Cyber Security – Flyer – (27.5 cm X 21 cm) – 1 page	Each	250	
10.	Flyer of Median Centre (One Page) – (27.5 cm X 21 cm) – 1 page	Each	250	
11.	P.G. Diploma on Correctional Administration and Rehabilitation Flyer (One Page) – (27.5 cm X 21 cm) – 1 Page	Each	250	
12.	NLUO Brochure – 2023 sent to CLAT Office - (27.5 cm X 21 cm) – 11 pages	Each	250	
13.	Annual Report	Each	50	
14.	Vehicle Pass/ Entry Pass Etc: Size of 14cm X 08 cm on 300 GSM glossy papers with multi-colour printing.	Each	250	