

QUOTATION CALL NOTICE

No. NLUO/AR(ADM)/001/PLE/23

Date:06-03-2023

The Registrar, National Law University Odisha, Cuttack invites sealed item rate quotations for the following work.

Name of the Work: Quotation for Printing of Letterheads and Envelops

Paper Cost	₹250.00/-
EMD	₹.2,500.00/-
Time of Execution	15 (Fifteen) days from the date of receipt/acceptance of the order
Tenure of Contract	1 year or till the next quotation is finalised, whichever is later.
Last date & time of receipt of Quotation	16-03-23 at 03.30 P.M
Date & time of opening of Quotation	16-03-23 at 04.00 P.M

Quotation documents containing Eligibility Criteria, Terms and Condition can be obtained from the Office of The Registrar, National Law University Odisha, Cuttack on all working days from 11.00 AM to 04.00 PM by the payment of Paper Cost (Non-refundable) in the shape of Demand Draft from any scheduled Bank in favour of *REGISTRAR, National Law University Odisha* payable at *Cuttack* or can be downloaded from Institute website www.nluo.ac.in up to schedule date and time.

Intending eligible bidders must enclose PRE QUALIFICATION documents i.e. self-attested true copies of original documents, (i) GST Registration,(ii) PAN,(iii) similar experience of work (if any) , (iv) Certificate of dealership / distributorship (if possessed for any of the items) along- with paper cost(for documents downloaded from website) & EMD from any scheduled Bank in favour of REGISTRAR, NLUO payable at Cuttack in a sealed ENVELOPE and must be super-scribed with Name of the Work: "**Printing of Letterheads and Envelops.**" and to be addressed to "The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack – 753015".

The Sealed quotation should be dropped in the drop box kept at *Reception area of Administrative Block* or can be sent through Speed /Registered Post only on or before scheduled date & time. The quotation received beyond scheduled date & time because of any reason will not be acceptable at any circumstances. NLUO will not be responsible for any delay. Correction/overwriting must be avoided.

In the absence of Pre-Qualification documents duly stamped & signed by the bidder /paper cost/EMD/copy of quotation call notice duly stamped & signed by the bidder in each & every page/contact no. & address of bidder on the envelope/incomplete price bid will be rejected.

The institute reserves the right to reject any/all prospective application at any time without assigning any reason thereof.

For any clarification please contact: Shri Sandeep Mahapatra, Assistant Registrar: Administration National Law University Odisha, Kathajodi Campus, SEC-13, CDA, Cuttack – 753015, Odisha (India),Tel. No. +91 671 2335018 extn 5004. Email: ar.administration@nluo.ac.in

Sd/-

Registrar,NLUO

TERMS AND CONDITIONS:

1. **Scope of works:** Details enclosed at schedule as Annexure-I.
2. **Taxes and Duties:** The price to be quoted by the bidder in the schedule must be inclusive of taxes, & duties, royalty of whatever nature; other local taxes etc if any and F.O.R. destination at NLUO including transport, labour charges etc. all complete except GST. Nothing extra is payable beyond the contract rate except GST as applicable.
3. **Time of completion:** Time is the essence of the contract. The contract is to commence from the date of award of contract to the agency unless it is curtailed or terminated by the university owing to deficiency of service or supply of sub-standard quality of material. The contract may be extended on the same terms and condition or with some addition/deletion/modification and on satisfactory performance, with mutual consent.
4. The contract tenure will be for 1 year and it will be extended till finalisation of next quotation / tender, whichever is later.
5. The quantity required may vary as per the requirement of the University.
6. The agency shall not be allowed to transfer, assign pledge or sub-contract its rights and liabilities under this contract to any company/firm/agency without the prior written consent of this University.
7. The University reserves the right to terminate the contract during initial period also after giving a week's notice to the agency.
8. The rates quoted shall remain same/firm during the contract period and no request for any increase in the rates shall be entertained.
9. In the event of failure to accept the offer of contract by the successful bidder for whatsoever reason(s), Earnest Money Deposit submitted by the agency shall be forfeited. EMD of the unsuccessful bidders will be returned in due course of time.
10. **Condition of goods &/ service:** The bidder shall supply &/ install the items in good condition without any defect whatsoever to the satisfaction of the university official(s)(after approval of the sample item/s). Any deviation in the specifications from the accepted terms is liable to be rejected and the agency needs to replace the rejected goods/service free of cost in the specified form to the satisfaction of the University.
11. Agency must have its establishment in the twin city (Cuttack-Bhubaneswar)
12. **Bid Evaluation Criterion** - All terms & conditions stipulated in the tender document shall be considered for selection of firm(s). However, L-1 firm(s) will be decided on the basis of the lowest procurement value of the item for which the rate have been quoted. It is mandatory for all the participating bidders to quote their rates for all of the items as per specifications indicated at the price bid at Annexure-I failing which the bids shall be considered as non-responsive.
13. University may adopt its own criteria in finalising bid for one bidder or more.
14. **Warranty:** The goods/service supplied shall be free from all defects and shall be of the good quality. Any defect arises to the goods under warranty (if any)/ during supply, shall be replaced free of cost by the bidder. Further, the University shall have the right to recover the cost of inconvenience caused to the University for Failure to provide uninterrupted service of the supplied goods/service during the contract period.
15. **Specification:**
 - a. The supply of items offered must be as per the specifications of the bid document.
 - b. Interested bidders are requested to visit NLU Odisha (Between 11:00am – 06:00pm on working days) to check the quality and specification of the paper and need to deliver the consignment in the same quality of paper and design without any deviation.
 - c. In case of non-availability of the desired material the agency must take approval by providing sample of available papers of equivalent quality.
 - d. The successful bidder need to place a sample of the paper before starting the printing work.
16. **Terms of Payment:** The payment shall be made as per actual supply/execution raised through bill after successful completion of assigned order to the satisfaction of Officer-in-charge. Deduction of taxes at source will be made as applicable from time to time. EMD will be released after 03(Three) month from completion (i.e. closure of contract).

17. **Liquidated Damage:** Liquidated damage @ 1% on the value of contract lagging behind per week of delay in delivery and completion shall be levied subject to maximum 10(Ten) % of Contract price.
18. The finished materials must be delivered at the Administrative Block of NLU Odisha.
19. **Settlement of Disputes:** In the event of any dispute or differences between the National Law University Odisha and the bidder, arising out of non-supply/execution of goods/service, not found as per specifications or any other cause whatsoever relating to the work or purchase order, before or after the supply/execution has/have been executed, shall be referred to the Vice-Chancellor, National Law University Odisha, Cuttack who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Orissa only.

Sd/-

Registrar,NLUO

SCHEDULE**Name of the work: Repair Quotation for Printing of Letterheads and Envelops.**

Sl. No.	Description of Items	Proposed Quantity	Unit	Size	Description	Rates (per Unit)	Amount
1	Letter heads for Registrar's Office	1000	Nos.	A4	<ul style="list-style-type: none"> • 100 GSM • Multi-Colour Print • Light Yellow Shade Paper 		
2	Letter heads for Vice-Chancellor's Office	2000	Nos.	A4	<ul style="list-style-type: none"> • 100 GSM • Multi-Colour Print • Light Yellow Shade Paper 		
3	General Letter heads	12000	Nos.	A4	<ul style="list-style-type: none"> • 100 GSM • Multi-Colour Print • Light Yellow Shade Paper 		
4	Envelops	1000	Nos.	24cm (L) X 10cm (W)	<ul style="list-style-type: none"> • 80 GSM • White 		
5	Envelops	1000	Nos.	27cm (L) X 12cm (W)	<ul style="list-style-type: none"> • 100 GSM • Inner Laminated • Yellow 		
6	Envelops	1000	Nos.	27cm (L) X 12cm (W)	<ul style="list-style-type: none"> • 100 GSM • Inner Threaded • Light Green 		
7	Envelops	1000	Nos.	30cm (L) X 26cm (W)	<ul style="list-style-type: none"> • 100 GSM • Inner Laminated • Yellow 		
8	Envelops	1000	Nos.	30cm (L) X 26cm (W)	<ul style="list-style-type: none"> • 80 GSM • White 		
9	Envelops	1000	Nos.	30cm (L) X 26cm (W)	<ul style="list-style-type: none"> • 100 GSM • Inner Threaded • Light Green 		
10	Envelops	1000	Nos.	30cm (L) X 26cm (W)	<ul style="list-style-type: none"> • 100 GSM • Box Type • Inner Threaded • Light Green 		
11	Envelops	1000	Nos.	30cm (L) X 28cm (W)	<ul style="list-style-type: none"> • 100 GSM • Inner Laminated • Light Green 		
12	Envelops	1000	Nos.	40cm (L) X 30cm (W)	<ul style="list-style-type: none"> • 100 GSM • Box Type • Inner Threaded • Light Green 		
GRAND TOTAL							

Grand Total (in word).....

*In case of ambiguity in rate quoted & amount mentioned, lowest among them will only be considered.

No. of Corrections :

No. of Over writings:

NOTE:-Bidders are required to quote against each item legibly and arrive at the total cost of work. All pages should be duly signed by the bidder failing which the bid may be rejected.**SIGNATURE OF BIDDER WITH STAMP**

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address for Communication	:
Name of Proprietor/Partner/Managing Director/Director	:
Contact Number	:
E-Mail ID	:
Whether the firm is a registered Firm (Yes/No. Attach Copy of Certificate)	:
PAN Number(Attach Copy of Certificate)	:
GST Number (Attach Copy of Certificate)	:
Details of paper cost	:
Details of EMD	:

(Authorized Signature of the Bidder with Seal)

<u>BANK DETAILS</u>	
Name of the Bank	÷
Name of the branch	÷
Account Type	÷
Account Number	÷
IFSC code	:
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)