



# National Law University Odisha

(Established by Odisha Act IV of 2008)

## QUOTATION CALL NOTICE

No.NLUO/AR-II/02/21

Dt.07.01.2021

The Registrar(I/c), National Law University Odisha, Cuttack invites sealed item rate quotations for the following work.

**Name of the Work: ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES at NLUO, Cuttack.**

Paper Cost	₹.500.00
EMD	₹.15,500.00/WILL BE 2% OF ESTIMATED COST
Time of Completion	30 (Thirty) days from the date of acceptance of the work order/LOI.
Last date & time of receipt of Quotation	21.01.2021 at 11.00 AM
Date & time of opening of Quotation	21.01.2021 at 11.15 AM

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 10.00 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](http://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 & Copy of income tax returns and / or annual accounts of the last 03 Financial Years ending as on 31.03.2020,(iii) Registration certificate issued by the authority,(iv) similar experience of work,(v) 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: “**ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES at NLUO, Cuttack.**” and to be addressed to “The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack – 753015”. The Sealed quotation should be dropped at bid box kept at *Reception area of Administrative Block* or can be sent through Speed Post/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 K.K Pattnaik,Asst. Registrar, National Law University Odisha, Kathajodi Campus, SEC-13,CDA, Cuttack – 753015, Odisha (India),Tel.No. +91 671 2338018 extn 5009.Email: [kkp@nluo.ac.in](mailto:kkp@nluo.ac.in)

Sd/-  
Registrar(I/c)  
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 all taxes, & other duties, royalty of whatever nature; other local taxes etc if any, including works contract tax and F.O.R. destination at NLUO 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 and shall continue for a period of One (01) year, unless it is curtailed or terminated by this university owing to deficiency of service or supply of sub-standard quality of material. The contract shall automatically expire after One (01) year from commencement of the contract unless extended further by the mutual consent of contracting agency and this University. The contract may be extended on the same terms and condition or with some addition/deletion/modification and on satisfactory performance, yearly basis for a further period of Two (02) year.
4. Tenders / Bids must be valid for 60(Sixty) days from the date of opening of tender.
5. The quantity required may vary as per the requirement of the University. The estimated consumption of the University is approximately Rs.5.00 Lakhs per year.
6. The items shall be supplied, as and when required by University order for items shall be placed on requirement basis. The agency should be in a position to supply stationery, consumable and other office contingency items mentioned in the list enclosed on short notice as and when needed. It may be noted that the items entered into Annual Rate Contract are to be delivered at National Law University Odisha, Cuttack Campus. All expenses for transporting stationery/consumables will be borne by the agency.
7. 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.
8. The University reserves the right to terminate the contract during initial period also after giving a week's notice to the agency.
9. The rates quoted shall remain same/firm during the rate contract period and no request for any increase in the rates shall be entertained.
10. 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.
11. The University shall not be responsible for any financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to this University in connection with purchase/supply order of stationery items. The payment will generally be released within 02 weeks after submission of bills.
12. **Condition of goods:** The bidder / bidder shall supply the goods in good condition without any defect whatsoever to the satisfaction of the university (after approval of the sample item/s). Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the suppliers need to replace the rejected goods free of cost in the specified form to the satisfaction of the University.
13. **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 (inclusive of tax) 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. The taxes i.e. GST only shall be paid extra as admissible.



14. University may adopt its own criteria in finalising tender for one bidder or more.
15. **Warranty:** The goods supplied shall be free from all defects and shall be of the highest quality and material. 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 during the contract period.
16. **Specification:** The supply of items offered must be as per the specifications of the bid document.
17. **Terms of Payment:** The payment shall be made as per actual measurement of work raised through monthly bills within 7<sup>th</sup> day of the upcoming month after successful completion of the supply 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 01(One) month from completion of supply (i.e. closure of contract).
18. **Liquidated Damage:** Liquidated damage @ 1% on the value of supply lagging behind per week of delay in delivery and completion shall be levied subject to maximum 10(Ten)% of Contract price.
19. **Submission of quotation** - All sealed quotations must be dropped in the drop box kept at reception of Administrative Block, NLUO at Cuttack or by Speed /Registered Post on or before the scheduled date & time. The quotations received beyond scheduled date & time will not be acceptable at any circumstances. NLUO will not responsible for any postal delay. The quotation must be addressed to **The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack - 753015**, so as to reach within the specified period.
20. If required, any item/items other than the quoted items, the vendor will submit rate for the same in writing and after obtaining approval of the competent authority in writing the items will be supplied as per the approved sample/samples.
21. **Place of work:** The whole supply to be executed out in NLUO at Cuttack.
22. **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 of material or goods, not found as per specifications or any other cause whatsoever relating to the supply or purchase order, before or after the supply has 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(I/c)**  
NLUO



# National Law University Odisha

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Annx.-II

## FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Supplier	:
Complete Address for Communication	:
Name of Proprietor/Partner/Managing Director/Director	:
Phone Number	:
Mobile Number	:
E-Mail ID	:
Name and address of Office in/around Cuttack/Bhubaneswar (Enclose address proof)	:
Whether the firm is a registered Firm (Yes/No. Attach Copy of Certificate)	:
PAN Number. (enclose the attested copy of PAN Card)	:
GST Number (enclose the attested copy of GSTN Certificate)	:
Whether the firm has deposited Earnest Money Deposit (EMD).	:
Details of paper cost	÷
Details of EMD	÷
Any other information, if necessary.	:

(Authorized Signature of the Bidder with Seal)



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ANNEXURE-I

## SCHEDULE

Name of the work: ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES at NLUO, Cuttack.

<u>Sl. No.</u>	<u>Description of Items</u>	<u>Brand/ Specification</u>	<u>Unit</u>	<u>Unit Price (₹.)</u>
1	A3 size paper	BILT/Image/JK copier	Ream	
2	A4 Size Paper	BILT/Image/JK Copier Red-75 GSM	Ream	
3	All Pin Holder (magnetic)	Omega/Trango	No	
4	Arch file	Sweta	No	
5	Attendance Register		No	
6	Ball Pen- Red	Cello/Natraj/ Classmate	No	
7	Ball Pen(Refill type) - (Red/Blue/ Black/ Green)	Cello/Linc Pentonic/ Classmate	No	
8	Ball Pen(Use n Throw) - (Red/Blue/ Black/ Green)	Cello/Goldex/ Classmate	No	
9	Binder Clip - 15 mm			
10	Binder Clip - 21 mm	Corporate/Oddy	No	
11	Binder Clip - 32 mm	Corporate/Oddy	No	
12	Binder Clip- 41 mm	Corporate/Oddy	No	
13	Blank CD with plastic case	Moser Baer	Each	
14	Blank DVD with plastic case	Moser Baer	Each	
15	Button Folder-A4 size	Filemax/World	No	
16	Calculator (Medium size)5"-6"	Orpat/Casio	No	
17	Card Board file		No	
18	CD Marker Pen(Red/ Blue/ Black)	Camlin	No	
19	Cello Tape (Brown/ Transparent)- 2"	Wonder/Oddy	No	
20	Cello Tape (Colour) - 1"			
21	Cello Tape Dispenser (Big 2")	Omega/Camel	No	
22	Cello Tape Dispenser (Small 1")	Omega/Camel	No	
23	Cello Tape Transparent - 1"	Wonder/Oddy	No	
24	Clip file	Filemax	No	
25	Computer Cloth- Yellow		No	
26	Correction Fluid Pen-15 gm	Kores/Camel	No	
27	Double Punch (Big) For Book		No	



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	Binding			
28	Double Puncher	Kangaro/Kores	No	
29	Dustbin Plastic-12" height		No	
30	Eraser	Natraj/Apsara/Camel	No	
31	Executive folder File for VIP meetings		No	
32	Fevicol Tube - 50 gm	Fevicol	No	
33	Fevicol Tube - 500 gm	Fevicol	No	
34	Fevigum-50 ml Tube			
35	Fevistik-15 gm	Pidilite	No	
36	Gel Pen - (Red/Blue/ Black/ Green)	Cello/Elkos/ Classmate	No	
37	Gems Clip- Plastic-50pc packet	Oddy/Corporate	No	
38	Gum 300 ml.	Camel	No	
39	Highlighter (All colour)	Luxor/Faber castle	No	
40	Issue/Dispatch Register (300 pages)	Rajdhani/ Sweta	No	
41	L-Shape folder (Backside dark-front side transparent)	Fllemax/World One	No	
42	L-Shape folder (transparent)	Fllemax/World One	No	
43	Note Sheet Paper (A4 Size) with Printing-pack of 500 pages		No	
44	Paper Cutter sliding knife type	Natraj/Corporate	No	
45	Paper Weight (flower transparent )		No	
46	Pen Stand ( Medium)	Omega	No	
47	Pen Stand (Big)	Omega	No	
48	Pen Stand (Small)	Omega	No	
49	Pencil	Natraj/Apsara/Camel	No	
50	Pencil Sharpener	Natraj/Apsara/Camel	No	
51	Permanent Marker - (Red/Blue/Black)	Camlin	No	
52	Plastic File (Lever type)	Filemax	No	
53	Plastic zipper pouch-5" x 4" pack of 50 pcs.			
54	Poker(muna for piercing bunch of papers)		No	



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55	Polyster thread (connecting sheets)100 pc packet		No	
56	Punch File	Filemax	No	
57	Push pin -with design Head for notice board-50pc packet	Oddy/Brass	No	
58	Push T Pin-50pc packet	Oddy/Brass	No	
59	PVC card folder to carry 240 cards			
60	PVC tray ` -10" x 14" x 2.5"			
61	Register No. 04	Ashwani	No	
62	Register No. 06	Ashwani	No	
63	Register No. 08	Ashwani	No	
64	Register No. 10	Ashwani	No	
65	Register No. 12	Ashwani	No	
66	Restick Colour Flag-05 colour set	Oddy	No	
67	Rubber band of good quality-50 gm packet		No	
68	Scissors (Medium)8"	Corporate/Natraj	No	
69	Scissors (Small) 6"	Corporate/Natraj	No	
70	Single Puncher	Kangaro/Kores	No	
71	Spring File with Printing		No	
72	Stamp Pad ink (Red/ Blue /Black / Green)	Camel		
73	Stamp pad(Red/Blue/ Black/ Green)	Camel		
74	Stapler (Big) For Book Binding		No	
75	Stapler HP 45	Kangaro	No	
76	Stapler No. 10	Kangaro	No	
77	Stapler Pin For Book Binding		No	
78	Stapler Pin No. 10	Kangaro	No	
79	Stapler Pin No. 24/6	Kangaro	No	
80	Stapler pin remover	Camlin/Kangaroo	No	
81	Steel Scale	Ajanta	No	
82	Stick Notes- 2"x3"	Oddy/World One	No	
83	Stick Notes-3"x4"	Oddy/World One	No	
84	Stock Register-No. 16	Rajdhani/Laxmi/ Sweta	No	



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85	Toin Bundle (Sutli)		No	
86	Vehicle log book-50 pages			
87	Water Bottle-plastic	Cello	No	
88	White Board Marker - (Red/Blue/Black/Green)	Camlin	No	
89	White Board Marker Ink- (Red/Blue/Black/Green)	Camlin	No	
90	Whiteboard Magnetic Duster	Oddy/Marvy	No	
91	Writing Pad/Desk note - 100 pages unruled	Papercraft	No	
92	Writing Pad/Desk note - 20 pages unruled	Papercraft	No	
93	Writing Pad/Desk note - 40 pages unruled	Papercraft	No	
94	Writing Pad/Desk note - 60 pages unruled	Papercraft	No	
95	Writing Pad/Desk note - 80 pages unruled	Papercraft	No	
		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