



National Law University Odisha

(Established by Odisha Act IV of 2008)

QUOTATION CALL NOTICE

No. NLUO/ADMIN/20545/24

Dt.13-12-2024

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

Name of the Work: OPERATING SHOPS AT NLUO, CUTTACK PREMISES.

Paper Cost	₹.500.00
EMD	₹.10,000.00
Period to Start the Business	10 (Ten) days from the date of issuance of the work order/LOI or 1 st week of Jan '25 whichever is earlier
Last date & time of receipt of Quotation	19-12-24 at 11.00 AM
Date & time of opening of Quotation	19-12-24 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 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 31.03.2024,(iii) Trade License (iv)Registration certificate issued by the authority,(v) similar experience of work,(vi) Food Licence /FSSAI Certificate of the vendor intending to serve cooked food/ distributorship (if possessed for any of the items): The above documents need to be deposited by the vendors already having business. (The new vendors must submit these documents within 30 days of issuance of letter by submitting an undertaking for this) 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: “**Operating (name of the particular shop) at NLUO Cuttack premises**” 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

Sd/-
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TERMS AND CONDITIONS:

1. Number of students: Around 1200
2. Number of Teaching & Non-Teaching Staff: Around 130
3. Number of available space with measurement: Details enclosed as Annexure-III
4. **List of Categories of Shops:** Details enclosed at schedule as Annexure-I.
5. **Rent:** The monthly rent for the inbuilt shop spaces is **Rs. 40/-** per square feet minimum per month and for the open spaces where the selected vendor will construct their own shop is Rs. 25/- per square feet minimum per month, which is subject to annual revision as per university policies.
6. **Utility Charges:** Vendors will be charged for electricity, water, and other utilities as per actual usage. The vendor has to arrange cable, pipelines etc for supply from the source and also make necessary arrangement for proper drainage.
7. **Maintenance Charges:** A monthly fee of Rs. 200/- will be levied for upkeep and maintenance of the common areas.
8. **Contract Duration:** The initial contract will be for a period of **one year** which may be extended upon satisfactory operation and timely deposit of rent along with other utility charges
9. **Operating Hours:** Shops will be allowed to operate as per the timing intimated from time to time by the authority.
10. **Compliance:** Vendors must comply with all applicable health, safety, and hygiene regulations and statutory obligations.
11. **Selection Criteria :** Proposals will be evaluated based on the vendor's experience, service offerings, proposed pricing, suitability to the campus environment and price offered.
12. **No Subletting:** Subletting is not allowed under any circumstances

Interested vendors are requested to submit their proposals, which should include:

- A sum of three months' rent of the successful bidder will be kept as Security Deposit & shall be returned after successful completion of the contract period.
 - Vendor's profile and relevant experience
 - Detailed proposal for the shop (including menu/pricing if applicable)
 - Proposed rent and charges
 - Any additional value-adds (discounts, offers for students, etc)
 - Preference will be given to the organisation(s) having this kind of experience in educational institutions.
13. The University reserves the right to terminate the contract during initial period also after giving three months notice to the agency.
 14. **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.



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15. **Settlement of Disputes:** In the event of any dispute or differences between the National Law University Odisha and the bidder, arising, shall be referred to the Vice-Chancellor, National Law University Odisha, Cuttack who may decide the matter herself 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



ANNEX-III

DETAILS OF SPACE AVAILABLE ON CAMPUS

Sl No	Type	Area (Sq Ft.)	Location
1	In built	210	BH-1
2	In built	100	BH-2
3	In built	100	BH-2
4	In built	546	BH-2
5	In built	540	GH-1
6	Open	100	Academic Block Backside Veranda
7	In built	210	BH-1
8	Open	150	Adjacent to Nescafe
9	Open	120 (2 Nos.)	Adjacent to Football Field



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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: **OPERATING SHOPS AT NLUO, CUTTACK PREMISES.**

<u>Sl. No.</u>	<u>Categories of shops</u>	<u>Unit</u>
1	Juice Centre	1
2	Cafeteria	1
3	Fast Food Centre (Veg & Non veg)	1
4	Snack kiosk	1
5	Stationery Shop	1
6	Salon (unisex salon offering haircuts, grooming, etc.)	1
7	Pharmacy (offering prescription and over-the-counter medicines, healthcare products)	1
8	Laundry Services	1
9	Xerox Centre	1

Rent Amount (in word)..... per sq.ft. And space type opted (**inbuilt/open**) *strike out whichever is not applicable*

*In case of ambiguity in rate quoted & amount mentioned, highest 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