



National Law University Odisha

(Established by Odisha Act IV of 2008)

QUOTATION CALL NOTICE

No. NLUO/ADMIN/21783/25

Dt.25-08-2025

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

Name of the Work: Quotation for Printing Works for 12th Annual Convocation at NLUO Cuttack

Paper Cost	₹.500.00
EMD	₹.2,000.00/-
Time of Completion	As mentioned in the work order/LOI.
Last date & time of receipt of Quotation	01-09-2025 at 11.00 AM
Date & time of opening of Quotation	01-09-2025 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,(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: **"Quotation for Printing Works for 12th Annual Convocation of 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 Kallola Kumar Pattanik, Assistant Registrar, National Law University Odisha, Kathajodi Campus, SEC-13,CDA, Cuttack – 753015, Odisha (India),Tel.No. +91 671 2338018 extn 5009.Email: ar.establishment@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 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 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 this 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. Tenders / Bids must be valid for 60(Sixty) days from the date of opening of tender/bid.
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. 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.
11. **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.
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. The taxes i.e. GST only shall be paid extra as admissible.
13. University may adopt its own criteria in finalising tender for one bidder or more.
14. Intending Bidders are advised to inspect and examine the site and its surroundings on any working day and satisfy themselves before submitting their bids.
15. The supplier needs to supply all the items required in good condition. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.



16. The firm must have experience of conducting such events. Documentary proof of the same must be enclosed. Preference will be given to the agency having prior experience in the field.
17. The items must be of good quality. The installation of the items/fixing of tent items etc, must be done sufficiently in advance to avoid any chaos preferably to be completed by the day before the event except red carpet laying.
18. Permission required for transporting items etc. at the place of event from Government is to be obtained by the agency as and when required.
19. The goods/service supplied shall be free from all defects and shall be of the highest quality and material. Any defect arises to the goods 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.
20. **Specification:** The supply of items offered must be as per the specifications of the bid document.
21. **Terms of Payment:** The payment shall be made as per actual supply raised through bill within 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 03(Three) month from completion (i.e. closure of contract). The payment will generally be released within 02 weeks after submission of bills.
22. If there will be any delay in delivery and completion of work assigned within the specified time the EMD will be forfeited.
23. 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.
24. In case the date of opening of quotation will be holiday/declared as holiday, then the date for quotation opening is to be treated as next working day and time and venue will remain unchanged.
25. **Place of work:** The whole supply/work to be executed out in NLUO campus at Cuttack.
26. **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, 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	:
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	:
<u>BANK DETAILS</u>	
Name of the Beneficiary	:
Name of the Bank	:
Name of the branch	:
Account Type	:
Account Number	:
Account Holder's Name	:
IFSC code	:
Any other information, if necessary.	:

(Authorized Signature of
the Bidder with Seal)



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ANNEXURE-I

SCHEDULE

Name of the work: Quotation for Printing Works for 12th Annual Convocation of NLUO Cuttack.

S.No	Particulars (approx.)	Numbers (Approx.)
1.	Invitation Card (22 cm X 13 cm) – 4 Pages (220 GSM paper) with printed cover	500
2.	Convocation Folder (30 cm X 22.5 cm.) with a jacket on 3 rd page. 300 GSM paper	300
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)	300
4.	Convocation Address by the Chief Guest - (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 Chief Guest (170 GSM Paper)	300
5.	Address by Hon'ble Visitor, NLUO - (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. (170 GSM Paper)	300
6.	A Report by Hon'ble Vice Chancellor - (21.5 cm X 13.5 cm) - 12 pages including front and back cover – The number of pages may be increased or decreased based on the final speech given by the Vice Chancellor (170 GSM Paper)	300
7.	Minute to Minute Programme - (27.5 cm X 21 cm) – 1 Page, (170 GSM Paper)	250
8.	NLUO Brochure – (2025-26) sent to CLAT Office - (27.5 cm X 21 cm) – 11 pages,(170 GSM Paper)	300
9.	3 Years B.A.LL.B., programme Brochure -- (27.5 cm X 21 cm) – 4 pages, (170 GSM Paper)	300
10.	B.A. Specialization Programme (Brochure) - (27.5 cm X 21 cm) – 4 pages, (170 GSM Paper)	300
11.	MBA Programme (Brochure) - (27.5 cm X 21 cm) – 4 pages, (170 GSM Paper)	300
12.	Annual Report (2024-25)- (27.5 cm X 21 cm) – Approximately 70 pages ,(170 GSM Paper)	25
13.	Gold Medal Certificates	22

Grand Total (in word).....

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

SIGNATURE OF BIDDER WITH STAMP