



National Law University Odisha

(Established by Odisha Act IV of 2008)

QUOTATION CALL NOTICE

No. NLUO/ADMIN/21781/25

Dt. 25-08-2025

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

Name of the Work: Supply of High Tea for 12th Annual Convocation at NLUO, Cuttack

Paper Cost	₹.500.00
EMD	₹.2,500.00/-
Time of Completion	As mentioned in the work order/LOI.
Last date & time of receipt of Quotation	03-09-25 at 11.00 A.M
Date & time of opening of Quotation	03-09-25 at 11.15 A.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 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: “**Supply of High-Tea 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. 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 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 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. University may adopt its own criteria in finalising tender for one bidder or more.
14. The menu is tentative and the undersigned reserves the right to change the dish.
15. The service provider shall use the best practice.
16. Only packed and sealed spices with Agmark/PFO/FSSAI certification are to be used.
17. No compensation shall be payable for items rejected for whatever reasons.
18. Bidder shall disclose all the sources of procurement to the undersigned.



19. Adequate numbers of trained personnel to be deployed by the successful bidder to ensure hassle free service.
20. The agency will ensure table arrangement along with cloth and flower decoration.
21. Consumption of liquor/tobacco is strictly forbidden to the agency or its staff.
22. The supplier will have to supply all the items required from time to time in good condition. No additional charges in the form of cartage, loading/unloading will be borne by NLUO.
23. The firm must have a brand name and reputation in the market with 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.
24. The items must be of good quality. The items should be ready for serving and must be done sufficiently in advance to avoid any chaos.
25. Permission required for transporting items etc. at the place of event from Government is to be obtained by the agency as and when required.
26. In case the agency fails to supply the required items or the performance of the firm is not found satisfactory then the order will be terminated and performance security forfeited.
27. The agency shall abide by the governing laws and safety measures for carrying out catering services and shall ensure that his own workman and other people are not put to any risk due to its activities.
28. The detailed design of the cake will be supplied to the successful vendor.
29. All staff of the vendor must adhere to the COVID guide lines /SOP issued by the Govt from time to time
30. 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.
31. **Specification:** The supply of items offered must be as per the specifications of the bid document.
32. **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. No payment will be released if the food item (s) found to be spoilt or stale.
33. **Food Sample Test:** Before finalisation of the work order sample of all the items will be tested by the committee set by authorities of NLUO.
34. **Infrastructural Setup:** All the necessary interior/infrastructural set up required for dining and serving must be completed before one day of the scheduled event to avoid last minute hassle.
35. **Liquidated Damage:** If there will be any delay in delivery and completion of work assigned within the stipulated time the EMD will be forfeited.
36. **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.

37. 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.
38. 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 the time and venue will remain unchanged.
39. **Place of work:** The whole supply/work to be executed out in NLUO campus at Cuttack.
40. **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



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Annex.-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: Supply of High-Tea for 12th Annual Convocation at NLUO Cuttack.

Sl.No.	Description of Items	Unit	Qty (Approx.)	Rate (₹.)	Amount (₹.)
Welcome Drinks					
1	Tea/Coffee With Assorted Cookies (Black tea, Green Tea,, white tea, Black Coffee, Sugar Free coffee, white Coffee)		950		
2	Multi Flavoured Mojitos(Strawberry Mojito, Ginger, lemongrass mojito, & blue lagoon)		950		
3	Fresh Fruit Juices (Water melon Juice)		950		
Veg Starter					
1	Assorted Bombay Sandwiches (Chilli cheese sandwiches, corn butter sandwiches, masala aloo sandwiches with chilly and tomato sauce)		950		
2	Paneer Shashlik (fresh mint & Coriander Chutney)		950		
3	Crispy Chilly Mushroom with Scallion and Sesame seeds(		950		
4	Thai Spring Rolls (with Chilly & tomato sauce)		950		
5	Lemon Coriander Soup		950		
Accompaniments:					
1	Chole Tikki Chaat (with eemli Chutney & curd)		950		
2	Dahivada , Aloo Dum and Ghughuni		950		
Dessert:					
1	Nizam Ki Nazakat		950		
2	Fruit Truffle (Sugar-free)		950		
4	Assorted Pastry (pineapple, blueberry, mango, black forest, strawberry)		950		
	Grand Total =				

Grand Total (in word).....

*The total price required to be within Rs. 05 Lakh.

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