



# National Law University Odisha

(established by Odisha Act IV of 2008)

(18)

सत्ये स्थितो धर्मः

## QUOTATION CALL NOTICE

No. NLUO/ACAD/22552 /2026

Dt...13/02/2026

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

**Name of the Work: Enquiry of quotation for Non-Comprehensive Annual Maintenance Contract of HP Photocopiers at NLUO, Cuttack.**

Paper Cost	₹.500.00
EMD	₹.2,000.00
Last date & time of receipt of Quotation	..05.../..03.../2026 at 14:30 PM
Date & time of opening of Quotation	..05.../..03.../2026 at 15:00 PM

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 05.00 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 QALIFICATION documents i.e. self-attested true copies of original documents, (i) GST Registration,(ii) PAN,(iii) Registration certificate,(iv) similar experience of work 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: **"Enquiry of quotation for Comprehensive Annual Maintenance Contract of HP Photocopiers 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.

### **SERVICE TERMS AND CONDITIONS:**

1. The maintenance is of Non-Comprehensive type and excludes spares, the charges quoted includes all maintenance service visits required to keep the Users Equipment in good working order.
2. Preventive maintenance will be provided in quarterly basis and breakdown calls will be provided as and when required.
3. The charges exclude (a) the supply of consumable like Toner Cartridge, Fixing Film

Assembly and photoreceptor Drum if any.

4. AMC will not cover any damage due to natural calamity (riots, earthquake, fire, flood, lightning, short circuit, high voltage and spike).
5. Service Provider has to visit the site for preliminary investigation within 2 days and has to rectify the issue within 5 days.
6. It shall be the duty of the service provider to acquaint his staff with all safety regulations as proposed by any statutory authorities.
7. Any tools felt necessary for execution of the work should be arranged to be arranged by the party/bidder.
8. Service Provider shall provide Next Business Day (NBD) service from Monday to Saturday from 10:00 a.m. to 5:00 p.m.
9. Service Provider should provide minimum two Telephone Numbers in which complain could be registered from Monday to Saturday between 10:00 a.m. to 5:00 p.m.
10. Shifting/Re-installation of the equipment at the new site will be free of charges.
11. Service should include Software related problems/updates, Software Viruses, all type of configuration etc.

#### **GENERAL TERMS AND CONDITIONS:**

1. **Scope of works:** Details enclosed at schedule as Annexure-II.
2. The contract period will be for one year and extendable till three years or next tender whichever is later. However if found unsatisfactory services or if found the performance of services is not up to mark the contract is terminated by giving one month notice.
3. **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 and F.O.R. destination at NLNUO except GST. Nothing extra is payable beyond the contract rate except GST as applicable.
4. **Experience:**
  - Vendor must have experience of providing AMC of similar items (i.e. HP Photocopiers) of minimum 3 years. Submit signed copies of supporting documents.
  - Vendor must have experience of at least three ongoing AMC contracts of equivalent OR higher size. Submit signed copies of supporting documents.
5. There should be no cutting, overwriting etc. in the rates in the quotations. Quotations with overwriting, cutting etc are liable to be rejected.
6. The bidder must be an authorized service partner of the Original Equipment Manufacturers(OEM's) of the product OR has to submit ink-signed Original Equipment Manufacturers(OEM's) authorization (in OEM's letter head) along with the bid in the format attached in ANNEXURE – III
7. Bidder must have registered office / Service centre in Cuttack or Bhubaneswar.
8. Quantity may vary, billing will be done as per actual.
9. Quotations not complying with the above conditions are liable to be rejected. The authority reserves the right to impose any other condition as deemed necessary in dealing the subject.
10. Preference will be given to the firm, if Manufacture/ Authorized Service Partners.
11. **Terms of Payment:** The payment shall be made as per actual quantity of work raised through bills within 03(Three) weeks from the date of submission of bill in all respect on yearly basis. Deduction of taxes at source will be made as applicable from time to time.

12. Security deposit 3% of the contract value will be deducted from the bill and will be kept till the completion of warranty period plus one additional month. The supplier may opt to furnish Bank Guarantee of FDR equal to the sum in lieu of it.
13. **Liquidated Damage:** Liquidated damage @ 1% on the value of work lagging behind per week of delay in delivery and completion shall be levied subject to maximum 05(Five)% of annual contract price.
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.
15. **Labour License:** The bidder has to abide by the labour rules & regulations as per Govt. of Odisha /Govt. of India from time to time.
16. **Safety Rules:** - Safety rules to be followed strictly while carrying out the whole work. The Institution does not hold responsibility for any untoward situation arises due to violation of rules or negligence.
17. The Bidder shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; Bidder will be under obligation to change the worker as per the decision of the competent authority of NLUO. The bidder shall observe all the laws and will be responsible for any prosecution or liability arising out from breach of any of those laws. NLUO will not hold any responsibility with regard to staff on the role of the bidder whatsoever.
18. **Technician/Engineers:** Trained & technically qualified engineers to be engaged in the work.
19. It will be the sole responsibility of the Bidder to abide by the provisions of acts as to the workers engaged by him for performance of this contract:
20. Any liability arising on NLUO because of any damage caused by the bidder during work execution shall be deducted from the bills of the Bidder and if the full amount is not recovered then the same shall be recovered from the security deposit of the Bidder. There would be no liabilities towards the workers of the Bidder by NLUO.
21. **Place of work:** The whole work to be carried out in NLUO at Cuttack.
22. All liabilities, owing to injury/death due to negligence or miscommunication or during discharging regular work of the staff of the party/bidder, will be to the party/bidder and what so ever the work, in any case NLUO will not be responsible for any liabilities of injury/death etc. It's the duty of party/bidder to guide the staff regarding safety measures.
23. In the event of unsatisfactory service or any failure at any time on the part of party to comply with the terms and provisions of this contract to the satisfaction of NLUO (who shall be the sole judge and whose decision shall be final), it shall be open to NLUO to terminate this contract by giving 30 days notice to the service provider and/or appropriate penalty subject to maximum 5% of annual contract value
24. **Jurisdiction of the Court:** Dispute/Litigation if any, arising out of this contract shall be deemed to have been entered into at Cuttack under jurisdiction of Odisha High Court, Cuttack.
25. May feel free to contact on [itsupport@nluo.ac.in](mailto:itsupport@nluo.ac.in) for any query/clarifications.

**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)

PRICE - SCHEDULE

**Name of the work: Enquiry of quotation for Non-Comprehensive Annual Maintenance Contract of HP Photocopiers**

Sl. No	Copier Make and Model	QTY	Rate of AMC	Total Amount
1	HP LJ Managed MFP E82660dn	01		
2	HP LaserJet Managed MFP E73135dn	02		
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

MANUFACTURERS' AUTHORIZATION FORM

To,  
Registrar,  
National Law University Odisha  
SEC-13, CDA,  
Cuttack – 753015.

Date:

Dear Sir,

With reference to Bid(Lt. No./Ref. No.):

We \_\_\_\_\_ who are established  
and \_\_\_\_\_ manufacturers  
of \_\_\_\_\_  
(name and descriptions of goods offered) having Corporate office at  
(address of office) do hereby authorize M/s \_\_\_\_\_  
(Name and address of Agent) to submit a bid, and sign the contract with you for the goods  
manufactured by us against the above Bid.

We hereby extend our full guarantee / warranty as per the Terms and Conditions of quotation  
enquiry for the goods and services offered for service by the above firm against this bid.

Yours faithfully,  
(Signature, Name & Business address with contact details)