QUOTATION CALL NOTICE

No. NLUO/Civil/18/26 Dt.06.11.2026

The Registrar, National Law University Odisha, Cuttack invites sealed item rate quotations for the following work.
Name of the Work: Repair of hostel chairs at NLUO, Cuttack.

Paper Cost	₹.500.00
EMD	₹.5,000.00/-
Time of Completion	30 (Thirty) days from the date of receipt/acceptance of the order
Last date & time of receipt of Quotation	19.11.2026 at 11.00 AM
Date & time of opening of Quotation	19.11.2026 at 11.45 AM

Quotation documents containing Eligibility Criteria, Terms and Condition can be downloaded from Institute website www.nluo.ac.in up to schedule date and time.

Intending eligible bidders must enclose prequalification documents i.e. self-attested true copies of original documents, (i) GST Registration,(ii) PAN,(iii) similar experience of work(copy of work order/experience certificate) for repair/renovation work in last 05 (five) Years ending 31st Mar 2026, along- with separate Demand Drafts towards paper cost & 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: "**Repair of hostel chairs 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 in the drop box kept at *Reception area of Administrative Block* or can be sent through Speed /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:- Assistant Registrar (Establishment), National Law University Odisha, Kathajodi Campus, SEC-13,CDA, Cuttack – 753015, Odisha (India), Tel. No. +91 671 2338018 extn 5009. **E**mail: s.panda@nluo.ac.in, ar.establishment@nluo.ac.in, deputyregistrar@nluo.ac.in

Sd/-
Registrar, NLUO

TERMS AND CONDITIONS:

1. **Scope of works:** Details enclosed at schedule as Annexure-I. Unless otherwise specified the works are to be executed as per CPWD specification/IS code as applicable.
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 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. Bids must be valid for 60(Sixty) days from the date of opening. Bidders are requested to ascertain the scope of work by visiting NLUO campus & satisfy them self before quoting the rates.
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 rate(s) 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. The payment will generally be released within 02 weeks after submission of bills.
11. **Condition of goods &/ service:** The bidder shall supply &/ install the items in good condition without any defect whatsoever to the satisfaction of the university (after approval of the sample item(s)). Any deviation in the specifications from the accepted terms is liable to be rejected and the agency need to replace the rejected goods/service 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 work/item(s) for which the rate(s) 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.
13. University may adopt its own criteria in finalising bid for one bidder or more.
14. In case of ambiguity in rate quoted & amount mentioned, lowest among them will only be considered.
15. NOTE:-Bidders are required to quote against each item legibly and arrive at the total cost of work/item(s). All pages should be duly signed by the bidder failing which the bid will be rejected.

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16. **Warranty:** 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 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/service during the contract period.
17. **Specification:** The supply of items offered must be as per the specifications of the bid document.
18. **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).
19. **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.
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/fresh issued order.
21. **Place of work**: The whole supply/work to be executed out in NLUO campus 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

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FORM FOR DETAILED INFORMATION BY BIDDER Annx.-II

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	
BANK DETAILS	
Name of the Bank	÷
Name of the Account Holder	÷
Name of the branch	÷
Account Type	÷
Account Number	÷
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: Repair of hostel chairs at NLUO, Cuttack.

Sl No.	Description of item	Unit	Qty	Rate	Amount
1	Repair/replacement to the broken back support of the chairs including all labour,tools, spare etc all complete and inclusive.	Each	50.00		
2	Replacement/repair to the damaged bend/tilting plate of back support of the chairs including all labour,tools, spare etc all complete and inclusive.	Each	50.00		
3	Repair/replacement to the damaged wheel base frame of the chairs including all labour,tools, spare etc all complete and inclusive.	Each	50.00		
4	Repair/replacement to the damaged hydrolic system of the chairs including all labour,tools, spare etc all complete and inclusive.	Each	50.00		
5	Replacement to the damaged PVC handles of the chairs including all labour,tools, spare etc all complete and inclusive.	Pair	50.00		
		Grand total =			

Grand Total (in word)……

No. of Corrections :
No. of Over writings:

SIGNATURE OF BIDDER WITH STAMP

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