



सत्ये स्थितो धर्मः

National Law University Odisha

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(Established by Odisha Act 4 of 2008)

QUOTATION CALL NOTICE

ENQUIRY NO.-01/NLUO/E&P/16-17

DATE: 27.09.2016

Tender to be opened on :- **04.10.2016 at 4.00 PM**

1. Duly Sealed quotations are invited for **Supply, installation, testing & commissioning of Battery bank & charger for HT Panel.**
2. Quotations complete in all respects should be deposited at **Office of Registrar, NLU, Odisha at Cuttack before 3.00 p.m. on 04.10.2016.** The cover containing the quotation must be super scribed as under:-
"Quotation for Supply, installation, testing & commissioning of Battery bank & charger for HT Panel."
3. The quotations will be opened at 4.00 P.M. on 04.10.2016 in the presence of tenderers or their authorized representatives who may wish to be present at the time of opening of quotations.
4. Quotation will be available at Office of Registrar, NLU, Odisha on payment of Rs.1000.00 (Rupees one thousand only) in the form of demand draft drawn from of any schedule bank in favor of Registrar, National Law University, Odisha payable at Cuttack.
5. The quotations must be accompanied with an earnest money of Rs.20,000/- (Rupees Twenty Thousand only) in the form of a demand draft drawn from of any schedule bank in favour of Registrar, National Law University, Odisha payable at Cuttack. The quotations without EMD will not be accepted in any case.
6. For any query/site inspection, parties may visit NLU, Odisha campus only on 30.09.2016 at 3.00PM.

You are requested to kindly go through the detailed instructions and terms & conditions mentioned below and overleaf and submit your most competitive offer by the last date and time of submission cited above.

INSTRUCTIONS TO BIDDER :-

1. Please mention your contact details with address, contact no. & e-mail id on the envelope.
2. Please submit copy of your valid license (IF any), VAT Clearance certificate and PAN Card.
3. All tenders/quotations should be sent to the following address by speed/registered post/by hand:
The Registrar, National Law University Odisha, Kathajodi Campus, SEC - 13, CDA, Cuttack - 753015.
4. Tenders/Quotations must be sent sufficiently in advance so that it reaches us on or before the due date /time. Quotation received after the due date / time will not be considered.
5. Quotation document (s) along with the detailed advertisement and all enclosures must contain the signature of the competent authority of the firm along with office seal.

The offer must comprise of the following failing which it will be treated as non-responsible hence rejected:

1. The basic price must not be higher than price of the principal, if any additional accessories required, as per enquiry, it must be quoted separately. Price list in case of proprietary items must be submitted.
2. **Tender fees (compulsory & non-refundable) Rs. 1,000/- (One Thousand Only) and EMD (refundable) Rs. 20,000/- (Twenty Thousand Only) to be submitted in the form of Demand Draft (DD) from any Nationalized/ Scheduled Commercial Bank in favour of "Registrar,NLU Odisha" payable at Cuttack. Bids received without Bid Security, tender fees and other essential documents will be rejected.**
3. **Forfeiture Bid Security:** Bid Security of a tender will be forfeited, if the bidder withdraws or amends or modified in tender or impairs or derogates from the tender in any respect within the period of validity of its tender.
4. **Performance Bank Guarantee:** The firm has to submit a performance bank guarantee of 10% of the total order value to be submitted before release of final payment and after successful installation and commissioning of the equipment in the form bank guarantee valid for 12 months beyond the warranty period.
5. **Conditional tenders will not be accepted.**
6. **Late and delayed quotation:** Late and delayed tender will not be considered. If in any case, unscheduled holiday occurs on prescribed closing/opening date, the next working day shall be the prescribed date of closing/opening. It will be the sole responsibility of the firm that quotation should reach on or before the due date and time.
7. **Pre-installation Requirement:** The bidder should mentioned pre-installation requirements for the equipment like ambient temperature, humidity, whether specification, power specifications, etc., when items are provided full performance satisfactions, should be demonstrated.
8. The %age of taxes must be inclusive in exact figure.
9. The exact days of delivery period, installation & commissioning schedule.
10. The exact figure of %age of discount offered (if any).
11. The quoted price (final offer) must be F.O.R. i.e. NLUO,Cuttack-753015 including Packing & Forwarding, Freight, and Insurance etc..
12. Packing, Forwarding, Transporting, Postage/Courier, Octroi, Freight, Insurance, Any Certificate(s), Extra Warranty, Installation, Commissioning any, any levy, any other charge(s) if any must be mentioned clearly.
13. **Validity Period:** The validity period of the offer should be clearly specified. It should be at least for **180 days** from the last date of submission of quotations.



14. **Guarantee/ Warranty:** The equipment should be guaranteed against any manufacturing defect for a period of at least **3 years** from the date of successful installation as authorize mentioned. In case any part or whole of the equipment is found to be defective during the guarantee period, then the same will have to be replaced/repared free of cost at our premises.
15. **Liquidated Damages:** As time is the essence of this order, the date of delivery should be strictly adhered to, otherwise the delivery in full or in part may not be accepted and penalty for late delivery will be imposed @ 0.5% per week subject to a maximum of 10% of the total value of supply order & beyond 10% subject to approval of authority of NLUO. In case of delay in installation the same rate of penalty shall be levied. In case of cancellation of order no compensation will be paid towards progress of order/procurement.
16. All communications are to be addressed to the undersigned only. Any kind of canvassing visit to the Institute Premises for enquiry of the status of the tender without prior permission may lead to rejection of the bid.
17. NLU Odisha reserves the right to accept or reject or cancel any or all enquiries or quotations at any stage without assigning any reason thereof.
18. For any dispute, the place of jurisdiction shall be Cuttack, India only.



(Dr Dolly Jabbal)
Registrar(I/c)

Email: registrar@nluo.ac.in

Registrar
National Law University, Odisha