



National Law University Odisha

(Established by Odisha Act IV of 2008)

QUOTATION CALL NOTICE

No.NLUO/AR(ADM)/002/STNRY/23

Dt.10.05.2023

The Registrar (I/c), National Law University Odisha, Cuttack invites sealed item rate quotations for the following work.

Name of the Work: ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES at NLUO, Cuttack.

Paper Cost	₹.500.00
EMD	₹.10,000.00
Time of Delivery of Stationary	10 (Ten) Working days from the date of acceptance of the 1 st work order/LOI & within 05 Days from next order onwards
Last date & time of receipt of Quotation	31.05.2023 at 11.00 AM
Date & time of opening of Quotation	31.05.2023 at 11.30 AM
Tenure of the Contract	2 years or till the finalisation of next quotation / tender, whichever is later

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 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 & Copy of income tax returns and / or annual accounts of the last 03 Financial Years ending as on 31.03.2023,(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: “**ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONARY & CONSUMABLES 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 shall not be acceptable under 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 the quotation received 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 Sidharth Dash, Jr. Assistant, National Law University Odisha, Kathajodi Campus, SEC-13, CDA, Cuttack – 753015, Odisha (India),Tel.No. +91 671 2338018 extn 5070.Email: sidh84@nluo.ac.in

Sd/-
Registrar(I/c)
NLUO

Signature of the Bidder with seal



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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 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 and shall continue for a period of 02 (Two) years or till the next tender process is finalised, whichever is later.
4. Tenders / Bids must be valid till the termination of the contract.
5. The quantity required may vary as per the requirement of the University.
6. The items shall be supplied, as and when required by University. Order for items shall be placed on requirement basis. The agency should be in a position to supply stationery, consumable and other office contingency items mentioned in the list enclosed 10 (Ten) Working days from the date of acceptance of the 1st work order/LOI & within 05 Days from next order onwards. It may be noted that the items entered into Annual Rate Contract are to be delivered at National Law University Odisha, Cuttack Campus. 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 giving a week's notice to the agency in case of any dispute.
9. The rates quoted shall remain same/firm during the rate 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. Agency must have its establishment in the twin city (Cuttack-Bhubaneswar).
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. In case of unavailability of any item of the approved brand / specification, the agency must request for approval of the alternative brand / specification without compromising with quality and by producing sample before the authority.
13. 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.
14. University may adopt its own criteria in finalising bid for one bidder or more.
15. **Warranty:** The goods supplied shall be free from all defects and shall be of the highest / requested quality. Any defect arises to the goods under warranty, 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 during the contract period.

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16. **Specification:** The supply of items offered must be as per the specifications of the bid document.
17. **Terms of Payment:** The payment shall be made as per actual quantity received, raised through monthly bills within 7th day of the upcoming month 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 01(One) month of closure of contract.
18. **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 10(Ten)% of Contract price.
19. **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 be held 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.
20. **Place of work:** The whole supply to be delivered in NLUO at Cuttack.
21. **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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Annx.-II

FORM FOR DETAILED INFORMATION BY BIDDER

Name of Firm/Contractor/Distributor/Retailer	:
Complete Address for Communication	:
Name of Proprietor/Partners/Managing Directors/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.	:

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ANNEXURE-I

SCHEDULE

Name of the work: ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY & CONSUMABLES at NLUO, Cuttack.

Sl. No.	Name of the Item	Description	Quantity in Need	Unit (Pc./Pkt.)	Brand	Rate per Unit	Amount
1	Board Pins	For notice Board	24	Pkt	Oddy		
2	Normal Alpin		24	Pkt.	Lion		
3	Arch File Plain		200	Pcs	Sweta		
4	Attendance Register	No-10	36	Pcs	Bindu		
5	Auto Clip Card board File	Filing	48	Pcs	Sweta		
6	Auto Clip Plastic Card Board File		20	Pcs	Sweta		
7	Ball Point Pen (Rs. 5/-)	Black	200	Pcs	Cello/ ClassMate		
8	Ball Point Pen (Rs. 5/-)	Blue	200	Pcs	Cello/Elko		
9	Ball Point Pen (Rs. 5/-)	Red	400	Pcs	Cello/Elkos/ Class Mate		
7	Ball Point Pen (Rs. 10/-)	Black	200	Pcs	Link (Pentonic)/ ClassMate		
8	Ball Point Pen (Rs. 10/-)	Blue	200	Pcs	Link (Pentonic)/ ClassMate		
9	Ball Point Pen (Rs. 10/-)	Red	400	Pcs	Link (Pentonic)/ ClassMate		
10	Plastic Folder	With press-button to close	100	Pcs	Filemax/ World		
11	Calculator	Black in Color, 12 digit Non engineering	60	Pcs	Orpat/Casio		
12	Visiting Card Holder	With holding capacity of Minimum 480 cards	10	Pcs	Sangram / DishanKart		
13	CD marker (Permanent Ink)	Black	60	Pkt.	Camlin		
14	CD marker (Permanent Ink)	Blue	60	Pkt.	Camlin		
15	CD marker (Permanent Ink)	Red	60	Pkt.	Camlin		

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Sl. No.	Name of the Item	Description	Quantity in Need	Unit (Pc./Pkt.)	Brand	Rate per Unit	Amount
16	Cello tape	Transparent 1/2"	60	Pcs	Wonder/Oddy		
17	Cello tape	Transparent 1"	200	Pcs	Wonder/Oddy		
18	Cellotape	Transparent 2"	70	Pcs	Wonder/Oddy		
19	Cellotape	Brown Color 2"	70	Pcs	Wonder/Oddy		
20	Cellotape Cutter		24	pcs	Tango/smart/King		
21	Clear Damper		24	pcs	Royal		
22	Clip (Binder) (51/41/32/19/15)		60	Pcs / each	Gorila		
23	Cloth for binding	White	15 meter	15 meter			
24	Colour Paper	Red A4	24 each	Pkt.	Colours Point		
25	Colour Paper	Green A4	24each	pkt	Colours Point		
26	Colour Paper	Yellow A4	24 each	Pkt	Colours Point		
27	Colour Paper	Blue A4	24 each	Pkt	Colours Point		
28	Dustbin	Small	60	pcs	Prime		
29	White Board Duster	Magnetic	160	pcs	Polo		
30	Fevi Gum Tube	Pasting	70	pcs	Fevicoll		
31	Fevicol Gum Tube	Pasting	100	pcs	FeviGum		
32	Fevistic Gum	Pasting	100	Pcs	Fevistick		
33	Four folder file plain	Filing	100	Pcs	Rahmi/Ashok		
34	Gel Pen (Rs.10/-)	Black	120	Pkts.	Class Mate (OCTANE) / HAUSER (XO)/ Add Gel		
35	Gel Pen (Rs.5/-)	Black	120	Pkts.	Cello/Elkos/Class Mate		
36	Gel Pen (Rs.10/-)	Blue	100	Pkts.	Class Mate (OCTANE) / HAUSER (XO)/ Add Gel		

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Sl. No.	Name of the Item	Description	Quantity in Need	Unit (Pc./Pkt.)	Brand	Rate per Unit	Amount
37	Gel Pen (Rs.5/-)	Blue	100	Pkts.	Cello/Elkos/ Class Mate		
38	Gel Pen (Rs.10/-)	Red	100	Pkts.	Class Mate (OCTANE) / HAUSER (XO)/ Add Gel		
39	Gel Pen (Rs.5/-)	Red	100	Pkts.	Cello/elkos/ Class Mate		
40	Gel Pen (Rs.10/-)	Green	100	Pkts.	Class Mate (OCTANE) / HAUSER (XO)/ Add Gel		
41	Gel Pen (Rs.5/-)	Green	100	Pkts.	Cello/Elkos/ Class Mate		
42	Gum Bottle (Camel)	Pasting	60	pcs	Camel		
43	Highlighter	Red	20	pcs	Luxor/ Faber Castle		
44	Highlighter	Blue	100	pcs	Luxor/ Faber Castle		
45	Highlighter	Yellow	50	pcs	Luxor/ Faber Castle		
46	Higlighter	Green	50	pcs	Luxor/ Faber Castle		
47	Highlighter	Marron	50	pcs	Luxor/ Faber Castle		
50	Stamp Pad Ink	Black	24	pcs	Camel		
51	Stamp Pad Ink	Blue	24	Pcs	Camel		
52	Issue/Despatch Register	Big	12	pcs	Rajdhani/ sweta		
53	L Folder File plain	Black	3000	pcs	Filemax/ World		
54	L Folder File	White	3000	pcs	Filemax/ World		
55	Log Book Vehicle		60	pcs			
56	Marker Pen	Black	250	pcs	Camlin		
57	Marker Pen	Blue	250	Pcs	Camlin		
58	Muna		50	Pkt.	JBS		
59	Paper (A3) Size J. K. Copier	Red	12	pkt	J.K.Copier (Red)		
60	Paper (A4) Size J. K. copier	Red	1000	pkt	J.K.Copier (Red)		

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Sl. No.	Name of the Item	Description	Quantity in Need	Unit (Pc./Pkt .)	Brand	Rate per Unit	Amount
61	Paper (Legal) Size J. K. copier	Red	12	pkt	J.K.Copier (Red)		
62	Paper cutter	Multi-color	50	pcs			
63	Paper J. K. Bond (A4 size)	A4 Size	100	pkt	J.K.Copier		
64	Paper weight		100	Pcs	Kevika		
65	Pen Stand	Medium	100	Pcs	Infinity - PS02/ Omega		
66	Pencil	H.B	200	Pcs	Natraj/ Camel		
67	Pencil Sharpner	Fibre	50	Pcs	Natraj/ Camel		
68	Permanent Marker Pen	Black	120	Pcs	Camel		
69	Permanent Marker Pen	Blue	120	Pcs	Camel		
70	Permanent marker pen	Red	60	Pcs	Camel		
71	Punching Machine	Dobble	60	Pcs	Kangaro		
72	Punching Machine	Single	60	Pcs	Kangaro		
73	Register	No.10	60	pcs	Ashwani/Bin du		
74	Register	NO.12	60	pcs	Ashwani/Bin du		
75	Register	No.14	60	pcs	Ashwani/Bin du		
76	Register	No.16	60	pcs	Ashwani/Bin du		
77	Register	No.20	60	pcs	Ashwani/Bin du		
78	Register	No.4	60	pcs	Ashwani/Bin du		
79	Register	No.6	60	pcs	Ashwani/Bin du		
80	Register	N0.8	60	pcs	Ashwani/Bin du		
81	Eraser	Natraj	60	pcs	Natraj/Camel		
82	Scale	15" Steel	70	pcs	Ajanta		
83	Scissor	Big	60	Pcs	Corporate/N atraj		

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Sl. No.	Name of the Item	Description	Quantity in Need	Unit (Pc./Pkt.)	Brand	Rate per Unit	Amount
84	Scissor	Medium	60	Pcs	Corporate/N atraj		
85	Scissor	Small	60	Pcs	Corporate/N atraj		
86	Spring File	Filing	1200	pcs	Camel		
87	Stamp Pad	Black	50	pcs	Camel		
88	Stamp Pad	Blue	50	pcs	Camel		
89	Stamp Pad	Green	12	pcs	Camel		
90	Stamp Pad	Red	12	pcs	camel		
91	Stappler	Big	12	pcs	Camel		
92	Stappler	Medium	60	pcs	Kangaroo		
93	Stappler	Small	60	pcs	Kangaroo		
94	Stappler Pin	23/13	24	pkt	Kangaroo		
95	Stappler Pin	24-Jan	80	pkt	Kangaroo		
96	Stappler Pin (No.10, 1m)	No.10,1M	80	pkt	Kangaroo		
97	Steno Khata	Single Line	50	pcs	Anjana		
98	Sticon Flag	Multicolour Small	100	pcs	Oddy		
99	Sutuli	Plastic	60	pcs	Plastic		
100	Dusting Cloth	Cleaning	120	pcs			
101	Tag (Cotton)	Long Size	60	Pcs			
102	Tag (Cotton)	Short Size	60	Pcs			
103	Tag (Nylon)	long Size	60	Pcs			
104	Tag(Nylon)	Short Size	60	Pcs			
105	Thread	For Answer Sheet Colour - White	120	pcs			
106	Tray	Meioum Plastic	120	pcs	Paras		
107	Pen	(Use & Throw)Black	150	Pcs	Flora/Link		
108	Pen	(Use & Throw)Blue	150	Pcs	Flora/Link		
109	Pen	(Use & Trow)Red	100	Pcs	Flora/Link		
110	Water bottle	Plastic Milton	120	Pcs			
111	Whitener tube		120	pcs	Camlin/KEA		
112	Name plate stand	Fiber	30	pcs			
113	Stock Register	Size No-18	24	pcs	Rajdhani/ sweta		
114	Stock Register	Size No-20	24	pcs	Rajdhani/ sweta		

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Sl. No.	Name of the Item	Description	Quantity in Need	Unit (Pc./Pkt.)	Brand	Rate per Unit	Amount
115	Self Stick Label Sheet	A4 Size	100	100	Oddy		
116	Cello Tape	Colour - Blue Width - 1"	20	Pcs	OnePlus		
117	Cello Tape	Colour - Black Width - 1"	20	Pcs	One Plus		
118	Stapler Pin Remover		10	pcs	Camel		
119	Binding Rubber		2	kg			
120	Lock Polythene Zip	4×5(180 g.)	24	pkt	Zipper		
121	Battery	AAA	50	Pcs	Eveready/ Panasonic/ Duracell		
122	Battery	AA	50	Pcs	Eveready/ Panasonic/ Duracell		

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 the pages of this document should be duly signed by the bidder and submitted failing which the bid may get rejected.

SIGNATURE OF BIDDER WITH SEAL

Signature of the Bidder with seal