



National Law University Odisha

(Established by Odisha Act IV of 2008)

QUOTATION CALL NOTICE

No. NLUO/ACAD/18927 /23

Dt. 09-06-2023

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

Name of the Work: Shifting of Library items at NLUO, Cuttack

Paper Cost	₹.500.00
EMD	₹.5,000.00/-
Time of Completion	07 (Seven) days from the date of receipt/acceptance of the order
Last date & time of receipt of Quotation	16-06.2023 at 11.00 AM
Date & time of opening of Quotation	16-06.2023 at 11.15 AM

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 QALIFICATION documents i.e. self-attested true copies of original documents, (i) GST Registration,(ii) PAN,(iii) similar experience of work (if any) , (iv) 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: “**Shifting of Library items 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: Shri Kallola Kumar Patanaik, Assistant Registrar (Establishment), National Law University Odisha, Kathajodi Campus, SEC-13, CDA, Cuttack – 753015, Odisha (India),Tel. No. +91 671 2338015 extn 5009.Email: ar.establishment@nluo.ac.in

Sd/-
Registrar, NLUO



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TERMS AND CONDITIONS:

1. **Scope of works:** Details enclosed at schedule as Annexure-I. It includes to de-assemble the furniture's, removing the books,& other items & to move them to the new library building, assemble the furniture's etc in the designated place and to place the books, materials etc in the respective shelves/furniture.
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. The firm should have executed satisfactorily minimum one/ two similar works within last three years ending on 30/04/2023.
4. Intending Bidders are advised to inspect and examine the site on any working day and satisfy themselves before submitting their bids.
5. The competent authority reserves the right to terminate the contract at any time during its validity period if the work is not found satisfactory. The agency after completing the work will have to furnish the bill in duplicate for payment.
6. This office will not be responsible for any loss/damage caused to any of the items used at the venue or at its premises in any cause by a 3rd party or by any natural calamity.
7. This office will also not responsible for any injury caused to the manpower engaged by the firm for executing/installing items at the venue.
8. This will solely be the responsibility of the firm that the manpower supplied is not engaged in any criminal activity. The firm must check the character antecedents of the same.
9. In case the firm fails to execute the work on time or the performance of the firm is not found satisfactory then the order will be terminated and performance security forfeited.
10. **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.
11. 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.
12. The rates quoted shall remain same/firm during the contract period and no request for any increase in the rates shall be entertained.
13. 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.
14. 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/execution. The payment will generally be released within 02 weeks after satisfactory completion of contract along with submission of bill.



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15. **Condition of goods &/ service:** The bidder shall shift all the items in good condition without any defect whatsoever to the satisfaction of the university official(s). Utmost care to be taken while shifting the materials, dismantling/ assembling of the furniture etc. Any damage to the university properties will be recovered from the agency.
16. **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.
17. University may adopt its own criteria in finalising bid for one bidder or more.
18. **Terms of Payment:** The payment shall be made as per actual execution raised through bill after successful completion of assigned order 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 contract 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 item(s)/service will be supplied as per the approved sample/fresh issued order.
21. **Place of work:** The whole supply/work to be executed 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/execution of goods/service, not found as per specifications or any other cause whatsoever relating to the work or purchase order, before or after the supply/execution has/have 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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FORM FOR DETAILED INFORMATION BY BIDDER

Annex.-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	:
<u>BANK DETAILS</u>	
Name of the Bank	÷
Name of the branch	÷
Account Type	÷
Account Holder's Name	÷
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: Shifting of Library Furniture at NLUO, Cuttack.

<u>Sl No</u>	<u>Items /Particulars</u>	<u>Unit</u>	<u>Quantity</u>	<u>Rate</u>	<u>Amount</u>
1	Table	Each	45		
2	Chair	Each	135		
3	Amirah- steel	Each	23		
4	Godrej make Book racks	Each	18		
5	Files & Registers(50-60 Nos.)	Job	1		
6	Books(32,000 Approx.)	Job	1		
7	Computer	Each	15		
8	Small Racks	Each	02		
9	Small Book shelf	Each	01		
			Grand Total =		

Grand Total (in word).....

*In case of any 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