



National Law University Odisha, Cuttack

(established by Act-IV of 2008)

QUOTATION CALL NOTICE

No. NLUO/ACAD/19875/2024

Dt.06/04/2024

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

Name of the Work: "Enquiry of quotation for supply of cartridge/toner for printers and photocopiers at NLUO, Cuttack."

Paper Cost	₹500.00
EMD	₹5,000.00
Last date & time of receipt of Quotation	22/04/2024 at 14.30 PM
Date & time of opening of Quotation	22/04/2024 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 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, (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 supply of cartridge/toner for printers and 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.

THE QUOTATIONS SHOULD SATISFY THE FOLLOWING TERMS AND CONDITIONS:

1. The rates will be valid for three months.
2. Rate should be quoted for delivery and onsite support during the Guarantee and Warranty period F.O.R./destination, i.e. National Law University, Odisha, CDA, SEC-13, Cuttack-753015 (Odisha).
3. Supplier/vendor should be able to supply and Install the articles, 04 weeks of supply order.

4. Complete quotation with specifications (Make/Model) of the articles rate, quantity, amount etc. should given in the quotation.
5. Price once quoted are final, Inquires regarding rate will not be entertained.
6. There should be no cutting, overwriting etc. in the rates in the quotations. Quotations with overwriting, cutting etc are liable to be rejected.
7. **All cartridges must be New and Genuine / Original i.e. made by Original Equipment Manufacturers (OEM's) of the printer/copier.**
8. The bidder 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, with a commitment from OEM to provide after sales warranty and support.
9. Quantity may vary as per actual requirement at the time of order/Installation.
10. 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.
11. Payment will be made after satisfactory completion of supply, testing and receipt of bill in triplicate.
12. Bidder must have a registered office at Odisha and GST Number of Odisha.
13. May feel free to contact on Ph. +91 671 2338005, E-mail: itsupport@nluo.ac.in.
14. The Vice – Chancellor, NLUO, Cuttack reserves to herself/himself the right to accept or reject any or all the quotations either in part or in full without assigning any reason thereof.
15. All disputes including Court Proceedings shall be settled within the Cuttack Jurisdiction only.

Sd/-
Registrar

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 supply of cartridge/toner for printers and photocopiers at NLUO, Cuttack."

SL. No.	Printers Make and Model	Cartridge Model	Unit Price	QTY	Total Price
1	Canon 2422	CANON NPG28		4	
2	Canon 4225	CANON NPG57		2	
3	Canon LASER SHOT LBP7200Cdn	Cartridge 318 BK Value Pack (6,800 pages)		2	
4	Canon LASER SHOT LBP7200Cdn	Cartridge 318 CYM (2,900 pages)		3 set	
5	Canon IR-Adv. DX6855i	NPG-85		3	

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 (I/C),
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 _____ reputable _____ manufacturers
of _____
(name and descriptions of goods offered) having Corporate office at
_____ (add
ress 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 and warranty as Terms and Conditions of quotation enquiry for the goods and services offered for supply by the above firm against this bid.

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