

# CHANAKYA NATIONAL LAW UNIVERSITY, PATNA

Nyaya Nagar, Mithapur, Patna -1, Ph. No. – 0612-2352300, Website: <http://cnlu.ac.in>

NIQ No. –03/2022-23

Dated: 05/05/2022

## As Amended on 07/05/2022

Chanakya National Law University invited the sealed quotation from the reputed OEM / Retailer / Agency for Supply & Installation of Office Table with all accessories inside CNLU campus.

### Scope of work

- ✓ The scope of work shall include the Supply & Installation of Office Table with all accessories.

### Eligibility

- Quotationer having documents as per Annexure I is eligible for participate in this NIQ. Duly signed & stamped document in which Name of the quotationer, Address with contact number, FAX, E-mail of the Firm and Firm`s Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned.

### Important Information

- ✓ Cost of Document : Rs. 500.00 (Rupees Five Hundred ) in shape of Demand Draft issued by a Nationalized or Schedule bank in favour of Registrar, Chanakya National Law University and payable at Patna.
- ✓ EMD : Rs. 2,000.00 (Rupees Two Thousand) in shape of Demand Draft issued by a Nationalized or Schedule bank in favour of Registrar, Chanakya National Law University and payable at Patna.
- ✓ Last date & time of submission : up to 01:00 pm on 12/05/2022
- ✓ Date & time of Opening of Quotation : at 01:45 pm on 12/05/2022
- ✓ Place of all meeting : Chamber of Registrar

### Specification:

<u>Sr. No.</u>	<u>Name of Item</u>	<u>Specifications</u>	<u>Quantity</u>
A.	Office Table with all accessories and Drawer	18mm MR Ply and 12mm MR Ply from brand such as NEO / MAX / ORBIT or equivalent. <b>Size : 5 Feet x 2 Feet 6 inch x 2 Feet 6 inch</b> Outer side colour and inner side white 0.8mm Sunmica brand approved by CNLU authority.	7

### Terms & Conditions

- Manner of submission of the Quotation:** The quotation should be either submit directly through hand to University office or be sent by Post / Courier at the address 'Registrar, Chanakya National Law

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University, Nyaya Nagar, Mithapur, Patna-800001, Bihar', so as to reach by the due date and time. Incomplete quotations are liable for rejection. No responsibility will be taken for postal delay or non-delivery/ non- receipt of Quotation documents.

2. **Documents as mentioned in Annexure-I are mandatory. Quotationer should annexed all the Genuine documents quotation otherwise their quotation shall be declared non responsive.**
3. Quotationer or their authorised representative shall remain present during the opening of Quotation.
4. The price will be remain firm and fixed during the pendency of contract. It will not vary on any account whatsoever.
5. Incomplete quotation and quotation without **genuine documents** are liable for rejection.
6. Notwithstanding anything to the contrary in this document, the Chanakya National Law University is not bound to accept the lowest quotation and reserves the right to accept or reject any quotation, to reject quotations for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.
7. Supply & Installation shall be completed within **10 (Ten) working days** of the University from the date of Purchase Order. If the work is not completed within the completion period **liquidated damages @ 0.5% of total value of order without tax per week of delay** will be levied (subject to maximum of 10%). If the liquidated damages reach the level of 10%, the contract is liable to be rescinded.
8. **Amendment of Quotation Document.**
  - a. At any time prior to the last date for receipt of quotations, the client may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Quotationer, modify the Quotation Document by an amendment.
  - b. The amendment will be notified through official website of Chanakya National Law University for all the prospective Quotationer.
  - c. In order to afford prospective quotationer reasonable time in which to take the amendment into account in preparing their quotations, the Client may, at its discretion, extend the last date for the receipt of the Quotations.
9. Design Drawing should be approved by Maintenance Engineer, CNLU Patna.
10. Chanakya National Law University reserves the right to withdraw / cancel / amend the quotation at anystage without assigning any reason whatsoever.
11. University will not provide any residential facility to workers / authorities of successful Quotationer inside campus.
12. Clarification regarding contents of the quotations: During evaluation and comparison of quotations, the

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Buyer may, at its discretion, ask the quotationer for clarification of his quotation. The request for clarification will be given in writing and no change in prices or substance of the quotation will be sought, offered or permitted. No post-quotation clarification on the initiative of the quotationer will be entertained.

13. Price should be quoted in Indian Rupees only.

14. The quotationerr shall arrange all tools, necessary for the execution of the work at its own cost.

15. All the risks of loss of or damage to physical property and of personal injury and death which arise during and in consequence of the performance of the contract other than the expected risks will be the responsibility of the contractor / firm.

16. Price should be quoted in Indian Rupees only.

**17. SETTLEMENT OF DISPUTES**

a) In case of any dispute, controversy or claim which may arises in relation or in connection supply & installation will be subject to Patna Jurisdictions only.

**18. PAYMENT TERMS**

i. Payment will be released after the satisfactory report of competent authority / authorities for successful supply & installation of product after necessary deduction as per government rules & regulations.

**Registrar  
CNLU, Patna**

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Annexure-I

## CHECK LIST (SHOULD BE ATTACHED QUOTATION DOCUMENT)

<b>Sr. No.</b>	<b>Description</b>	<b>Remarks</b>
1.	Name of the Firm with address, contact number, FAX, E-mail of the Firm	
2.	PAN No & GST Details Attach copy of PAN card & GST	
3.	Firm`s Bank Account Details with Bank Name, Address and IFSC / RTGS codes	
4.	Details of Cost of Document	DD No Date Bank Name
5.	Details of EMD	DD No Date Bank Name

I / We hereby declare that information furnished above is true and correct and the documents annexed are genuine.

Signature of the Quotationer / Authorized Signatory with Seal, Place & Date

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Annexure-II

To,  
The Registrar  
CNLU, Patna

Subject : Commercial proposal for NIQ No.-03/2022-23 dated 05/05/2022 for Office Table

Dear Sir,

Please find our best rate for the items mentioned below:

<u>Sr. No.</u>	<u>Name of Item</u>	<u>Specifications</u>	<u>Quantity</u>	<u>Unit Rate</u>	<u>GST</u>	<u>Amount</u>
A.	Office Table with all accessories and Drawer	18mm MR Ply and 12mm MR Ply from brand such as NEO / MAX / ORBIT or equivalent.  Outer side colour and inner side white 0.8mm Sunmica brand approved by CNLU authority.	7			

Name of the Quotationer

Seal of the Quotationer

Place

Date