



NLU
M E G

NATIONAL LAW UNIVERSITY MEGHALAYA

No. NLUM/Estt/MN/2023/31

Dated, 14th January, 2025

NLU Meg invites quotations tenders from eligible bidders for supply of goods viz. University mementos and merchandise under shopping procedures at National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya.

Detailed Scope of Work, Documents and other Terms and Conditions are available at www.nlumeg.ac.in

The full set of documents must be submitted in a sealed envelope as detailed in this tender document to the below address along with a Demand Draft of INR 1000/- payable to "National Law University of Meghalaya Shillong" at Shillong.

#6909372781, email id- reg@nlumeg.ac.in , fao@nlumeg.ac.in

Important Dates:

- Last Date of Submission: 14th February, 2025 at 3:00 p.m
- Sealed Technical Proposals will be opened on: 17th February, 2025 at 11:00 a.m

Registrar

National Law University of Meghalaya



NLUM/Estt/MN/2023/31

Dated:14th January,2025

To: To Whom It May Concern

From: The Registrar

**National Law University Meghalaya
Mayurbhanj Complex
Nongthymmai, Shillong 793014
Meghalaya
reg@nlumeg.ac.in**

Subj: Invitation for quotations for designing and supply of goods viz. University mementos and merchandise under shopping procedures.

Dear Sir/Madam,

The National Law University of Meghalaya, Shillong-793001, Meghalaya, India invites your most competitive quotation for designing and supply of goods viz. University mementos (“Services”) for the University of Meghalaya.

1. You are invited to submit your most competitive quotation for the following items as per the lots mentioned below. The standard forms in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction.

Lot	Brief Description of Goods/Services*	Quantity
1	Travel Diary (A5) with refill design (with refills)	Initially 500 Nos**
2	University Brochure Post cards with dock	500 Nos
3	Stationeries 1. University Stickers 2. Ballpens 3. Gel Pens 4. Pen Holder/Pen Dividers 5. Pencil Pouches 6. Electronic Pouches 7. Fridge Magnets 8. Magnetic Bookmarks 9. Flasks (Hot & Cold) 10. Keychains	500 Nos Each
4	Clothing 1. Polo T shirts	500 Nos Each



Lot	Brief Description of Goods/Services*	Quantity
	2. Round Neck T Shirts 3. Muffler 4. Sweatshirt 5. Varsity Jackets 6. Baseball/Cricket Caps 7. Winter Woolen Caps	
5	Electronic Goods 1. Multipurpose USB Hubs 2. Power Banks 3. Battery Packs 4. Travel Chargers	500 Nos Each
6	Bags 1. Laptop Bags (Material: Leather :: Type: Messenger) 2. Laptop Backpacks 3. Tote Bags	250 Nos Each
7	Artisan Products 1. Clay Pots with Succulents 2. Meghalaya Ryndia (Yellow/Tumeric Die)	250 Nos Each

*Details, specifications, scope of work at Annexure 1

**Initial Quantity will be finalised at the time of issue of work order, Bidders are to bid and provide the costs of a single quantity of the item as per the format of quotation provided.

8. Bids must be submitted under Single Stage One Envelope Bidding Procedure to the O/o The Registrar, National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya, on or before the notified dates and time. The Quotations shall be opened on the notified date and time above in the presence of the bidder's representative who choose to attend in person at the address specified or may be viewed by the bidders by virtually if a virtual bid opening is applicable.
9. Firms submitting their bids/quotations shall submit the same along with a Demand Draft made out to National Law University of Meghalaya payable at Shillong of INR 1000/- sealed in a separate envelope.
10. The firms bidding shall bid for a *minimum* of one Lot or all Lots.
11. Canvassing in connection with this quotation is strictly prohibited and the quotations submitted by the bidder who resort to canvassing will be liable to rejection.
12. Terms and Conditions
 - a. **Eligibility:**



#	Criteria	Documents Required
1	The firm should be a legally registered firm	Copies of registration, PAN, TAN, GST or any other relevant registrations etc. to be enclosed.
2	Firms should furnish solvency certificates from their authorized banks.	<ul style="list-style-type: none">• Authorized Bank Solvency Certificate/Soundness Certificate from the authorized bank of the firm.• Copies of GST Returns filed or any other professional returns that have been filed should and can also be attached.• Any other Relevant Supporting Documents
3	The firm should not have unsatisfactory track record resulting in adverse action/blacklisting of the firm, taken by Central/State Governments in India	Declaration on duly notarized non-judicial stamp paper
4	Conflict of Interest	Declaration on duly notarized non-judicial stamp paper

- b. **Clarifications and Amendments:** If the Purchaser receives any request for clarification of this invitation tender document, it will upload its response together with any amendmen(if any/if the University Committees deem that an amendment is required) to this document, on www.nlumeg.ac.in for information of all Bidders. Bidders should regularly check on the website, for any amendments to the terms and conditions and for Award of Contract.
- c. **Place of Delivery and Contact Address:** O/o The Registrar, National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya. +91-6909372781 email id- ar.procurement@nlumeg.ac.in / reg@nlumeg.ac.in
- d. **Quotation Price:**
- The bidder should mention the cost of each lot as per this bid document and the quantity should be 100% of the requirement of the quoted lot. The bidder should also mention the cost of each single item of the lots. Corrections, if any, shall be valid only if they are signed or initialled by the person signing the quotation.



- ii. However, the cost of a single item in each lot will be considered for evaluation exclusive of taxes.
- iii. Quotations should be submitted ONLY IN HARD COPIES to the mentioned address.
- iv. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- v. GST should be indicated separately.
- vi. The rates quoted by the bidder shall be fixed during the duration of the contract and shall not be subject to adjustment on any account.
- vii. The prices should be in Indian Rupees only

e. Qualification of Bidders

- i. Have the legal capacity to enter a contract.
- ii. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances
- iii. Not have had business activities suspended or debarred from public procurement by the State Government of Meghalaya or Government of India.
- iv. Should be an authorised dealer/supplier/retailer of the goods/products and services provided (Copies of relevant documents to be submitted which will be subjected to review

OR

Bidding entrepreneurs/Agencies whose objectives and services align to the requested services of the university must produce a self-declaration on duly notarized non-judicial stamp paper declaring their agencies objectives and services and willingness to provide said services.

- f. Documents Evidencing Qualification:** Bidders are requested to submit copies of the following documents as evidence of your qualification:
- i. Valid trading license/registration or equivalent/Exemption Certificate. **(relaxation as per Pt.(e)(iv) will be applicable)**
 - ii. Valid certificate of GST registration. MSME registered vendors who are exempted from GST registration should submit their relevant MSME certificates and other relevant documents as applicable.
 - iii. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)/Valid Dealership/retailer Document.
 - iv. Past Performance Certificate/Completion Certificate/Work order etc wherein the vendor has supplied/installed similar items in the past two years. The same will be verified if need be. Bidding entrepreneurs/Agencies whose objectives and services align to the requested services of the university must produce a self-declaration on duly notarized non-judicial stamp paper declaring their agencies objectives and services and willingness to provide said services.
 - v. Physical Samples (where applicable)/ Images of previous designs and orders from past projects and assignments. Catalogues/Brochures/ Sample Designs to also be submitted for the same.



- vi. 2-3 Sample designs of items in question are to be provided along with the respective quotes. Note that these will only be used as references and will not be the final design to be chosen by the university. Should the bidder be selected, the university authorities will co-ordinate with the bidder for finalising of the same.
 - vii. Bank Solvency Certificate to the effect the bidder is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
 - viii. Copies of IT/GST Returns filed or any other professional returns that have been filed should and to also be attached.
 - ix. Declaration on duly notarized non-judicial stamp paper that the bidder's business activities are not suspended or debarred from public procurement by the State Government of Meghalaya, any other State Government or Government of India.
 - x. Declaration on duly notarized non-judicial stamp paper in compliance of conflict of interest.
- g. **Validity of Quotation:** Quotations shall remain valid for a period not less than 180 days after the deadline date specified for submission
- h. **Evaluation of Quotations:** The Purchaser will evaluate and compare the quotations for the entire services requested that are determined to be substantially responsive i.e. which
- i. are properly signed; and
 - ii. confirm to the terms and conditions and specifications.
 - iii. The Quotations would be evaluated as a whole; GST will not be taken into consideration while evaluating the quotations.
 - iv. The cost of a single item in each lot will be considered for evaluation exclusive of taxes.
 - v. Any historical information, if required may be asked from the bidders during evaluation of quotes.
 - vi. While deciding upon the selection of bidders, emphasis will be given on the ability and competence to do good quality work in accordance with the specifications and within the time schedule.
- i. **Award of Contract:** The announcement for this assignment will be published in www.nlumeg.ac.in
- i. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract. The numbers against each item may increase or decrease by 10 to 15 percent at the time of issuing the Purchase Order. The numbers may also increase or decrease more than 10-25 percent.subject to the decision of the relevant authorities of the University.
 - ii. The bidder whose quotation is accepted will be notified of the issue of Work Order by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Work Order.



- j. Normal commercial warranty/ guarantee (if applicable) of minimum 3 years shall be applicable to the supplied equipment.
- k. Relaxation of Criteria/Decision of the Relevant Authorities**
- i. Subject to the recommendations of the University and the relevant authorities thereof, the university reserves the right to reject the most advantageous proposal and go for the next advantageous proposal or vice versa as per the discretion and decision of the University and any committee under it or relevant authorities thereof and this decision is final.
 - ii. The University and the relevant authorities thereof, deserves the right to relax any of the selection criteria as mentioned in this tender document for suitable bidders and/or local bidders and this decision is final and rests with the university.
 - iii. Preference will be given to local bidders and vendors and to the aforementioned budding entrepreneurs subject to the decision of the University and the relevant authorities thereof.
- l. You are requested to submit your quotations to the office of the undersigned and latest by **3:00 p.m** on or before **14th February, 2025**. Quotations that have been submitted on or before time will be opened at **11:00 a.m** Hrs. on **17th February , 2025**. Late quotes will be summarily rejected

The Registrar,

**National Law University Meghalaya
Mayurbhanj Complex,
Nongthymmai, Shillong 793014,
Meghalaya,**



Format of QUOTATION

Lot	Brief Description of Goods/Services	Quantity	Unit	Quoted Unit Rate	GST and Similar other taxes as applicable	Total Price per Line Item inclusive of all discounts, taxes and duties (In Words and Figures)
1						
2						
3						
4						
5						

Gross Total: _____

We agree to supply the above goods in accordance with the technical specifications (Provided in Annexure 1) for a total contract price of Rs.....(Amount in figures) (Rs..... Amount in words) within the period specified in the Invitation for Quotations and it shall remain binding upon us and may be accepted at any time before it expires.

We also confirm that commercial warrantee/guarantee of _____ months shall apply to the offered goods where applicable.

For Bidder: _____ **Sign:** _____ **Seal** _____ **Date:** _____

Conformity and no reservations: We offer to supply the Goods, as per this Quotation and in conformity with the invitation, Delivery and Completion Schedules and Technical Specifications. We confirm that we have examined and have no reservations to the RFQ.


We understand that you reserve the right to:

1. Accept or reject any quotation and are not bound to accept the lowest evaluated cost Quotation, or any other Quotation that you may receive, and
2. Annul the RFQ process at any time prior to the award of the Contract without incurring any liability to Suppliers

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

For Bidder: _____ **Sign:** _____ **Seal** _____ **Date:** _____



Annexure 1: Specifications and Requirements

Lot	Goods/Services	Description	Suggested Brands	Sample Images
1	Travel Diary (A5) with refill design (with refills)	<p>The bidder/service provider is to prepare a design for the items as listed thereof in the preceding column.</p> <ul style="list-style-type: none"> • The Diary should contain NLU Meg branding preferably in the cover design but should be minimalistic in dark-tone colours. • The Travel Diaries should be of size A5 which should contain at least 5 Sections of refills. • The first section should contain NLU Meg information/prospectus regarding courses and admissions etc. • The second section should contain a planner • Remaining sections should either be dotted pages or blank pages for use 	<p>Pennline , Paper Republic, Black Canvas , Ink Monks , Odd Giraffe , Scooboo etc.</p>	








		<ul style="list-style-type: none"> Sections/refills should not mention any dates or years for the diaries to be able to be used continually 		
2	University Brochure Post cards with dock	<ul style="list-style-type: none"> One Folder/Stand should contain minimum 5-7 post cards. The Folder/Stand design should be as such that it is foldable made with hard-paper/flexi-paper which should be easy to transport and post. Post Card designs should incorporate the NLU Megs courses, admissions, visions, objectives etc which will be utilised as promotional materials. 	<p>Pennline , Paper Republic, Black Canvas , Ink Monks , Odd Giraffe , Scooboo etc.</p>	

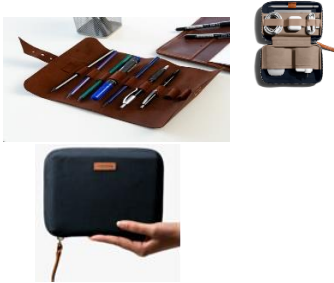






				 
3	<p>Stationeries</p> <ol style="list-style-type: none">1. University Stickers2. Ballpens3. Gel Pens4. Pen Holder5. Pen Dividers6. Pencil Pouches7. Electronic Pouches8. Fridge Magnets9. Magnetic Bookmarks	<ul style="list-style-type: none">• All items should contain NLU Meg branding either by colour, logo, name etc.• University Stickers, Fridge Magnets, Flasks, pouches, bookmarks, keychains etc should be designed as such to incorporate and include elements of Meghalaya's landscape, culture, flora and fauna and also should incorporate the university's	Muji, ZebraPen , Scooboo	<ul style="list-style-type: none">• Pens (Ball Pen, Gel Pens)






	<p>10. Flasks (Hot & Cold) 11. Keychains</p>	<p>brand and its ideals and visions.</p>		   <ul style="list-style-type: none">• Pen Holders, Pen Dividers   <ul style="list-style-type: none">• Pencil Pouches, Electronic pouches
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				 <ul style="list-style-type: none">• Magnetic Bookmark • Flasks(Hot & Cold) 
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				<ul style="list-style-type: none">• Keychains • Fridge Magnet 
4	<p>Clothing</p> <ol style="list-style-type: none">1. Polo T shirts2. Round Neck T Shirts3. Muffler4. Sweatshirt5. Varsity Jackets6. Baseball/Cricket Caps7. Winter Woolen Caps	<ul style="list-style-type: none">• All items should contain NLU Meg branding either by colour, logo, name etc.	<p>Polo, Montecarlo, H&M, Zara, Puma, Reebok, Nike and Etsy</p>	<ul style="list-style-type: none">• Polo T shirt 






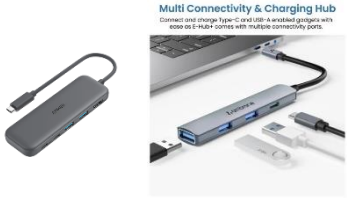

				<ul style="list-style-type: none">• Round Neck T-shirt   <ul style="list-style-type: none">• Muffler    
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				<ul style="list-style-type: none">• Sweathirt  <ul style="list-style-type: none">• Varsity Jackets  <ul style="list-style-type: none">• Baseball/Cricket Caps
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				 <ul style="list-style-type: none">• Winter Woolen Caps  
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5	<p>Electronic Goods</p> <ol style="list-style-type: none"> 1. Multipurpose USB Hubs 2. Power Banks 3. Battery Packs 4. Travel Chargers 	<ul style="list-style-type: none"> • All items should contain NLU Meg branding either by colour, logo, name etc. 	<p>Ambrane, Anker, Logitech etc</p>	<ul style="list-style-type: none"> • Multipurpose USB Hubs  <ul style="list-style-type: none"> • Power Bank 









				<ul style="list-style-type: none"> • Battery Packs  <ul style="list-style-type: none"> • Travel Chargers 
6	<p>Bags</p> <ul style="list-style-type: none"> • Laptop Bags 	<ul style="list-style-type: none"> • All items should contain NLU Meg branding either by colour, logo, name etc. 	Lapis Bard, Postbox Chennai , Mokobara, Uppercase,	<ul style="list-style-type: none"> • Laptop Bags





	<ul style="list-style-type: none">• (Material: Leather :: Type: Messenger)• Laptop Backpacks• Tote Bags		Hammonds, Urban Forest, Daily Objects	    <ul style="list-style-type: none">• Laptop Backpacks
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				   <ul style="list-style-type: none">• Tote Bag   
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7	<p>Artisan Products</p> <ul style="list-style-type: none">• Clay Pots with Succulents• Meghalaya Ryndia (Yellow/Tumeric Die)	<ul style="list-style-type: none">• All items should contain NLU Meg branding either by colour, logo, name etc.	<p>Plantstore.ie, Eriweave(for Ryndia)</p>	<ul style="list-style-type: none">• Clay Pots with Succulents  <ul style="list-style-type: none">• Meghalaya Ryndia (Yellow/Tumeric Die) 
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Registrar

National Law University of Meghalaya