



**HIDAYATULLAH NATIONAL LAW UNIVERSITY,  
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH**

## **NOTICE INVITING QUOTATION**

N.I.Q. NO. : HNLU/PURCHASE/NIQ/82/2023-24  
NAME OF WORK : Printing of HNLU Gazette –Issue-II - Newsletter  
SUPPLY PERIOD : 14 Days  
TYPE OF WORK : Printing and Supply of Newsletter

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### **Contact information:**

Purchase (I/c)  
Department of Stores and Purchase  
Hidayatullah National Law University,  
Sector 40, Nava Raipur, Pin 493661  
Chhattisgarh  
Phone: +91-7587017924  
Email: purchase@hnl.ac.in  
**Website: [www.hnl.ac.in](http://www.hnl.ac.in)**



**HIDAYATULLAH NATIONAL LAW UNIVERSITY,  
NAVA RAIPUR, ATAL NAGAR-492 002, CHHATTISGARH**

No.: HNLU/PURCHASE/NIQ/82/2023-24

Date: 15/02/2024

**NOTICE INVITING QUOTATION**

Sealed quotations are invited through Courier / By hand from intending registered printers having GST and relevant documents for **Printing of HNLU Gazette –Issue-II - Newsletter** to be printed and supplied to HNLU, Nava Raipur (C.G.).

The quotation with the copy of certificate of GST & other documents should be submitted to the office of the Department of Stores & Purchase, HNLU Nava Raipur Chhattisgarh up to 24/02/2024 before 03:00 pm. The quotations / Bids will be opened on the same day i.e. on 24/02/2024 at 03:30 pm. Details of item are given as under:

S. No.	Item Description	Qty. (A)	Unit	Unit Rate In Rs. (B)	GST On (B) In Rs. (C)	Unit Rate with GST In Rs. (D) (D = B+C)	Total Amount in Rs. (E) (E = A x D)
1	Printing of HNLU Gazette – Issue-II - Newsletter	300	Copy				
	<b>Total Value in Figures (Rounded-off to two decimal places)</b>						
	<b>In words (Rounded-off to two decimal places):</b> _____						
<b>Specification of the products: Attached at “Annexure-A”</b>							

**Terms & Condition:**

1. **Rate / Price:** The Rate should be inclusive of GST which should be indicated separately as applicable. All the rates should be FOR Destination basis (i.e. concerned department).
2. **Taxes:** Taxes, if any (Kindly mention in above table) should be clearly mentioned in the offer.

3. **Supply:** Material should be supplied within 14 Days after placement of Purchase Order.
4. **Sample:** N.A.
5. **Validity:** Quotation should be valid for a period of 90 Days from the date of Submission of Quotation.
6. **Consignee:** Purchase In-Charge, Hidayatullah National Law University, Nava Raipur, Atal Nagar, District - Raipur 492002 (C.G.)
7. **Packaging and forwarding charges, Freight, Loading / Unloading:** Exclusive.
8. **Quality & Workmanship:** All the material shall be of the best Class, Quality and workmanship shall be of the best grade.
9. **Defective Supply:** Supplies must be strictly in accordance with specifications and samples etc. furnished or approved by the University authority. If within a fortnight from the date of receipt, defects of any kind deviation from specification etc., detected and reported to you, you will have to reprint them free of all charges within 30 days.
10. **Payment:** 100% Payment will be made / released within 45 days or in queue whichever is later from the date of receipt of materials in good condition and certification from concerned department. The Tax Invoice in Triplicate may please be submitted to the consignee under intimation to the office.
11. **Penalty:** In case Of Delay in Non-Completion of supply, Penalty / LD @ 1/2% (Half Percent) Of Price for Each week Or Part There of subject to maximum of 10% (Ten Percent) will be imposed.
12. Documents relating to the registration of the firm i.e., GST and relevant documents should be submitted along with quotation.
13. Quotation Name/No. and due date of opening must be mentioned on top of envelopes.
14. The HNLU, Raipur reserves the right to increase/decrease the number of required quantities.
15. In case of firms quoting the same price, HNLU reserves the right to place order for full or part quantities to one or more firms at its discretion.
16. Bidders should submit their email id, contact details with GST registration.
17. HNLU Nava Raipur reserves the right to ask the bidders to arrange a demonstration of their samples for feel & finish for which rates have been quoted, to the concerned committee, if required.
18. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Document, the interpretation of the clauses by Hon'ble Vice Chancellor, HNLU shall be final and binding on all parties.

**Sd/-**

**Purchase (I/c)  
HNLU, Nava Raipur (C.G.)**

“Annexure – A”

**TECHNICAL SPECIFICATION**

The Technical Data Sheet for Printing and supply of HNLU Gazette – Issue-II – Newsletter is as follows:

<b>S. No.</b>	<b>Description</b>	<b>Specification</b>
1)	No. of Copies	300
2)	Size	8.5 x 11 inches
3)	Cover Page (4 pages)	300 gsm paper and Matt Lamination
4)	Inner Page (68 pages)	170 gsm paper
5)	Binding Type	Perfect Binding

Place.....

Date.....

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(Signature of Bidder with seal)