



Finance committee Meeting

Date – 10 September 2024

Notice

Agenda

Minutes + Attendance



NOTICE

Dated Shillong, the 9th September 2024

No.NLUM/Estt/FC/61/2023/1125 The Finance Committee of the National Law University Meghalaya will sit on the 10th of September, 2024 at 03:30 PM in the University Campus, Mayurbhanj, Nongthymmai, Shillong-14.

AGENDA:

- I. To confirm the minutes of the Finance Committee meeting held on 07th of February 2024. – **Annexure 1**
- II. **Reporting Items:-**
 1. Payment of INR 4,59,020.00/- as renewal fee for “Mail Server configuration of Annual Microsoft 365 Licenses (Faculty and Students)
 2. Partnering with Axis Bank for educational loans to students.
 3. Payment of INR 5,40,91,031/- (Civil Work + Electrical Work + Labour Cess), for Renovation, Repair and Refurbishing of Mayurbhanj Complex and Hostel (50 Bedded Barracks) for accommodation of National Law University of Meghalaya sanctioned as establishment costs.
 4. All Accounts opened in the University should be put forward to the Finance Committee and Executive Committee.
 5. Payment of remaining works from Auditorium Renovation Phase 1 – **Annexure 2**
- III. Agenda items sought for approval from the Committee are placed below:-
 1. Confirmation of expenses for renting new Hostel and furnishings required in the hostel – **Annexure 3**
 2. Appointment of Tax & Accounts Consultant for the FY 2024-25 – **Annexure 4**
 3. Appointment of Statutory Auditor.
 4. Preparation of New Budget for FY 2025-26.
 5. Procurement of Augmented Reality (AR) and Virtual Reality (VR) equipment tender notice for setting up of the Immersive Lab at National Law University of Meghalaya – **Annexure 5**
 6. Revised pay scale for Administrative Staff. (Comparative Statement) - **Annexure 6**
 7. Medical Reimbursement rules for permanent employees whether State or Central Rules to be followed.
 8. Proposal for Group Medical Insurance Scheme for employees employed as “Tenure, Contractual” staff and Life Insurance Scheme for all employees including Students – **Annexure 7**
 9. Matters related to rent and furnishings of vacant rooms at the current Faculty Accommodation including License Fee from occupants. (**Agreement Attached**). **Annexure 8**
 10. Matter regarding NPS contribution by employer for permanent employees and Gratuity for permanent employees. – As per Section 28- “Provident Fund, Gratuity, Pension, and other benefit schemes” of the National Law University of Meghalaya First Statutes which states:



"All permanent employees of the University shall be entitled to the benefit of the Provident fund, Gratuity and Pension in accordance with such regulations as may be made on that behalf by the Executive Council and approved by the General Council."

11. Matter relating to procurement of Library Books and resources as per Bar Council of India mandate of approximately INR 15,00,000/- – **Annexure 9**
 12. Issuing of work order and expenditure of approximately **INR 2,35,858.00/-** (@ Rs. **2700.00**, 40 Nos. multiple RFID for NLU Staff & **Rs 1827.00**, 70 Nos multiple RFID for Students) as supply, designing and printing of smart, multipurpose identity cards – **Annexure 10**
 13. Procurement of one number Two Wheelers for official purposes.
 14. Procedure for empaneling the new Contractors. The University can also consider the option of procuring some items from GeM.
 15. Procurement of electric vehicle for the University for logistic support to the Students within the University (With the availability of Funds).
 16. Travel Allowance for Finance and Accounts Officer
 17. Enterprise Resource Planning (ERP) for National Law University of Meghalaya – **Annexure 11**
- IV. Any other matters with permission of the chair.


Registrar

National Law University Meghalaya

Memo No. NLUM/Estt/FC/61/2023/1125-A

Dated Shillong the 9th September 2024

Copy to:

1. PA to the Vice- Chancellor, National Law University Meghalaya, Shillong for information.
2. PS to the Commissioner & Secretary, Food Civil Supplies & Consumer Affairs cum Chairperson of the committee for information of Shri Pravin Bakshi, IAS.
3. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt of Meghalaya for information and a request to attend the same.
4. Shri. R. Swer, Jt. Secretary, Finance(E) Department, Govt of Meghalaya for information and a request to attend the same.
5. The Finance and Accounts Officer, National Law University Meghalaya, Shillong for information and a request to attend the same.
6. Assistant Accounts Officer, National Law University Meghalaya, Shillong for information and necessary action.
7. Office File.


Registrar

National Law University Meghalaya


9/9/24


9/9/2024



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NATIONAL LAW UNIVERSITY MEGHALAYA

Minutes of the meeting of the Finance Committee held on the 10th of September 2024 at 03:30 PM in the Committee Hall III of Additional Secretariat Building, Government of Meghalaya Secretariat Hills, Shillong 793001.

- I. The meeting of Finance Committee was held on the 10th of September 2024 at 03:30 PM in the Committee Hall III of Additional Secretariat Building, and chaired by the Registrar, National Law University of Meghalaya on account of unavailability of Shri Pravin Bakshi, IAS, Chairperson of the Finance Committee with the following committee members present:
 - i. Shri. R. Swer, Secretary, Finance (E) Department, Govt. of Meghalaya.
 - ii. Shri. Uttam Rai, Finance and Accounts Officer, NLU Meghalaya.
 - iii. Shri. Debu Lyngdoh, Jt. Secretary, Law Department, Govt. of Meghalaya
- II. The minutes of the Finance Committee meeting held on 07th of February 2024 were confirmed by all members present but suggestions against the below items were reiterated: -
 - i. Empanelment of Just-Trippin, Shillong 793001 or start-ups for accommodations in the country and travel agents for vehicles for faculties and non-faculties visiting/travelling for official purposes or university designated travel.
 - a. The Finance Committee reiterated that other tours and travel agencies should be empaneled by the University for the purpose of travel and accommodations as second options in case of unavailability of the first preferred agency. It was highlighted that the same can be done however, the empaneled agency Just-Trippin can be preferred as a first option since the agency has a good track record with other Government institutions basis the services they provide and does not pursue for immediate payment of raised invoices and bills.
 - ii. Proposal and quotation for additional "Admissions" module in the ERP
 - a. The Finance Committee acknowledging that there is an agenda point for the selection of a new ERP vendor in the meeting recommended that the University prepare a list of issues and complaints raised by the University to the current ERP vendor which have/have not been rectified by the vendor in order for the University to penalize/cancel the contract with the current vendor. The acting chairperson acknowledged that the same will be done.
 - iii. The proposal to activate online banking with an enterer and verifier for easier transactions for online payments for GST and TDS or tax-related purposes is approved.
 - a. The status of the bank accounts for GST and TDS or tax-related purposes was enquired by one of the members present in the meeting and on confirming that the accounts have not been opened, recommended that the accounts to be opened should be strictly zero



- b. The approximate cost of the furnishings without the IT Assets of around ~INR 37,90,600/- (~INR Thirty Seven Lakhs Ninety Thousand and Six Hundred) and the approximate costs of the IT Assets which include CCTVs, Internet etc of around ~INR 53,04,650/- (~INR Fifty Three Lakhs Four Thousand Six Hundred and Fifty only) have been agreed to and the committee members also noted that the actual final costs of the same might increase due to other requirements of both furnishings and IT equipment in the building. These items are noted by the committee to be rented from the empanelled vendor of the university and that a monthly payment over the course of two (2) years from the total amount of the overall furnishings including applicable taxes are to be paid to the vendor.
- ii. Appointment of Tax & Accounts Consultant for the FY 2024-25 – **Annexure 4**
- a. The Finance Committee recommended that the university float an expression of interest or a request for proposal as applicable for the selection and appointment of a new Tax & Accounts Consultant for the FY 2024-25 and that in the meantime till the process is completed the current consultant can perhaps continue subject to the decision of the university. Selection of empaneled list of consultants as listed by the Accountant General of India's office is also suggested by the committee.
- iii. Appointment of Statutory Auditor
- iv. The Finance Committee noted that a Statutory Auditor cannot be appointed as the funds for the university are Grant-In-Aids from the state government and the University will be audited by office of the Accountant General in due process as followed by the office of the Accountant General.
- v. Preparation of New Budget for FY 2025-26.
- a. The budget as prepared and presented to the Finance Committee was considered approved subjected to the below recommendations:
1. The committee also recommended considering the revised pay scales of the Administrative Staff as per Agenda IV. (vi), (vii) and (viii) if required before finalising the budget.
 2. The committee also suggested to add on another head for expenditure on buildings, etc. for the new admissions i.e. for 2025.
- vi. Procurement of Augmented Reality (AR) and Virtual Reality (VR) equipment tender notice for setting up of the Immersive Lab at National Law University of Meghalaya – **Annexure 5**
- a. The Finance Committee recommended the procurement of the items of an approximate cost of INR 1,50,00,000/- (INR One Crore and Fifty Lakhs only) as highlighted in the budget estimate prepared in



- of the 7th CPC, to be offered for the post and directs the issue of the position being “tenure” to the appropriate Executive or Governing Council.
- e. The Finance Committee recommended that the university clearly drafts and finalises its Service Rules along with the classification of cadres for the highlighted issues to be resolved. The same and any other rules, statutes, regulations should be placed before the appropriate councils and authorities as laid down by the Act.
- viii. Medical Reimbursement rules for permanent employees whether State or Central Rules to be followed.
- a. The Finance Committee recommended that the University frames its own Medical Reimbursement Rules for all cadres (as identified in the Service Rules, as highlighted in the agenda point above) as per availability of funds.
- b. The committee also recommended, for both Agenda Points (vii) and (viii), to the acting chair that the University conducts a comparative study of other National Law Universities in the country preferably choosing at least two such universities from the Northeast of India and three to four from other parts of the country to understand the matter better and more objectively.
- c. The same can then be placed in the next sitting of the Committee for a final decision to be recommended.
- ix. Proposal for Group Medical Insurance Scheme for employees employed as “Tenure, Contractual” staff and Life Insurance Scheme for all employees including Students – **Annexure 7**
- x. Matters related to rent and furnishings of vacant rooms at the current Faculty Accommodation including License Fee from occupants. (**Agreement Attached**). **Annexure 8**
- a. The Finance Committee recommended that a license fee be collected from all new personnel availing furnished university accommodation. The current personnel already availing furnished university accommodation can be collected a license fee upon their tenure/contract renewal, when and if renewed.
- b. The Finance Committee recommended that the license fee be at a certain percentage. The percentage will be based on the square feet area of the accommodation provided and the same will be charged on the Basic Pay or @ 5 %.
- xi. Matter regarding NPS contribution by employer for permanent employees and Gratuity for permanent employees. – As per Section 28- “Provident Fund, Gratuity, Pension, and other benefit schemes” of the National Law University of Meghalaya First Statutes which states:
- “All permanent employees of the University shall be entitled to the benefit of the Provident fund, Gratuity and Pension in accordance with*



- and noted that majority of local vendors are not registered with GEM and encouraged engaging and promoting local vendors and suppliers.
- xvi. Procurement of an electric vehicle for the University for logistic support to the Students within the University (Subject to the availability of Funds).
 - a. The Finance Committee recommended that a 17–20-Seater Vehicle , preferably from the company “Foce” be procured for the same subject to the availability of funds. The members noted that an electric vehicle for the proposed capacity might not be available hence a non-electric vehicle be procured directly from “Foce” or any of the authorised registered supplier of the company.
 - xvii. Travel Allowance for Finance and Accounts Officer
 - a. The Finance Committee recommended that a conveyance allowance equivalent to Fifty (50 L) Litres of petrol be provided to the Finance and Accounts Officer.
 - xviii. Enterprise Resource Planning (ERP) for National Law University of Meghalaya – **Annexure 11**
 - a. The Finance Committee, along with its observations at Point II.(ii). (a) recommended the university to consider the use of SAMARTH as the same is being provided by the Ministry of Education, Government of India and most, if not all, other Central Universities use the same.
- V. Other Matters
- i. Travelling Allowance
 - a. The Finance Committee recommended that State or Central Rules can be followed for TA and reimbursements for the same...
 - ii. Trainings
 - a. MATI in collaboration with MSJA
 - iii. A member of the committee highlighted the proposal for providing ‘Festival Advance’ and ‘Children Education Advance’.
 - a. The Finance Committee recommended that the University follow and adopt the Government of Meghalaya, State rules for the same.
- VI. The meeting ended with a note of thanks from the acting chair.

Registrar
National Law University Meghalaya

Memo NO. NLUM/Estt/FC/61/2023/

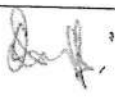


Dated Shillong the

2024

Copy to:

- 1. PA to the Vice- Chancellor, National Law University Meghalaya, Shillong for information

ATTENDANCE SHEET FOR THE FINANCE COMMITTEE MEETING HELD ON
10th SEPTEMBER, 2024 AT 3:30 P.M. IN THE COMMITTEE ROOM 3, ADDITIONAL
SECRETARIAT, SHILLONG IN THE PRESENCE OF THE FOLLOWING
MEMBERS:

Sl. No.	Name	Designation	Signature
1.	Shri. Pravin Bakshi, IAS [chairperson]	Commissioner & Secretary, Food Civil Supplies & Consumer Affairs	
2.	Shri. Debu Lyngdoh	Joint Secretary, Law Department, Govt. of Meghalaya Shillong	
3.	Shri. R. Swer	Joint Secretary Finance (E) Department, Govt. of Meghalaya Shillong	
4.	Smti. K. M. Lyngdoh Nongbri	Registrar, National Law University of Meghalaya	Chairman the meeting due to the absence of chairperson
5.	Shri. Uttam Rai	Finance & Accounts Officer, National Law University of Meghalaya	
6.			
7.			
8.			
9.			
10.			
11.			
12.			



Minutes of the meeting of the Finance Committee held on the 07th of February 2024 at 11:00 AM in the office chamber of the Vice Chancellor National Law University Meghalaya, Mayurbhanj, Nongthymmai, Shillong- 14.

- I. The meeting of Finance Committee was held on the 07th of February 2024 at 11:00 AM in the office chamber of the Vice Chancellor, National Law University Meghalaya and chaired by Shri Pravin Bhakshi, IAS with the following committee members present:
 - i. Shri R. Swer, Jt. Secretary, Finance (E) Department, Govt. of Meghalaya.
 - ii. Shri Uttam Rai, Finance and Accounts Officer, NLU Meghalaya.
 - iii. Shri Debu Lyngdoh, Jt. Secretary, Law Department, Govt. of Meghalaya had informed before hand of his unavailability due to another pressing engagement.
- II. The below reporting items were placed before the committee which were agreed to in principle by the members:
 - i. To confirm the minutes of the Finance Committee meeting held on 17th October 2023.
 - ii. Expenditure paid to MePDCL for the shifting and installation of the new transformer of approximately INR Thirty-One (31) Lakhs due to the shifting of the same by the previous occupants of the complex, viz. IIM Shillong.
 - iii. Procurement of Desktops, Biometrics, etc. for the university for the newly joined staff.
- III. The below agenda items were sought for approval from the committee which were agreed to in principle as per details mentioned against each item : -
 - i. Confirmation of new fee structure
 - a. The Finance Committee recommended only a 10% enhancement for tuition fee and hostel fee for the various undergraduate and post graduate students for the new batches for the academic year 2024. The fees of the previous batch (2023) shall remain unchanged as per the non-increasing fees guarantee for the duration of their course. The same is to be placed before the Academic and Executive Councils for further deliberations.
 - ii. The Finance Committee recommended post-facto approval for the new proposed budget of INR Forty-Four (44) Crores but is subjected to be placed before the Governing Council in the next scheduled meeting.
 - iii. The appointment of a new Tax and Finance Consultant due to the resignation of previous Tax Consultant is approved but should be appointed for the minimum duration of a Financial Year.
 - iv. Post-facto approval of the expenses incurred in the renovation, furnishings of the newly handed over auditorium, gazebo, and glass houses etc.
 - a. The Finance Committee has approved the same under the conditions that the completed/ongoing work has to be physically inspected by Public Works Department (Buildings) and Public Works Department

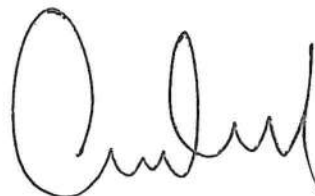


- xii. Proposal and quotation for additional "Admissions" module in the ERP
 - a. The Finance Committee approved the proposal and quotation for the same but suggested that the vendor provide and highlight the client lists, previous experiences, and organizations where the vendor is providing its ERP platform and modules for comparison.
 - xiii. Proposal for procuring a University vehicle (preferably EV e.g. Mahindra 400, Hyundai etc.) under INR Twenty (20) Lakhs to be used by the Outreach and External Relations Cell, Research and Knowledge Management Cell and Career Development Centre which will be maintained and financed by the chairperson/coordinator of the cells using the funds and finances generated by them. Vehicle cost to be recovered from the Outreach Funds once the same is generated.
 - a. The Finance Committee approved the proposal to procure a university vehicle to be used by the Outreach and External Relations Cell, Research and Knowledge Management Cell and Career Development Centre. It has been suggested to first constitute a committee to compare efficiency, usability, costs, maintenance etc. of an electric vehicle vis a vis to a diesel or petrol vehicle.
 - xiv. The proposal to activate online banking with an enterer and verifier for easier transactions for online payments for GST and TDS or tax-related purposes is approved.
- IV. No other agenda was brought up and the meeting ended with thanks from the chair.



Registrar

National Law University of Meghalaya

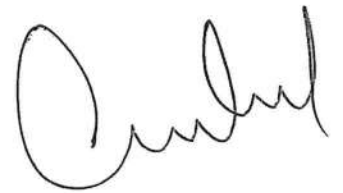


LIST OF BANK ACCOUNTS			
Sl. No.	NAME OF ACCOUNT	DETAILS OF ACCOUNT	ACCOUNT NO
1	NLU MEGHALAYA PROJECT FUND OF IIT KHARAGPUR	LIPSS & LEAP	42697769015
2	NATIONAL LAW UNIVERSITY MEGHALAYA	OUTREACH PROGRAMME	50100682830687
3	NATIONAL LAW UNIVERSITY OF MEGHALAYA SHILLONG	IIT BIDDAL PROJECT	42575287962
4	NATIONAL LAW UNIVERSITY MEGHALAYA FOR PEMS	GRANTS TO COLLEGE/INSTITUTES FOR EXCELLENCE IN HUMANITIES AND SOCIAL SCIENCES - [0877]	42266037810
5	NATIONAL LAW UNIVERSITY SHILLONG	RESEARCH EXPENDITURE	41675600119
6	NATIONAL LAW UNIVERSITY OF MEGHALAYA SHILLONG	ADMISSION AND FEES	50100622411630
7	NATIONAL LAW UNIVERSITY OF MEGHALAYA SHILLONG	SALARY AND HONORARIUM	923020021299728
8	NLU MEGHALAYA ADMINISTRATION OF JUSTICE UNDER SYSTEMSHIP MYLLIEM	ADMINISTRATION OF JUSTICE UNDER SYSTEMSHIP MYLLIEM	42744850347
9	NLU MEGHALAYA MAPPING OF THE LIVING ROOF BRIDGES OF KHASI COMMUNITY	MAPPING OF THE LIVING ROOF BRIDGES OF KHASI COMMUNITY	42744786656
10	NATIONAL LAW UNIVERSITY OF MEGHALAYA SHILLONG	Scholarship	50100725762226
11	NATIONAL LAW UNIVERSITY OF MEGHALAYA SHILLONG	Conference (Era Of Disruption)	50100742004981
12	NATIONAL LAW UNIVERSITY OF MEGHALAYA	Legal Aid	150015021945

INDUSIND BANK

Ominder

Auditorium Expenditure Break-up				
#	Particulars	Total Cost	Payment Made	Balance
1	Furnishing Items & Materials	₹ 48,45,152.00	₹ 24,22,576.00	₹ 24,22,576.00
2	Renovation and Repair - Supply, Installation, testing & Commissioning of AV Equipment, VCF, Network etc including Renovation and Repair - Supply, Installation, Electrical Fittings etc	₹ 2,44,64,130.00	₹ 1,71,24,891.00	₹ 73,39,239.00
3	Renovation and Repair to Auditorium Hall-Civil Works	₹ 58,94,525.00	₹ 58,94,525.00	₹ 0.00
	Total	₹ 3,52,03,807.00	₹ 2,54,41,992.00	₹ 97,61,815.00



National Law University Meghalaya

HOSTEL ESTIMATED OPERATIONAL COSTS

ANNEXURE - 3

Sl.No.	Particulars	Qty	Cost Per Unit	Amount (In Rs)	Remarks	Remarks
1	Hostel Rent (p.m)	1	₹ 28,80,000.00	₹ 28,80,000.00	To be paid in advance	Final Amount
2	Electricity (p.m)				On Need Basis	NA
3	Water Supply				On Need Basis	NA
4	Bed	66	₹ 18,000.00	₹ 11,88,000.00		
5	Table	66	₹ 8,500.00	₹ 5,61,000.00		
6	Washing Machine	4	₹ 40,000.00	₹ 1,60,000.00		
7	Geyser (25Ltrs)	24	₹ 7,000.00	₹ 1,68,000.00		
8	Bathroom Fittings	12	₹ 20,000.00	₹ 2,40,000.00		
9	Partition Bathrooms	12	₹ 45,000.00	₹ 5,40,000.00		
10	Mattress	66	₹ 6,500.00	₹ 4,29,000.00		
11	Pillow	66	₹ 1,000.00	₹ 66,000.00		
12	Bed Sheets	66	₹ 600.00	₹ 39,600.00		
13	Sofa Sets	2	₹ 40,000.00	₹ 80,000.00		
14	Electric Kettle	66	₹ 1,000.00	₹ 66,000.00		
15	Dustbins	33	₹ 1,000.00	₹ 33,000.00		
16	Water Purifier	8	₹ 15,000.00	₹ 1,20,000.00		
17	Curtains			₹ 1,00,000.00		
Grand Total (In Rs)				₹ 66,70,600.00		

A	Building Rental Costs	A	₹ 28,80,000.00
B	Furnishings without IT	B	₹ 37,90,600.00
C	Vendor Costs at 10%	10% OF B	₹ 3,79,060.00
D	Furnishings Per Year	B+C	₹ 41,69,660.00
E	Per Month Cost	D/24 Months	₹ 1,73,735.83
F	GST Per Month	18% of E	₹ 31,272.45
G	Per Month Pay Out	E+F	₹ 2,05,008.28
H	IT Assets and Furnishings	H	₹ 53,04,657.00

IT Assets and Furnishings	Ant Including GST	Remarks
Products and 1 year Maintenance	₹ 53,04,657.00	Approximate Amounts



Contract Agreement between National Law University of Meghalaya for utilizing the building of Shri Kitbok Warbah at Demthring Block 1, Shillong 793009, Meghalaya as University Halls of Residences

This Agreement is made effective as of the **01st of July in the Year 2024** ("Effective Date").

BETWEEN

National Law University Meghalaya, with its office located at Mayurbanj Complex, Nongthymmai, Shillong, (hereinafter referred to as the "**UNIVERSITY**" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns)

AND

Shri Kitbok Warbah (hereinafter referred to as "**Owner**") having registered address at Nongkrem, East Khasi Hills, Shillong 793015, Meghalaya, the owner of the property at Demthring Block 1, Shillong 793009, Meghalaya, represented by **Shri Kitbok Warbah** (which expression shall, where the context so admits, be deemed to include its successors, executors and administrators) of the **OTHER PART**.

WHEREAS THE University is desirous that its students be provided residential halls/halls of residences as part of their enrolled courses.

WHEREAS The Owner has a functioning property which can be used for accommodation of the students.

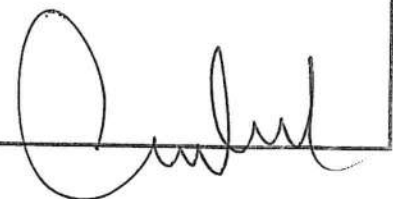
HENCE, the contract of service shall be extended from **01st of July in the Year 2024** and **valid till 01st of July in the Year 2026** and it shall be in force with effect from the effective date and shall remain in force until such time as the University occupies the premises or unless specified in writing the termination of the contract as specified in the Section "Termination of Services"

A. Scope of Services

- 1.1 Provide the University with accommodation services by way of utilizing the property as Halls of Residences for enrolled NLU students to be accommodated.
- 1.2 Basic furnishings and maintain the property in good condition and cover the costs of any minor damage and repairs.
- 1.3 The Owner is responsible for major repairs, renovation and maintenance unless damage is due to the Occupants' negligence who shall be held responsible for such damages or unless specified otherwise by the University and mutually agreed upon.

B. Financial Implications

- 1.1 The University agrees to pay the Owner an amount of INR Two Lakhs Forty Thousand (INR 2,40,000.00/-) as monthly rent for the usage of the entire building which totals to INR Twenty-Eight Lakhs and Eighty Thousand (INR 28,80,000.00/-) yearly excluding GST and applicable GST as per Government of India rates (presently @18%). The break-up for the same is shown in Table 1 below.



ANNEXURE – 3

Table 1: Amount Payable for Halls of Residences					
Particulars	No of Units	Per Month Rent	Annual Cost	GST @18%	Total To Be Paid
Halls of Residences	1	₹ 2,40,000.00	₹ 28,80,000.00	₹ 5,18,400.00	₹ 33,98,400.00

- 1.2 The University agrees to pay the Owner an advance amount equal to one year building rental cost for the first year only from the effective date.
- 1.3 Rental payments for the second year and any subsequent years will be decided and agreed mutually in writing (whether monthly payout or advance payment) after one year of occupancy of the building from the effective date of occupancy, subject to review and renewal of contract if deemed necessary.
- 1.4 All utility bills generated shall be borne by the University Occupants and shall be paid directly to the owner or to the utility vendor concerned as required.
- 1.5 Furnishings to the property will be made based on the agreement and requests by the University and can be billed to the university on actuals. However, furnishings requested by the university occupants, if any and agreed upon, will be borne by the university occupants.
- 1.6 Minor repair costs are to be borne by the owner.
- 1.7 Major repair costs, if any, will be subjected to actuals based on the understanding and agreement made between the University and the owner.

C. Modification of Terms

- 1.1 No modifications to this agreement will be effective unless agreed to in writing by the Parties.

D. Limitation of Liability

- 1.1 Neither party shall be liable to other party in contract to negligence breach of statutory duty or otherwise for any loss damage, costs or expenses of any nature whatsoever incurred or suffered by that other party that are: -
- Of direct, indirect, special, or consequential nature; or
 - Any loss of turnover, profits, contracts, business opportunity.

E. Indemnity

- 1.1 Each Party shall indemnify and hold harmless each other from any third-party claims and losses arising in connection with this contract to extent that such claims or losses are attributable to or arise from the contract action or omissions of its own employs or agent.

F. Binding Effect

- 1.1 This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. The parties acknowledge and agree that this Agreement constitutes a legal, valid, and binding obligation, enforceable in accordance with its terms. Each party agrees to perform all obligations and covenants set forth in this Agreement and acknowledges that failure to do so may result in legal action for breach of contract.

G. Relationship Between the Parties

- 1.1 The Parties are independent entities, and no agency, partnership, joint venture or employer relationship is intended or created by this contract. Neither Party will make any warranties or representations on behalf of the other.

H. Confidentiality and Data Protection

- 1.1 **Confidentiality Obligations:** The SERVICE PROVIDER agrees to keep all UNIVERSITY data confidential and to use such data solely for the purpose of executing its obligations under this Agreement. The UNIVERSITY reserves the right to impose financial penalties on the SERVICE PROVIDER for breach of confidentiality if breach in confidentiality is found.

- 1.2 **Data Protection:** The SERVICE PROVIDER must comply with all applicable data protection laws and regulations.

I. Severability

- 1.1 If any provision of this Agreement is determined to be invalid or unenforceable, the remaining provisions will remain in full force and effect as per the clauses below:
- i. If any provision of this Agreement is determined to be invalid, illegal, or unenforceable, the remaining provisions of this Agreement remain in full force, provided that the essential terms and conditions of this Agreement for both parties remain valid.
 - ii. Modifications to the agreement, if necessary, to comply with any unenforceable or invalid aspect.

J. No Waiver

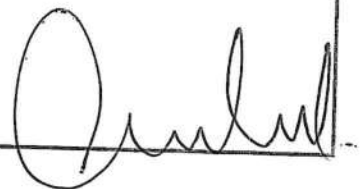
- 1.1 The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver of such provisions nor of the right to enforce such provisions, as per the clauses below:
- i. A statement that failure or delay by either party to exercise any right or remedy under this Agreement shall not operate as a waiver thereof.
 - ii. The assertion that a waiver of any breach or default shall not constitute a waiver of any subsequent breach or default.
 - iii. Provisions for how a waiver must be expressed (typically in writing) to be valid.

K. Term and Termination

- 1.1 (To be read in conjunction with **Section A**) This contract shall commence on date of execution of this contract (**effective date**) and continue in full force and affect for a period of **2 (Two) Year(s)**, unless terminated by the parties as per the provisions of this contract. Either Party may terminate this contract upon 30 days written notice sent to the other party by registered post acknowledgement to the other party.

L. Dispute Resolution

- 1.1 Any differences or disputes arising out of in connection with contract including any question regarding its existing, validity or termination shall be resolved mutually by the parties.



1.2 This contract shall be governed according to the Indian laws and each Party shall submit to the jurisdiction of the place where this contract is signed and agreed upon, viz., falling under the jurisdiction of the courts of Shillong, Meghalaya

M. Notices

1.1 All notices and other communications under this contract shall be in writing and in English and either delivered by hand or sent by registered reordored Addresses.

N. Miscellaneous Provisions

1.1 This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements and understandings, both written and oral, concerning the subject matter hereof.

1.2 This Agreement shall be governed by and construed in accordance with the laws of India, without regard to its conflict of law principles.

O. Force Majeure

1.1 Notwithstanding any provision contained in this agreement, neither party shall be liable to the other to the extent fulfillment or performances of any terms and conditions of this agreement is delayed or prevented by revolutions, civil disorders, wars, acts of enemies, strikes, lack of available resources from persons other than parties to this agreement electrical equipment or availability failure, fires, floods, rains, snows, ice, earthquake, natural, calamity, federal, states, or municipals, action, statute, ordinance, or regulation or without limiting the foregoing, any other cause not within its control and which by the exercise for reasonable diligence it is unable to prevent, whether of the class of causes hereinbefore enumerated or not. If any force majeure event occurs, the affected party will give prompt written notice to the other party and will use reasonable effects to minimize the impact of such event.

P. Inspection and Audits

1.1 The University or its nominated agencies auditors will be authorized to inspect and audit the premises and property from time to time to verify the safe and healthy occupancy of its staffs and in order for the University to verify the authenticity of the submitted claims/invoices and the subsequent payments based on them therein.

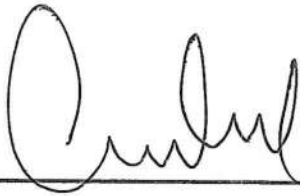
IN WITNESS WHERE OF, the parties here to have signed this contract hereunder on the dates respectively mentioned against the signature of each:

National Law University of Meghalaya, Mayubanj Complex Nongthymmai Shillong 793014	Shri Kitbok Warbah the owner of the property at Demthring Block 1, Shillong 793009
Signature:	Signature:
Name:	Name:



pg. 4

Designation:	Designation
Date:	Date:
Witness:	Witness:
Name:	Name:
Signature:	Signature:

A handwritten signature in black ink, appearing to be 'Anil', is located in the bottom right corner of the page.



NLU
M E G

NATIONAL LAW UNIVERSITY MEGHALAYA

Annexure - 4

No. NLUM/Estt/LGS/171/2023/

Dated, __, November 2023

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

**Request for Proposals for Engagement of Chartered Accountant Firm/Individual for the
Financial Year 2024-2025 at National Law University Meghalaya, Shillong 793014**

A handwritten signature in black ink, appearing to be 'O. N. Singh'.

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1. Letter of Invitation

To Whom It May Concern

Subject: Invitation to submit proposals for Proposals for Engagement of Chartered Accountant Firm/Individual for the Financial Year 2024-2025

Dear Sir/Madam,

- The National Law University of Meghalaya (NLU Meg), Shillong-793014, Meghalaya, India invites your most competitive quotation for Proposals for Engagement of Chartered Accountant Firm/Individual for the Financial Year 2024-2025 ("Services").
- More Details on the services are provided in the Section Scope of Work (Section 3)
- The firm will be selected based on Quality Cost Based Selection (QCBS) Procedures in a full technical and financial proposal as described in this TENDER DOCUMENT, in accordance with the Government of India's Procurement Rules and Regulations.
- The firm will have to submit a single sealed package with the Label "**Submission of Proposals for Engagement of Chartered Accountant Firm/Individual for the Financial Year 2024-2025**" to the address mentioned below, containing two separate sealed envelopes labeled clearly **Technical Proposal** and **Financial Proposal**.
- The single sealed envelope should clearly indicate the firm/individual's address and contact information.
- This Tender Document includes the below:
 - Scope of Work
 - Mandatory Criteria and Eligibility
 - Evaluation Criteria
 - Technical Proposal -Standard Format
 - Financial Proposal - Standard Format
- The full set of documents must be submitted in a sealed envelope as detailed in the tender documents to the below address along with a Demand Draft of INR 2000/- payable to "National Law University of Meghalaya Shillong" at Shillong.
- Our Full 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

Sincerely

Registrar

National Law University Meghalaya

2. About the University

- a) National Law University of Meghalaya was established by the National Law University Meghalaya Act 2022 (No.LL(B)99/2011/Pt./270 Dt. 27/09/2022) which was published in the Gazette of Meghalaya Extra Ordinary Issue dated 27th September 2022.
- b) The University is currently functioning from its temporary campus located at Mayurbhanj Complex, Nongthymmai Shillong 793014.

3. Scope of Work

- a) NLU Meg invites proposals from registered Chartered Accountants firms/Individuals for the purpose as detailed in the below scope of work for the Financial Year 2024-25, in a single sealed envelope containing two separate sealed envelopes labeled "Technical" and "Financial" Proposals.
- b) Proposals shall be valid for 180 calendar days after the proposal submission deadline.
- c) Engagement of the contracted firm when selected subjected to the terms and conditions and other criteria as laid out in this tender document and the contract to be signed by the University and Bidder/service Provider will be for a period of 1 year which may be extended on mutually agreed terms and performance.
- d) The detailed scope of work is mentioned below: -

i. Accounting Services:

- i. To Arrange for vouching and data entry of all expenses and receipts of the University in the University Accounting Software/System and bank reconciliation on fortnightly basis and prepare a monthly report on the financial status of the University.
- ii. Routine financial scrutiny and vouching including extracting and endorsing the Trial balance up to finalization of accounts including Bank Reconciliation etc.
- iii. Preparation and finalization of accounts on Yearly basis.
- iv. Checking of Payroll Management in University Accounting Software/System, ensuring correctness of salary of employees on monthly basis.
- v. Preparing of Cash Books, ledger books, budget and financial statements, Stock and Asset registers etc.
- vi. Preparing daily vouchers, expense GL Codes, and challans for tax deposits.
- vii. Verification of the Invoices and payments before actual payment is made.
- viii. Guiding the University on all Accounting related matters.
- ix. NPS related matters

ii. TDS

- i. Calculation of TDS (for all employees) on a monthly basis and remittance of the same on monthly basis as per Income Tax Act 1961, as amended from time to time.

- ii. Preparation and Filing of TDS return for all employees on quarterly basis.
- iii. Filing of quarterly TDS Returns (24Q & 26Q) on or before due date and ensuring that TDS deducted and deposited under appropriate section
- iv. Generation and Issuance of TDS Challan,,Certificates / Form 16 on annual/quarterly/monthly basis on or before due date and ensuring that TDS deducted and deposited under appropriate section.
- v. Revision and correction of TDS return as and when required.
- vi. Settlement of notices received from Income Tax Department for TDS related issues.
- vii. To Sign & generate Form 15CB & 15CA on need basis.
- viii. Filing of Annual Income Tax return of the University.

iii. GST

- i. Computation of GST liability and on monthly basis and remittance of the same on monthly basis as per Goods and Service Tax Act, as and when required.
- ii. Preparation/Generation and filing of GST challan, return on Monthly basis and issuance of GST TDS.
- iii. Filing of monthly GSTR-1 & 3B returns and amendments thereof with the concerned authorities and correction thereof (if any).
- iv. To advice on applicability of GST on various services rendered/services availed by the university
- v. Certificates to various vendors as per goods and service tax act.
- vi. Settlement of various notices received from Departments.
- vii. GST Related Matters such as Advice for proper accounting and maintenance of records and Representing before GST authorities and providing clarifications and opinions on issues.

iv. Filing of Annual Income Tax Return of the University

- i. Prepare and file, within the prescribed timeline, all the applicable returns & forms applicable to IIMU as per the Income Tax Act & rules, including but not limited to Form 10, 10B, 10BD, 15CA, 15CB, 24Q, 26Q, 27Q, 56D, Income tax return, rectifications.
- ### v. Other Tax and Finance Advisory related services.
- i. Prepare and file within the prescribed timeline all applicable returns & forms applicable to NLU Meg as per FCRA, BOCW Act, Direct and Indirect Tax Laws among others.
 - ii. Prepare and file foreign remittances whenever need be. Offer advice related to foreign remittances and processes.
 - iii. Prepare responses to various notices/questions/queries/letters received from the Tax authorities and appear as authorized representatives in



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assessments, scrutiny cases, or whenever required.

- iv. To provide certificates for Specific purposes as required by external entities pertaining to Tax matters.
- v. Assist in providing replies to auditors for matters related to taxation.
- vi. Prepare necessary documentation, including the grounds of appeal, filing of appeals, if required, against any adverse tax assessment orders or disputed tax matters against various tax authorities and represent the Institute before the appellate authorities.
- vii. Assist in registering the Institute in other relevant regulatory bodies, statutes, or authorities, if required.
- viii. Provide guidance on maintaining proper books of accounts, record-keeping, and adherence to accounting principles and policies specific to tax-related matters.
- ix. Communicate and assist in implementing necessary updates, including new sections/ rules/ amendments applicable to the Institute, ensuring timely adaptation and compliance to regulatory changes.
- x. Be available to participate and present during institute calls or meetings as required.
- xi. The consultant shall be required to depute at least one paid assistant (qualified/semi qualified) with thorough knowledge of Income Tax & GST for providing necessary assistance /guidance and support in maintaining various documents/reports as well as facilitating in preparation and filing of all returns (TDS and GST) as per applicable norms on requirement basis
- xii. Filing of professional tax return to the appropriate authority.
- xiii. The consultant should monitor the compliances and inform the university well before the due date for data required for compliances.
- xiv. To advise and to assist in all TDS/GST related issues.
- xv. Any work maybe add/modify or delete as maybe required by NLU Meg time to time during the audit.



vi. Internal Audit and advisory related Services

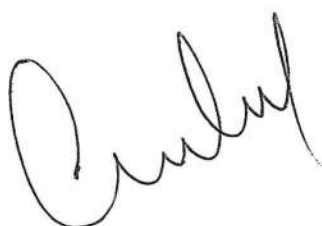
- i. Analytical review of system and procedures of all important activities / areas, conduct audit of the nature of management/internal audit to assess the effectiveness and efficiency in each such area.
- ii. Conduct the audit of systems and procedure to assess its effectiveness in the manner of efficiency-cum-performance audit.
- iii. Review of internal control systems and recommendations for additional check and balance wherever required.
- iv. Verification of the reconciliation of fees and other revenues with accounts records.
- v. Audit of all expenditures till its relevant booking in the accounts.
- vi. Certification of accounts of the University at the end of each financial year.
- vii. Assistance in replying to statutory audit memos and facilitation in getting the observation dropped.
- viii. Assurance and advisory service required by the University from time to time.
- ix. Please note that the Annual Accounts related work of the University is as under but not limited to:
 1. Preparation of Accounts on the Formats of Financial Statements for Central Higher Educational Institutions or as per required formats laid out in the Government of India, Government of Meghalaya, Act, Statutes, Rules and regulations that the university is governed by.
 2. Bank Reconciliation Statements.
 3. Scrutiny of Ledgers.
 4. Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal/year end entries wherever necessary.
 5. Verification of detailed schedule of interests received on FD Investments and calculations of accrued Interest.
 6. Compilation of grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipts & Payment Accounts as per the prescribed format of CAG and as circulated by Ministry of Human Resource Development vide letter No.29-4/2012-IFD dated 17th April 2016 and certifying the Annual Accounts.
 7. Any other work needed for Accounts finalization.
- x. Audit related matters such as assisting and co-ordinate at the time of conduct of Audit i.e., Internal Audit, C&AG audit etc. Assisting in resolving audit paras (if any) during the course of audit.



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4. Mandatory Criteria and Eligibility

#	Criteria	Documents Required
1	The firm/individual should be legally registered and preferably empaneled with C&G Office and ICAI.	Copies of registration, PAN, TAN, GST, Certificate of Practice, or any other relevant registrations etc. to be enclosed.
2	The firm should have experience of conducting Internal Audit and providing finance and tax related consultancy services and other related services in respect of Government Institutions, State and Central Universities in last 5 years.	<ul style="list-style-type: none"> • Details of assignments undertaken, etc. Relevant contracts or work orders to be enclosed such as Project Description including Scope of Services, contract value, etc; Client references, Project Completion Certificates and any relevant supporting document.
3	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 OR • Annual Financial Audited statements by a Chartered Accountant Firm of last three FY • 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
4	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
5	Conflict of Interest	Declaration on duly notarized non-judicial stamp paper



5. Evaluation Criteria

- a) Bidders' Technical proposals shall be evaluated in two parts. The Mandatory Criteria as per Section 3 above shall be the criteria that the bidders must meet.
- b) Technical Proposals of Bidders who do not meet the criteria in Section 3, shall not be further evaluated, and the proposal shall be rejected.
- c) Technical Proposal of Bidders, who meet the criteria in Section 3, shall be evaluated further using the scoring scheme for Technical Proposal as described below: -

#	Description	Maximum Points
1	Fulfilling Mandatory Criteria & Eligibility as per Section 3	30
2	Having experience in conducting Internal Audit and providing finance and tax related consultancy services and other related services in respect of Government Institutions, State and Central Universities in last 5 years (at least three projects)	50
3	Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work (Section 2): <ul style="list-style-type: none"> • Approach towards scope and work: -10 • Work Plan – 10 • Staffing – 5 • Consultant should have its Head Office (not Local Office) in Shillong (Preference) - 5 	30
	Total for Selection Criteria	100
	The minimum technical score (St) required to pass is	75

- d) Following the completion of the evaluation of the Technical Proposals, the University will notify all Bidders of the location, date and time of the public opening of Financial Proposals.
- e) Any interested party who wishes to attend this public opening should contact the university and request to be notified of the location, date and time of the public opening of Financial Proposals.
- f) The request should be made before the deadline for submission of Proposals, stated above. Alternatively, a notice of the public opening of Financial Proposals may be published on the University's website, if available. In the event of the specified date of proposal opening being declared a holiday for the University, the proposals will be opened at the appointed time and location on the next working day.
- g) For the purpose of the evaluation, the University will exclude: all local identifiable indirect taxes such as GST or similar taxes levied on the contract's invoices. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Bidder and which taxes are withheld and paid by the University wherever applicable.
- h) The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:
 - a. $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration
- i) The weights given to the Technical (T) and Financial (P) Proposals are:
 - a. T= 80%
 - b. P = 20%



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- j) Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$



A. Tech 1: Technical Proposal Form

To: [Name and address of university]

Dear Sir/Madam:

We, the undersigned, offer to provide the for [Insert title of assignment] in accordance with your Tender Document dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope, along with a Demand Draft of INR 2000/- payable to “National Law University of Meghalaya Shillong” at Shillong attached to the Technical Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the University and the powers concerned.
- b) Our Proposal shall be valid and remain binding upon us until [insert day, month and year in accordance with Section 2.f.
- c) We have no conflict of interest.
- d) We meet the eligibility requirements as stated in Section 3, and we confirm our understanding of our obligation to abide by the government’s relevant policy in regard to Fraud and Corruption.
- e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India.
- f) We undertake to negotiate a Contract on the basis of the technical and financial proposal proposed by us and we accept that the substitution of personnel or deviation from services proposed and agreed for may lead to the termination of Contract negotiations.
- g) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.
- h) We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than an agreed upon date with the university but not greater than 30 days from contract signing.
- i) We understand that the University is not bound to accept any Proposal that the University receives and the university can call for cancellation of the tender at any point of time during the tender period and after selection of bidder without giving any reasons whatsoever subject to the University’s decisions.

Yours Sincerely,

_____(Signature of the Bidder’s Authorised representative)

Full Name: _____

Title: _____

Name of the Bidder/Firm: _____

Address: _____

Phone/Fax: _____

Email id: _____



B. Tech 2 – Bidder/Service Providers Organisation and Experience

Form TECH-2: a brief description of the Bidder's organization and an outline of the recent experience of the Bidder that is most relevant to the assignment. For each assignment, the outline should include the duration of the assignment, the contract amount and the Bidder's role/involvement.

Bidder/Service Provider's Organisation: Provide here a brief description of the background and organization of your company, and Include organizational chart (if available), a list of Board of Directors/Owners, and beneficial ownership.

Bidder/Service Provider's Experience: List only previous similar assignments successfully completed in the last [5] years. Experiences should be those assignments which are relevant to the defined scope of work and also where the bidder were legally contracted by a client in a format as below:-

Duration	Assignment Name and Brief Description of Services provided	Name of Client and Country of Assignment	Approx Value in INR

C. Tech 3: Description Of Approach and Work Plan In Responding To The Proposed Scope of Work

Tech 3 is a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for the assignment.

Suggested structure for the Technical Proposal:

- a. **Approach towards scope and work:** {Please explain your understanding of the objectives of the assignment as outlined in the **Scope of Work**; your approach you would adopt for implementing the tasks to deliver assignment. Please do not repeat/copy the Scope of Work in here.
- b. **Work Plan:** {Please outline the plan for the implementation of the main activities and services of the assignment, their content and duration, phasing and interrelations. This can include design and work plans for the landscape of the university and maintenance plans of the university as well}.
- c. **Staffing:** {Please describe the structure and composition of your team and administrative support staff for the employment and undertaking of the services and justification thereof for the same. If personnel are proposed in the services proposed by the bidder, then a breakup of personnel designation, person month remuneration rate, time input per personnel could also be included in the proposal in a detailed table.}



D. Tech 4: Financial Proposal – Standard forms

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided.

FIN-1 Financial Proposal Submission Form

To: Name and Address of University

Dear Sirs:

We, the undersigned, offer to provide the financial proposal for [Insert title of assignment] in accordance with your Tender Document dated [Insert Date] and our Proposal.

Our attached Financial Proposal is for the amount of Rs. {Insert amount in words and figures}, [Insert “including” or “excluding”] of all indirect local taxes

The estimated amount of local indirect taxes is Rs. {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN 2}.

Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified in Section 2.f.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents, with amount and currency and purpose of the same:

{If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution”}

We understand that the University is not bound to accept any Proposal that the University receives, and the university can call for cancellation of the tender at any point of time during the tender period and after selection of bidder without giving any reasons whatsoever subject to the University’s decisions.

Yours Sincerely,

_____ (Signature of the Bidder’s Authorised representative)

Full Name: _____

Title: _____

Name of the Bidder/Firm: _____

Address: _____

Phone/Fax: _____

Email id: _____



FIN-2 Summary of Costs

Item	Costs
Total Cost of Services	IN INR:
Breakup of Services	
1. {Renumeration}* 2. {Reimbursables} 3. {.....} 4. {.....} 5. {.....} 6. {.....} 7. {.....}	
*Text in {} can be edited and added as applicable.	
Indirect Local Tax Estimates- to be discussed and finalized at negotiation stages if contract is awarded	
Total Estimate for GST	

If renumeration is added as a cost in finance proposal and if personnel are proposed in the services proposed by the bidder, then a breakup of personnel designation, person month renumeration rate, time input required as per the table below is required.

Renumeration Table				
#	Personnel Designation	Person Month renumeration rate	Time Input for the Personnel	Number of Personnel Required
1				
2				



7. General Terms and Conditions of the Tender

I. Definitions:

- a) "Contract" means a legally binding written agreement signed between the University and the Bidder/Service Provider and includes all the attached documents listed in this tender document and its appendices if any.
- b) "Day" means a calendar day, unless otherwise specified as "Business Day".
- c) "Government" means the government of the Government of Meghalaya unless specified as Government of India.
- d) "In writing" means communicated in written form with proof of receipt.
- e) "Proposal" means the Technical Proposal and the Financial Proposal of the Bidder/Service Provider.
- f) "Services" means the work to be performed by the Bidder pursuant to the Scope of services/work detailed in this tender document and the proposed services of the bidder subject to award and signing of the contract.

II. Conflict of Interest

- a) The Bidder/Service Provider is required to provide professional, objective, and impartial services, at all times holding the University's interest's paramount, strictly avoiding conflicts with other assignments or its own corporate interests and acting without any consideration for future work.
- b) The Bidder/Service Provider has an obligation to disclose to the University any situation of actual or potential conflict that impacts its capacity to serve the best interest of this University. Failure to disclose such situations may lead to the disqualification of the Bidder/Service Provider or the termination of its Contract.
- c) Without limitation on the generality of the foregoing, the Bidder/Service Provider shall not be hired under the circumstances set forth below:
 - i. **Conflict between consulting activities and procurement of goods, works or non-consulting services:** a firm that has been engaged by the University to provide goods, works, or non-consulting services for a project, or any of its Affiliates, shall be disqualified from providing services resulting from or directly related to those goods, works, or non-consulting services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, or any of its Affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation.
 - ii. **Relationship with the University's staff:** a Bidder/Service Provider that has a close business or family relationship with a professional staff of the University, or of any government entity related to the university who are directly or indirectly involved in any part of (i) the preparation for the assignment, (ii) the selection process for the Contract, or (iii) the supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the University throughout the selection process and the execution of the Contract

III. Unfair Competitive Advantage:

- a) Fairness and transparency in the selection process require that the Bidder/Service Providers or their Affiliates competing for the assignment do not derive a competitive advantage from having provided similar services related to the assignment in question. To that end, the University shall indicate in an official manner and make available to all Bidder/Service Providers together with this tender document all information that would in that respect



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give such Bidder/Service Provider any unfair competitive advantage over competing Bidder/Service Providers.

IV. Fraud and Corruption

- a) Relevant Fraud and Corruption rules and regulations of the Government of Meghalaya and Government of India and vice versa

V. General Considerations

- a) In preparing the Proposal, the Bidder/Service Provider is expected to examine the tender document in detail. Material deficiencies in providing the information requested in the tender document may result in rejection of the Proposal.

VI. Cost of Preparation of Proposal

- a) The Bidder/Service Provider shall bear all costs associated with the preparation and submission of its Proposal, and the University shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The University is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidder/Service Provider

VII. Language

- a) The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Bidder/Service Provider and the University, shall be written in the English language.

VIII. Only One Proposal

- a) The Bidder/Service Provider shall submit only one Proposal in its own name. If a Bidder/Service Provider submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.

IX. Proposal Validity

- a) The proposal shall remain valid until the date specified in Section 2.f or any extended date if amended by the University.
- b) During this period, the Bidder/Service Provider shall maintain its original Proposal without any change, including the availability of the proposed personnel (if any), the proposed rates and the total price.

X. Extension of Proposal Validity

- a) The University will make its best effort to complete the negotiations and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the University may request, in writing, all Bidder/Service Providers who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- b) The University will make its best effort to complete the negotiations and award the contract prior to the date of expiry of the Proposal validity. However, should the need arise, the University may request, in writing, all Bidder/Service Providers who submitted Proposals prior to the submission deadline to extend the Proposals' validity.
- c) The Bidder/Service Provider has the right to refuse to extend the validity of its Proposal in which case such Proposal will not be further evaluated.

XI. Clarification and Amendment of Tender Document

- a) The Bidder/Service Provider may request clarification of any part of the tender document during the period before the Proposals' submission deadline. Any request for clarification must be sent in writing, or by standard electronic means, to the University's address indicated in the Tender Document. The University will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all Bidder/Service Providers if required. Should the



University deem it necessary to amend the tender document as a result of a clarification, it shall do so following the procedure described below:

- i. At any time before the proposal submission deadline, the University may amend the tender document by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all Bidder/Service Providers or will be updated in the university website and will be binding on them. The Bidder/Service Providers shall acknowledge receipt of all amendments in writing.
- ii. If the amendment is substantial, the University may extend the proposal submission deadline to give the Bidder/Service Providers reasonable time to take an amendment into account in their Proposals.
- b) The Bidder/Service Provider may submit a modified Proposal or a modification to any part of it at any time prior to the proposal submission deadline. No modifications to the Technical or Financial Proposal shall be accepted after the deadline.

XII. Technical and Financial Proposal Format and Content

- a) The technical and proposals of the bidders shall be prepared using the standard format provided in this Tender Document.
- b) The bidder can add more sections/appendices to his/her proposal documents as he/she may deem appropriate and fit as per his expertise, but the main format of the submitted proposal should be followed as provided in this document.

XIII. Taxes:

- a) The Bidder/Service Provider and its Sub-Bidder/Service Providers and Experts are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise.

XIV. Submission, Sealing, and Marking of Proposals

- a) The Bidder/Service Provider shall submit a signed and complete Proposal comprising the documents and forms.
- b) An authorized representative of the Bidder/Service Provider shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.
- c) Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Proposal.
- d) The original copy of the Technical Proposal shall be placed inside a sealed envelope clearly marked "TECHNICAL PROPOSAL" and similarly for the financial proposal marked "FINANCIAL PROPOSAL".
- e) The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall be addressed to the University and bear the submission address, tender reference number, the name of the assignment, the Bidder/Service provider's name and the address.
- f) If the envelopes and packages with the Proposal are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

XV. Confidentiality

- a) From the time the Proposals are opened to the time the Contract is awarded, the bidder should not contact the Client on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the bidders who submitted the Proposals or to any other party not officially concerned with the process, until the Notification of Intention to Award the Contract. Exceptions to this clause

Annexure - 4

are where the University notifies Consultants of the results of the evaluation of the Technical Proposals.

- b) Any attempt by Bidders or anyone on behalf of the Bidders to influence improperly the University in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal and may be subject to the applications rejection.
- c) Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Bidder wishes to contact the University on any matter related to the selection process, it shall do so only in writing.

XVI. Quality and Cost-Based Selection (QCBS)

- a) In the case of QCBS, the total score is calculated by weighing the technical and financial scores and adding them as per the formula and instructions prescribed in Section 4: Evaluation Criteria of this tender document. The Bidder with the Most Advantageous Proposal, which is the Proposal that achieves the highest combined technical and financial scores, will be invited for negotiations.

XVII. Relaxation of Criteria/Decision of the Relevant Authorities

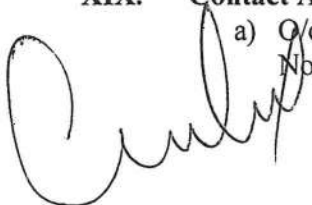
- a) Subject to the recommendations of the University and the relevant authorities thereof, the university reserves the right to reject the most advantageous proposal and go for the next advantageous proposal or vice versa as per the discretion and decision of the University and any committee under it or relevant authorities thereof and this decision is final.
- b) 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.
- c) Preference will be given to local bidders/agencies/suppliers and vendors.

XVIII. Performance Guarantee

- a) The successful selected bidder shall furnish a Performance Guarantee in the form of a Bank Guarantee from a Nationalized/Scheduled Bank, or Demand Draft, for a sum equivalent to 5% of the contract value. This Performance Guarantee shall be submitted within 15 days of the receipt of the Letter of Acceptance of the bid.
- b) The Performance Guarantee shall be valid for a period equivalent to the contract period and 60 days beyond the date of completion of all contractual obligations, including warranty obligations, if any.
- c) The University reserves the right to encash and appropriate the proceeds of the Performance Guarantee in the event of bidder's failure to complete the contractual obligations or in case of any breach of the terms and conditions of the contract.
- d) The decision of the University regarding the amount to be forfeited from the Performance Guarantee shall be final and binding on the bidder.
- e) The Performance Guarantee will be released by the University after the completion of all contractual obligations by the bidder, including any warranty obligations, to the satisfaction of the contracting authority.
- f) No interest will be payable on the Performance Guarantee by the University.

XIX. Contact Address

- a) Q/o The Registrar, National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya. #6909372781, email id-



A handwritten signature in black ink, appearing to be 'C. S. S.', located in the bottom right corner of the page.

TOTAL BUDGET ESTIMATE FOR 2025-26 BOTH GRANT IN AID (SALARY AND NON SALARY)		
1	GRANT IN AID (SALARY)	₹ 8,71,67,000.00
2	GRANT IN AID (NON SALARY)	₹ 28,03,00,000.00
TOTAL		₹ 36,74,67,000.00



STATEMENT A												
PAY AND ALLOWANCES (CENTRAL PAY) IN RESPECT OF FACULTY AND OFFICERS OF NATIONAL LAW UNIVERSITY MEGHALAYA, SHILLONG FOR THE FINANCIAL YEAR 2025-26												
Sl No.	Position	Scale Pay Pay Level	Basic Pay	Special Pay	D.A (50%)	HRA (18%)	TRANSPORT ALLOWANCE Rs.3600+DA	SDA (10%)	SCA	TOTAL	No of Post to be filled up	Grand Total {K = (I*J)}
		A	B	C	D	E	F	G	H	I	J	K
					50%	18%		10%				
1	Vice Chancellor	210000	210000	5000	105000			21000	800	341800	1	341800
2	Assistant Professor	L-12	79800		39900	14364	5400	7980	800	148244	1	148244
3	Assistant Professor	L-11	68900		34450	12402	5400	6890	800	128842	6	773052
4	Additional Director of Sports & Physical Education	L-10	57700		28850	10386	5400	5770	800	108906	1	108906
5	Assistant Registrar	L-10	56100		28050	10098	5400	5610	800	106058	4	424232
TOTAL											13	1796234
Therefore Total Annual Financial implication x 12											21554808	
Anticipated increase in D.A (8%)											1724385	
TOTAL											23279193	
Say Rs. 23279000/-												
NOTE - The rates of Dearness Allowances (DA), and other allowances is subject to change as per the notification issued by Government of India from time to time												



STATEMENT B

PAY AND ALLOWANCES (STATE SCALE) IN RESPECT OF OFFICERS AND STAFF OF NATIONAL LAW UNIVERSITY
MEGHALAYA, SHILLONG FOR THE FINANCIAL YEAR 2025-26

Sl No.	Position	Scale Pay Pay Level	Basic Pay	D.A (43%)	HRA (15%)	HA	MA	WA	TOTAL	No of Post to be filled up	Grand Total {J = (H*I)}
		A	B	C	D	E	F	G	H	I	J
				43%	15%						
1	System Analyst	L-18	62400	26832	8000	500	1000	600	98732	3	296196
2	Doctor (Tenure)	L-15	45600	19608	6840	500	1000	600	73548	1	220644
3	Executive Officer	L-14	43700	18791	6555	500	1000	600	70546	1	70546
4	Sr. Admin Asstt (UDA)	L-12	39400	16942	5910	500	1000	600	63752	4	255008
5	Assistant Accounts Officer	L-11	37800	16254	5670	500	1000	600	61224	1	61224
6	Counsellor	L-8	30300	13029	4545	500	1000	600	49374	1	49374
7	Jr. Admin Asstt (LDA)	L-6	26500	11395	3975	500	1000	600	43370	7	303590
8	Driver	L-3	20600	8858	3090	500	1000	600	34048	3	102144
9	Multi Tasking Assistant	L-1	17400	7482	2610	500	1000	600	28992	8	231936
TOTAL										29	1590662
Therefore Total Annual Financial implication x 12											19087944
Anticipated increase in D.A (8%)											1527036
TOTAL											20614980
											Say Rs. 20615000/-

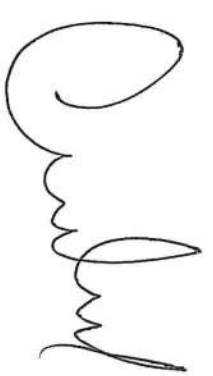
*NOTE - The rates of Dearness Allowances (DA), and other allowances is subject to change as per the notification issued by Government of Meghalaya from time to time



STATEMENT C

PROPOSED ADDITIONAL POST OF FACULTY AND OFFICERS (CENTRAL SCALE) NATIONAL LAW UNIVERSITY MEGHALAYA,
SHILLONG FOR THE FINANCIAL YEAR 2025-26

Sl No.	Position	Scale Pay Pay Level	Basic Pay	Special Pay	D.A (50%)	HRA (18%)	TRANSPORT ALLOWANCE Rs.3600+DA	SDA (10%)	SCA	TOTAL	No of Post to be filled up	Grand Total {K = (I*J)}
		A	B	C	D	E	F	G	H	I	J	K
					50%	18%		10%				
1	Associate Professor	L-13 A	131400		65700	23652	5400	13140	800	240092	5	1200460
2	Assistant Professor	L-12	79800		39900	14364	5400	7980	800	148244	4	592976
3	Assistant Professor	L-11	68900		34450	12402	5400	6890	800	128842	10	1288420
4	Deputy Registrar	L-12	79800		39900	14364	5400	7980	800	148244	1	148244
5	Assistant Librarian	L-10	57700		28850	10386	5400	5770	800	108906	1	108906
TOTAL												3339006
Therefore Total Annual Financial implication x 12												40068072
Anticipated increase in D.A (8%)												3205446
TOTAL												43273518
Say Rs. 43273000/-												



STATEMENT D			
BUDGET ESTIMATE OF NATIONAL LAW UNIVERSITY FOR THE FINANCIAL YEAR 2025-26 UNDER GRANT IN AID (NON SALARY)			
Sl No.	Estimated Revenue / Capital Expenditure	Amount (Rs.)	Remarks
1	Office Expenses	₹ 15,00,000.00	
2	Rent Rate & Taxes	₹ 1,50,00,000.00	Provision for accomodation of faculty, electricity bill, bandwith connection, etc.
3	Sports, Music, etc.	₹ 2,00,000.00	
4	Travel Expenses (a. Domestic)	₹ 60,00,000.00	
5	Travel Expenses (b. Foreign)	₹ 1,00,00,000.00	
6	Wages	₹ 40,00,000.00	
7	POL	₹ 50,00,000.00	
8	Vehicles Two (2) Buses and Two (2) two wheelers	₹ 1,00,00,000.00	
9	Advertising / Publicity	₹ 30,00,000.00	
10	Library Book /e-Library	₹ 5,00,00,000.00	Purchase of Library books and ebook Collection / Digital Library
11	Cost of Seminar National / International, Moot Court, Workshops etc	₹ 60,00,000.00	
12	Scholarship for Student and Scholars (Need Base)	₹ 25,00,000.00	
13	Maintenance charge of ERP Software	₹ 15,00,000.00	
14	CORPUS Funds	₹ 1,50,00,000.00	Creation of strong funds for University
15	BCI Registration / Inspection fees, Association of Indent University / UGC Fees	₹ 35,00,000.00	
16	Medical Expense/Reimbursement	₹ 20,00,000.00	
17	Furniture and fixtures	₹ 3,00,00,000.00	Provision for Procurement of Furniture for additional classroom (3 nos) and for faculties/ Halls of Residence
18	Lease Line Connection and SIPTANK Software	₹ 45,00,000.00	
19	Annual Maintanance of Existing Building and Hostel Building	₹ 2,50,00,000.00	
20	Provision of Additional Classroom and Hall of Residences	₹ 50,00,000.00	

21	IT Infrastructure in the new classroom/ Halls of Residence (including IT Maintenance)	₹ 3,00,00,000.00	
22	NPS Employers contribution	₹ 6,00,000.00	
23	Preparation of DPR Design, Consultation fees etc for Nilu	₹ 3,00,00,000.00	
24	Immersive Lab	₹ 1,50,00,000.00	
25	Honorarium for External Resource Person	₹ 50,00,000.00	
TOTAL		₹ 28,03,00,000.00	

GRAND TOTAL			
1	31- Grant in Aid (Salary)	₹ 8,71,67,000.00	
2	36- Grant in Aid (Non Salary)	₹ 28,03,00,000.00	
TOTAL		₹ 36,74,67,000.00	





Invitation for quotations for supply of equipment for setting up of the Immersive Lab at National Law University of Meghalaya under shopping procedures.

To

Subj: Invitation for quotations for supply of equipment for setting up of the Immersive Lab at National Law University of Meghalaya under shopping procedures.

Dear Sir/Madam,

The National Law University of Meghalaya, Shillong-793001, Meghalaya, India invites your most competitive quotation for quotations for supply of equipment for the setting up of the Immersive Lab at National Law University of Meghalaya under shopping procedures.

1. You are invited to submit your most competitive quotation for the following items as per the lots mentioned below. The standard forms (Letter of Invitation, Proposal Formats, Annexure 1 etc) in this RFQ may be retyped for completion but the bidder is responsible for their accurate reproduction.

Lot No	Items	Qty Required
1	PC and its peripherals	2 Nos
2	Green Screen	1 Unit
3	Flood Lights	3 Nos
4	Camera	1 Nos
5	Virtual Reality Device	15 Nos
6	Room Acoustics Set-up	1 Unit

*Details, specifications, scope of work at **Annexure 2**.

**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.

2. 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 virtually if a virtual bid opening is applicable.
3. 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 2000/- payable to "National Law University of Meghalaya Shillong" at Shillong.
4. Our Full address
 - a. O/o The Registrar, National Law University Meghalaya Mayurbhanj Complex, Nongthymmai, Shillong 793014, Meghalaya. +91-6909372781

Annexure - 5

email id- ar.procurement@nlumeg.ac.in / reg@nlumeg.ac.in

5. The firms bidding shall bid for all Lots and no bid for a single lot shall be accepted. Bidders who bid only for a single or not all lots as indicated above will not be considered for evaluation and will be deemed disqualified.
6. 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.
7. 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	Firm should have had experiences in supporting/suppling/providing same or similar kind of services to any state or national government departments, projects in the last three (3) years.	Details of projects undertaken/supply orders been issued/completion certificates or any other relevant document
4	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
5	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 tender Document, it will upload its response together with any amendment 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. +91 364-3507700-60 email id- ar.procurement@nlumeg.ac.in / reg@nlumeg.ac.in

d. Quotation Price:

- i. 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. Quotations should be submitted ONLY IN HARD COPIES to the mentioned address.
- iii. All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- iv. GST should be indicated separately.
- v. 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.
- vi. 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 of the goods/products and services provided (*Documentation in this regard to be submitted*) **OR** Budding 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. Have had experiences in supporting/suppling/providing same or similar kind of services to any state or national government departments, projects in the last three (3) years.

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.
- iii. Certificate of Distributorship/Authorization from Original Equipment Manufacturer (OEM)/Valid Dealership Document if and where applicable.
- iv. Past Performance Certificate/Completion Certificate/Work order etc wherein the vendor has supplied/installed similar items in the past three years. The same will be verified if need be. Budding 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. Technical Specifications/Brochures/Catalogues/Images/Physical Samples (where applicable) need to be submitted against each item quoted and bid for.
- vi. 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.
- vii. Copies of GST Returns filed or any other professional returns that have been filed should also be attached.



Annexure - 5

- viii. 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.
- ix. 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 90 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.
 - 1. The University reserves the right to not proceed with proposals whose specifications provided do not meet the minimum requirements as per the technical specifications provided in Annexure 2.
 - iii. The Quotations would be evaluated as a whole; GST will not be taken into consideration while evaluating the quotations.
 - iv. Any historical information, if required may be asked from the bidders during evaluation of quotes.
 - v. 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 or via other electronic means or physical means.
 - i. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject any or 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 or more depending on the approvals of the concerned university committee at the time of issuing the Purchase Order.
 - 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. AMC/CMC should be provided against all items for a minimum period of 5 years.
- l. **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 relevant authorities of 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.
- m. You are requested to submit your quotations to the office of the undersigned n latest by XXXX hours on XXX or before XXX May 2024. Quotations that have been submitted on or before time will be opened at XXX Hrs. on XXX May 2024. Late quotes will be summarily rejected.

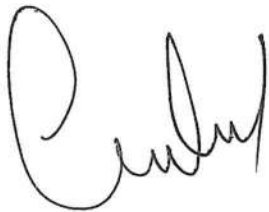
The Registrar
National Law University Meghalaya



Annexure 1: Format of QUOTATION

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

Signed:
For:
Date:
Place: _____



Annexure 2: Technical Specifications and Requirements

Lot	Item	Sub-Item/Parameter	Technical Specifications		Qty Required	
Lot 1	PC and its peripherals	Processing Unit	Recommended Brand	Intel i9 14th Gen	2 Nos	
			Total Cores	24 Cores		
			Threads	32 Threads		
			Socket	LGA1700		
			Max Turbo Frequency	6.2 GHz		
			Cache	36MB		
			Total L2 Cache	32MB		
			Processor Base Power	150W		
			Maximum Turbo Powers	253W		
			Max Memory Size	192GB		
			Memory Types	Upto DD5 5600MT/s		
		Max Memory Bandwidth	896 GB/s			
		Mother Board	Socket	LGA 1700		
			Supported Memory Type	DDR5		
			Memory Clock Speed	7000 MHz		
			Max Memory Support	128 GB		
			USB	Rear USB (Total 12 ports)		
				2 x Thunderbolt 4 ports (2 x USB Type-C)		
				6 x USB 10Gbps ports (5 x Type-A + 1 x USB Type-C)		
				4 x USB 5Gbps ports (4 x Type-A)		
				Front USB (Total 9 ports)		
1 x USB 20Gbps connector						

Lot	Item	Sub-Item/Parameter	Technical Specifications		Qty Required
			Form Factor	2 x USB 5Gbps headers support 4 additional USB 5Gbps ports	
				2 x USB 2.0 headers support 4 additional USB 2.0 ports	
				ATX 12 inch x 9.6 inch (30.5 cm x 24.4 cm)	
		RAM	DDR5	64GB (32GB x2)	
			Maximum Frequency	5600MT/s	
		Storage	NVME M2 SSD	2TB	
			Power supply Unit	Minimum 1000 W preferably 1200 Watt	
		SMPS	Connector Type	ATX, EPS, PCI Express, Molex, SATA	
			Cooling Fan	Min 14cm cooling fan with speed control	
			AC Input	200-240V	
			Frequency	50/60Hz	
			Type	Modular	
			Recommended Brand	NVIDIA, AMD	
			CUDA cores	10240	
		GPU Specification	Shader Cores	Ada Lovelace 52 TFLOPS	
			Ray Tracing Cores	3rd Generation 121 TFLOPS	
			Tensor Cores (AI)	4th Generation 836 AI TOPS	
			Boost Clock (GHz)	2.55	
			DLSS	DLSS 3	
			Base Clock (GHz)	2.29	
			Standard Memory Config	24 GB GDDR6X	

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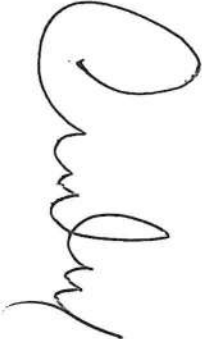
Lot	Item	Sub-Item/Parameter	Technical Specifications		Qty Required
			Memory Interface width	256-bit	
			NVIDIA Architecture	Ada Lovelace	
			Maximum Display Resolution	4K at 240Hz or 8K at 60Hz with DSC, HDR	
			Standard Display Connectors	HDMI, DisplayPort	
			Multi Monitor	up to 4	
			HDCP	2.3	
			Thermal and Power		
			Maximum GPU Temperature (in C)	90	
			Idle Power (W)	19	
			Video Playback Power (W)	25	
			Average Gaming Power	315	
			Total Graphics Power	450	
			Required System Power	850	
			Supplementary Power Connectors		
			3x PCIe 8-pin cables (adapter in box) OR 450 W or greater PCIe Gen 5 cable		
		Bus Interface	PCIe 4.0 x16		
		Rack colour	Black (Preferably)		
		Cooling system	AC /thermal cooling system/Side Panel Mount A.C		
Installation Type	Mountable				
Available Usable Space	11/16/32U				
C19" RACK	15U/24U/42U				
UPS	3/6 KVA				
PSU	180mm (Max)				
Cooling capacity	up to 2 kW				



Lot	Item	Sub-Item/Parameter	Technical Specifications		Qty Required
			Rack PDU	Vertical & Horizontal mount with suitable IEC 13 and IEC 19	
		Display Unit	Remote Monitoring	Yes	
			Size	Minimum 27 Inches	
			Type	IPS LCD Display	
			Screen Resolution	1920x1080 Pixels	
			Refresh rate	90Hz, 120Hz, 165Hz	
			Included Components	Display Port cable, HDMI cable, Power adapter, Power cord, Quick start guide	
			Voltage	40 watts	
			Type	Wired	
			Colour	Green	
			Product Resistant	Wrinkle and Tear Resistant	
Lot 2	Green Screen	Backdrop for Background Videos	Features	Suitable for products, portrait photoshoot, professional photo/video studio shooting, meeting recordings,	1 Unit
			Size	Approximate 500 Sq. ft/ Approx 4*4 ft Sq. Room/8Ft*12Ft	
			Type	portable with Strands	
			Type	LED Flood light	
Lot 3	Lights	Flood Lights	Colour	White	3 Nos
			Room type	Classroom	
			Rotation	180 degrees	
			IP Rating	IP55, IP66	

Omby

Lot	Item	Sub-Item/Parameter	Technical Specifications		Qty Required
Lot 4	Camera	360 Camera (AI powered , With 20X Zoom)	Body Material	Metal, Aluminium, Alloy	1 Nos
			Single Shot 360 Camera	360-degree images and video can be captured in a single shot should be tilted and pan.	
			Minimum Resolution	1920X1080 full HD.	
			Video Capability	Yes	
			Still Capture Capability	Yes	
			Zoom	Minimum 20X Zoom	
			Frame Rate	60fps	
			Connectivity	HDMI, USB Type A, C 3.0,4.0, LAN	
			Tracking Capture	Yes	
			Angle of Capture/Rotation	360 Degrees	
Lot 5	Virtual Reality Device	VR/MR Headset	Pan Control Speed	0.1-60°/sec	15 Nos
			Tilt Control Speed	0.1-30°/sec	
			Recommended Brand	Meta	
			Storage	512GB	
			Mixed Reality	2 RGB cameras with 18 PPD, delivers full-colour, high-fidelity views of your surroundings while you see virtual objects appear in your physical space. Accurate depth projection and room mapping gives you freedom to move throughout your space and interact with virtual characters or objects in the room around you.	



Lot	Item	Sub-Item/Parameter	Technical Specifications	Qty Required
			Audio	Integrated stereo speakers with 3D spatial audio places you in your space with 40% louder audio range, bass range and optimal L/R matching capabilities. 3.5mm audio jack for headphones and sound output to external audio devices.
			DRAM	8GB. 33% more memory compared
			Display Resolution	2064X2208
			Refresh Rate	72Hz, 80Hz, 90Hz, 120Hz
			Strap Design	Soft adjustable strap accommodates a variety of head shapes and hairstyles; Hard Strap
			Depth adjustment	Easily adjust the facial interface closer or farther from your face to improve comfort and field of view.
		Ergonomics	Headset Weight	515 grams. Pancake optics create a 40% slimmer optic profile* for more comfortable wear.
			Display and Optics Technology	
			Display Resolution	2064x2208 pixels per eye enhances resolution. 4K+ Infinite Display with 25PPD and 1218 PPI

Only

Lot	Item	Sub-Item/Parameter	Technical Specifications		Qty Required
Lot 6	Room Acoustics	Audio/ Sound Proofing	Field of View	110 degrees horizontal and 96 degrees vertical. This extends your peripheral vision to let you see more of virtual worlds, all at once, for the most immersive experiences yet.	1 Unit- Standard Classroom Size
			Optics	Pancake lens provides a slimmer optic profile* without compromising the depth of your visual immersion. Increased sharpness by 25% in centre FOV (~70% sharper in periphery), with significantly less stray or scattered light artifacts.	
			Lens adjustment	58mm(min)-70mm (Max)	
			Materials	Acoustics Panels, Foam, Insulation etc - As per room requirement and design	
			Room Type	Standard Classroom Setup with Walls, Ceilings, Windows etc	
			Room Size	Approximately 5.8*9.3 m standard Classroom Size	



Dated: 05.06.2024

To

The Vice Chancellor,
National Law University Meghalaya, Mayurbhanj Complex, Nongthymmai
Shillong-793014

Subject: Representation for Salary fixation to the Post of Junior Administrative Assistant (JAA)

Respected Sir,

Inviting reference to the subject cited above, we, the undersigned employees of National Law University of Meghalaya working in the capacity of Junior Administrative Assistant (JAA) would like to seek clarification on the pay scale structure as defined under the Advertisement no.: NLUM/09/Estt/Advt./2022/83 Dated 13th April 2023. Firstly, we would like to express our gratitude for the opportunity to be a part of an institution and it is an honor to contribute to the teamwork towards a collaborative goal.

It is to be mentioned that the current pay level for the position of Junior Administrative Assistant (Lower Division Assistant) is defined at Pay Level 6, under the **Meghalaya Pay Structure**. As dedicated employees, we are keen to understand the rationale behind this specific pay level assignment, especially in comparison to similar administrative roles in other institutions and Government Departments.

Some of the identified significant discrepancies on the salary structure for different position in different government department, can be comparatively described as follows:

Sl No.	Position (Designation) Name	Educational Qualification	Current Pay Level (Basic Pay)	As per Meghalaya High Court, pay Level
1	Junior Administrative Assistant (Lower Division Assistant)	Bachelor's Degree with knowledge of Computer office applications like MS Word, MS Excel etc.	Level-6 (26500)	Level 10(35,100) ➤ Bachelor's Degree with computer knowledge

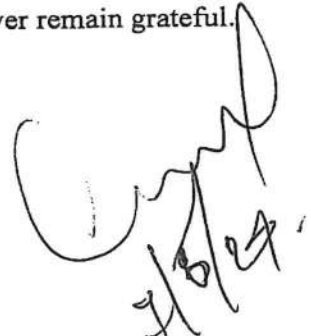
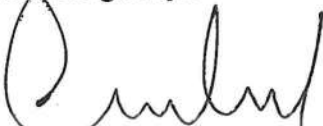
Considering the above, we respectfully request a thorough review and clarification of the Pay Fixation process of the Junior Administrative Assistants.

Attached herewith are the details of the:

- Meghalaya High Court Pay Scale/Pay Level
- List of undersigned employees as well as their designations.

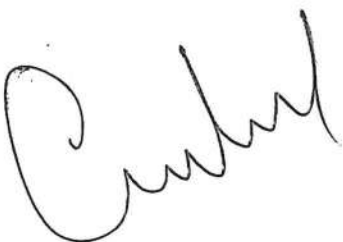
We would greatly appreciate your assistance in addressing the clarification with a positive resolution. Your kind consideration would be highly appreciated and ever remain grateful.

Yours sincerely,
Junior Administrative Assistants
NLU Meghalaya



Copy to:

1. Registrar, National Law University Meghalaya
2. FAO, National Law University Meghalaya

A handwritten signature in black ink, appearing to be 'C. K. S. D.' or similar, written in a cursive style.

HIGH COURT OF MEGHALAYA

Sl.	Name of Post/Designation	Pay Level/Pay Scale
1	Registrar	Level-21 (Starting Pay 83,900/-)
2	Joint Registrar	Level-20 (Starting Pay 76,900/-)
3	Deputy Registrar	Level-18 (Starting Pay 62,400/-)
4	Chief Librarian	Level-18 (Starting Pay 62,400/-)
5	Security Officer	Level-18 (Starting Pay 62,400/-)
6	Assistant Registrar	Level-17 (Starting Pay 55,500/-)
7	Stenographer Grade-I	Level-16 (Starting Pay 49,000/-)
8	Superintendent	Level-16 (Starting Pay 49,000/-)
9	Stamp Reporter	Level-16 (Starting Pay 49,000/-)
10	System Analyst	Level-16 (Starting Pay 49,000/-)
11	System Officer	Level-16 (Starting Pay 49,000/-)
12	Protocol Officer	Level-16 (Starting Pay 49,000/-)
13	Court Master	Level-15 (Starting Pay 45,600/-)
14	Assistant Protocol Officer	Level-16 (Starting Pay 49,000/-)
15	Public Relation Officer	Level-15 (Starting Pay 45,600/-)
16	Finance Officer	Level-15 (Starting Pay 45,600/-)
17	Librarian-cum-Research Officer	Level-15 (Starting Pay 45,600/-)
18	Chief Translator	Level-15 (Starting Pay 45,600/-)
19	Estate Officer	Level-15 (Starting Pay 45,600/-)
20	Senior Translator	Level-14 (Starting Pay 43,700/-)
21	S.A.A	Level-14 (Starting Pay 43,700/-)
22	Assistant Librarian	Level-11 (Starting Pay of 37,800/-)
23	Accountant-cum-Cashier	Level-14 (Starting Pay 43,700/-)
24	Court Officer	Level-11 (Starting Pay of 37,800/-)
25	Stenographer Grade-II	Level-11 (Starting Pay of 37,800/-)
26	J.A.A.	Level-10 (Starting Pay of 35,100/-)
27	Hindi Translator	Level-08 (Starting Pay of 30,300/-)
28	Computer Operator	Level-07 (Starting Pay of 28,400/-)
29	Library Assistant	Level-05 (Starting Pay of 24,700/-)
30	Typist	Level-04 (Starting Pay of 22,200/-)
31	Electrician	Level-04 (Starting Pay of 22,200/-)
32	Driver	Level-03 (Starting Pay of 20,600/-)
33	Duffry	Level-02 (Starting pay of 19,000/-)
34	Jamadar	Level-02 (Starting pay of 19,000/-)
35	Record Arranger	Level-01 (Starting Pay of 17,400/-)
36	Attender	Level-01 (Starting Pay of 17,400/-)
37	Cook	Level-01 (Starting Pay of 17,400/-)
38	Mali	Level-01 (Starting Pay of 17,400/-)
39	Chowkidar	Level-01 (Starting Pay of 17,400/-)
40	Sweeper	Level-01 (Starting Pay of 17,400/-)

Lists of Non-Teaching Staff (JUNIOR ADMINISTRATIVE ASSISTANT)

Jaian H. Nongbri.

JAA.

3/6/24
[Signature]

Henry Stefford Nongkhlaw.

JAA.

3/6/2024
[Signature]

Kannicca Lywa

JAA

3/6/2024
[Signature]

Banpyjanai Pauline Kharpor

JAA

P. Pyngoke
3/6/2024

Phidawantun Tyngkoke

JAA

Julian Diengdoh

JAA

3/6/2024
[Signature]

SURAS HASONG

JAA

[Signature]

[Signature]

COMPARATIVE STATEMENT OF SALARIES STRUCTURES

Sl No.	Post Name (Classification) Grade	Current Basic Pay (As per Level) (Rs./Mo./09/1982/Advn./2023/SSD Dated 13th April 2023)	As per 1987/2003 (Basic Pay)	5 th Pay commission (Multiply by factor 2.68)	Madhabya High Court	Madhabya Secretariat	Community & Rural Development
1	Junior Administrative Assistant (JAA)	26500(level -6)	11,200	30,300(level-5)	36,100 (level -6)	30300 (level-6)	30300 (level-6)
2	Assistant Accounts Officer (AAO)	37800(level - 11)	16,200	43,700(level - 11)	43,700 (level - 11)	37,600 (level -11)	43,700 (level-11)
3	Senior Administrative Assistant(SAA)	30400(level-10)	14,100	37,600(level - 11)	43,700 (level - 11)	37,600 (level -11)	37,600 (level -11)
4	System Analyst	62,400(level - 12)	17,000	45,600(level -15) a) Designated as System Engineer -IT/SC, Election Department.	49,000(level-16), Designated as System Analyst & System Officer	N/A	N/A



Comparative Statement for Health Insurance

1	Company Name	Aditya Birla Health Insurance Co. Ltd.	Aditya Birla Health Insurance Co. Ltd.	Tata AIG	Bajaj Allianz General Insurance Co Ltd	Bajaj Allianz General Insurance Co Ltd
2	Insurance Type	Health	Health	Health	Health Insurance Maternity Benefit	Health Insurance without Maternity Benefit
3	No of Persons Insured	29	64	64	42	42
4	Coverage	For Employee Only	Employee+Dependent	Employee+Dependent	Employee+Dependent(Spouse+Child)only	Employee+Dependent(Spouse+Child)only
5	Sum Insured Average	₹ 11,68,966.00	₹ 11,68,966.00	₹ 11,68,966.00	₹ 3,00,000.00	₹ 3,00,000.00
6	Total Premium	₹ 2,42,407.00	₹ 7,44,979.00	₹ 1,44,738.00	₹ 1,15,168.00	₹ 1,05,793.00

*Note	Sum Insured	Amount to be paid by Insurance Company
	Premium	Amount to be paid by University

Quote received for Group Term Life Insurance Policy		
Company	SBI Life	
Base Life Cover	Number of Members	23
	Rate Per 1000 Sum Assured	₹ 1.55
	Total Sum Assured	₹ 2,83,00,000.00
	Base Life Cover Premium	₹ 43,865.00
(Rider Name) Rider	Number of Members	
	Rate Per 1000 Sum Assured	
	Total Sum Assured	
	Ride Cover Premium	
Total Premium	Total Premium (Excluding GST)	₹ 43,865.00
	Goods & Service Tax @ 18.00%	₹ 7,895.70
	Total Premium (Inclusive of GST)	₹ 51,760.70
	CD Balance	
	Premium Amount Payable	₹ 51,760.70



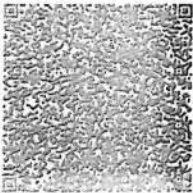
सत्यमेव जयते

INDIA NON JUDICIAL

Government of Meghalaya

e-Stamp

Certificate No. : IN-ML02655726915062W
Certificate Issued Date : 16-Jan-2024 04:09 PM
Account Reference : IMPACC (SH)/ mshimp17/ SHILLONG/ ML-EKH
Unique Doc. Reference : SUBIN-MLMLSHIMP1704755589571564W
Purchased by : MR RIWOT OO SUSNGI
Description of Document : Article 5 Agreement or Memorandum of an Agreement
Property Description : TENANCY AGREEMENT
Consideration Price (Rs.) : 0
(Zero)
First Party : NATIONAL LAW UNIVERSITY MEGHALAYA
Second Party : MR RIWOT OO SUSNGI
Stamp Duty Paid By : MR RIWOT OO SUSNGI
Stamp Duty Amount(Rs.) : 50
(Fifty only)



Please write or type below this line

Memorandum of Understanding between National Law University of Meghalaya for utilizing the building of Mr. Riwot-OO-Susngi at Wani Residency, House No.26, Lane-2, Dong Mawbyinna, Lapalang (Near Lapalang Market), Shillong 793006, Meghalaya as University Quarters

This Memorandum of Understanding ("MoU") is entered into on the 01st day of September in the Year 2023 ("Effective Date").

0017303293

Statutory Alert:

1. The authenticity of this Stamp certificate should be verified at 'www.shillongstamp.com' or using 'e-Stamp Mobile App of Stock Holding'. Any discrepancy in the details on this Certificate and as available on the website / Mobile App renders it invalid.
2. The onus of checking the legitimacy is on the users of the certificate.
3. In case of any discrepancy please inform the Competent Authority.

Registrar
National Law University
Meghalaya

BETWEEN

National Law University Meghalaya, with its office located at Mayurbanj Complex, Nongthymmai, Shillong, (hereinafter referred to as the "University" which expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and assigns)

AND

Mr. Riwoi-OO-Susngi (hereinafter referred to as "Owner") the owner of the property at Wani Residency, House No.26, Lane-2, Dong Mawbrynna, Lapalang (Near Lapalang Market), Shillong 793006, Meghalaya represented by Mr. Riwoi-OO-Susngi (which expression shall, where the context so admits, be deemed to include its successors, executors and administrators) of the OTHER PART.

WHEREAS THE University is desirous that its staffs be provided residential quarters as per their eligibility.

WHEREAS The Owner has a functioning property which can be used for accommodation of the University Staffs.

AND WHEREAS the Parties have accordingly agreed to execute this MoU in order to record their mutual understanding.

Now it is hereby agreed by and between the Parties as follows: -

A. Terms

1.1 The following are the terms of this MoU: -

- This MoU shall come into force on the Effective Date and will be valid for a period of 1 year(s) from the Effective Date.
- This MoU may be further renewed, as mutually agreed in writing by both the Parties.

B. Scope of MOU

- 1.1 Provide the University with accommodation services by way of utilizing the aforementioned property as staff quarters.
- 1.2 Basic furnishings and maintain the aforementioned property in good condition and cover the costs of any minor damage and repairs.
- 1.3 The Owner is responsible for major repairs, renovation and maintenance unless damage is due to the Occupants' negligence who shall be held responsible for such damages or unless specified otherwise by the University and mutually agreed upon.
- 1.4 The University Occupants are responsible for utilities, including but not limited to electricity, water, internet, gas etc, unless otherwise specified in writing by the University.
- 1.5 Provide One-time Basic furniture, fittings and other items furnished or as per mutually agreed upon from time to time.

C. Financial Implications

- 1.1 The University agrees to pay the Owner an amount of INR Two Lakhs Seventy-Six Thousand Seven Hundred and Eighty-Nine Rupees (INR 2,76,789.00/-) per month in the aforementioned property which will cover the rental costs of the rooms/property, rental on furniture, renovation of building etc. and applicable GST as per Government of India rates (presently @18%) based on an invoice submitted to the University. The break-up for the same is shown in Table 1 below.

Table 1: Amount Payable Per Month		
1	Rent	INR 1,55,697.00/-
2	Rental on Furniture and renovation of building etc.	INR 78,870.00/-
3	Total	INR 2,34,567.00/-
4	GST @ 18%	INR 42,222.00/-

1.2 All utility bills generated shall be borne by the University Occupants and shall be paid directly to the owner or to the utility vendor concerned as required.

1.3 Furnishings to the aforementioned property will be made based on the agreement and requests by the University and can be billed to the university on actuals. However, furnishings requested by the university occupants will be borne by the university occupants.

1.4 Minor repair costs are to be borne by the owner.

1.5 Major repair costs, if any will be subjected to actuals based on the understanding and agreement made between the University and the owner.

D. Limitation of Liability

1.1 Neither party shall be liable to other party in contract to negligence breach of statutory duty or otherwise for any loss damage, costs or expenses of any nature whatsoever incurred or suffered by that other party that are: -

- i. Of direct, indirect, special, or consequential nature; or
- ii. Any loss of turnover, profits, contracts, business opportunity.

E. Indemnity

1.1 Each Party shall indemnify and hold harmless each other from any third-party claims and losses arising in connection with this MoU to extent that such claims or losses are attributable to or arise from the MoU action or omissions of its own employs or agent.

F. Non-Binding

1.1 The terms of this MoU are statements of intent only and are intended only to provide the general principle and key for initial cooperation, understanding and negation between the parties. This is not a binding agreement between the parties and does not contain all matters upon which agreement must be reached in order for any transaction between the Parties to be consummated. This MoU does not constitute an offer, binding commitment or obligation on Party. Nor shall it be construed as creating a contract or deemed to be a contract of any nature and under no circumstances and no legally binding agreement shall exist.

G. Relationship Between the Parties

1.1 The Parties are independent entities, and no agency, partnership, joint venture or employer relationship is intended or created by this MOU. Neither Party will make any warranties or representations on behalf of the other.

H. Term and Termination

1.1 (To be read in conjunction with Section A) This MoU shall commence on date of execution of this MoU (effective date) and continue in full force and affect for a period of 1 (One) Year(s), unless terminated by the parties as per the provisions of this MoU. Either Party may terminate this MoU upon 30 days written notice sent to the other party by registered post acknowledgement to the other party.

I. Dispute Resolution

1.1 Any differences or disputes arising out of in connection with MoU including any question regarding its existing, validity or termination shall be resolved mutually by the parties.

1.2 This MoU shall be governed according to the Indian laws and each Party shall submit to the jurisdiction of the place where this MOU is signed and agreed upon viz., falling under the jurisdiction of the courts of Shillong, Meghalaya.

J. Notices

1.1 All notices and other communications under this MoU shall be in writing and in English and either delivered by hand or sent by registered reordored Addresses.

K. Modifications

1.1 No modifications to this MoU will be effective unless agreed to in writing by the


National Law University





L. Severability

1.1 If any of the provisions of this MoU are declared to be invalid, such provisions shall be served from this MoU and the other provisions hereof shall remain in full force and effect.

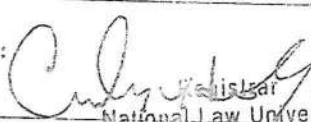



M. Force Majeure

1.1 Notwithstanding any provision contained in this agreement, neither party shall be liable to the other to the extent fulfillment or performances of any terms and conditions of this agreement is delayed or prevented by revolutions, civil disorders, wars, acts of enemies, strikes, lack of available resources from persons other than parties to this agreement electrical equipment or availability failure, fires, floods, rains, snows, ice, earthquake, natural, calamity, federal, states, or municipals, action, statute, ordinance, or regulation or without limiting the foregoing, any other cause not within its control and which by the exercise for reasonable diligence it is unable to prevent, whether of the class of causes hereinbefore enumerated or not. If any force majeure event occurs, the affected party will give prompt written notice to the other party and will use reasonable effects to minimize the impact of such event.

N. Inspection and Audits

1.1 The University or its nominated agencies auditors will be authorized to inspect and audit the premises and property from time to time to verify the safe and healthy occupancy of its staffs and in order for the University to verify the authenticity of the submitted claims/invoices and the subsequent payments based on them therein.

IN WITNESS WHERE OF the parties here to have signed this MoU hereunder on the dates respectively mentioned against the signature of each:

National Law University of Meghalaya, Mayubanj Complex Nongthymmai Shillong 793014	Mr. Riwot-OO-Susngi the owner of the property at Wani Residency, House No.26, Lane-2, Dong Mawbyinna, Lapalang (Near Lapalang Market), Shillong 793006
Signature: 	Signature: 
Name: KERP M. L. D. AND S. M. D. NONGTHYMMAI	Name: Riwot OO Susngi
Designation: REGISTRAR	Designation: Owner
Date: 1.09.2023	Date: 1.09.2023
Witness:	Witness: 
Name: Dr. Umeshwari Dehon	Name: Mouchwa Shylla
Signature:  11/09/2023	Signature: 01.09.2023



lege/University
ne: National Law University of Meghalaya
ce: Shillong

Annexure D

in square r square meter	Law Textbooks (Physical)	E-resources/e-books	Law Reference Books	Journals	Bare Act Non-Law Books	Expenditure on Library(In last two years) 1. If it is an existing college, furnish year wise expenditure 2. If it is new institution mention about the total investment	Whether any improvement from the previous years (infrastructure wise)
a 1 = 1sq. ft a 2 = 435.4 sq. ft	~288 Nos	<ul style="list-style-type: none">• Cambridge University Press collection (1429 selected titles + Indian Law Reports (ILR) & ICSID Report + 2023, frontlist 110 law titles) - 1429 Nos• Wiley Online Books Collection – 1885 Nos• Bloomsbury Publishing selected eBooks- 800 Nos.• Emerald eBook – 200 Nos• Oxford e books Collection – 2160 Nos• Law collection Very Short Introduction (up to 2023)- 31 Nos• Law, Criminology, Economics & Management Collection Oxford Handbook (up to 2023) – 273 Nos• Oxford eBooks collection Law	~762 Nos	Journals - ~3331+ Nos 1. SCC (1969-2022 2. AIR SC (1950-2022) 3. AIR STATES (1914-2022) 4. COMPANY CASES (1931-2022) 5. CRLJ (1941-2020)	<ul style="list-style-type: none">• Bare Act - ~ 2067+ Nos• Non-Law Books - ~ 900+ Nos	Total Investment on both physical and e-resources ~ INR 7 Crores	NA

	<div>(2009-2023) – 1856 Nos</div> <div><div><div>Taylor & Francis (CRC Press and Routledge) eBooks (for the subjects (a) Data Science (b) Policy Science (c) Law (d) Computer Science (e) Management Studies – entire curated collection of 2042 Titles) – 2042 Nos</div></div></div>					
--	---	--	--	--	--	--

Minimum Library requirement: To start with, a Law Library shall have a set of AIR manual, Combo offer of CD of AIR Pvt. Ltd. (containing electronic version of AIR Supreme Court and High Court Cases Research 1950-2015 (four connections each) Cr. L.J. Data Base 1950-2015 (four connections) AIR Privy Council Data Base 1900-1950 (four connections) AIR Manual Latest 6th Edition (1-45 AIR Journal 2015, Cr. L.J. 2015, L.I.C. 2015, AIR Civil Cases 2015, AIR Law Lines 2015, AIR Chequedishonour Reports, 2015, AIR Accident Claims and Compensation 2015. Institution shall get electronic versions updated every year by AIR Pvt. Ltd.). Central Acts and Local Acts, Criminal law journal, SCC, Corporate Law Advisor Company cases, Indian Bar Review, selected Judgements on International Ethics and Journals with the back volumes for at least ten years and also such number of text books in each subjects taught during the period according to the minimum standard ratio of ten for each registered students. For running integrated program, text books of such other subjects are also to be kept in the similar minimum ratio. The minimum investment in Library in each academic year must shall be Rupees five lakh for one stream and Rupees ten lakhs for both the streams.

a)In a rural/remote area the centre is required to spend a sum of Rs. 5 lakhs to start with the library and to spend Rs. 2 lakhs every year. Whether it is being followed?
In an urban area, the centre is required to spend a sum of Rs. 10 lakhs library to start with and to spend Rs. 5 lakhs every year for updating it. Whether centre is following this requirement?
Working hours of library and details of library staff whether there is qualified and trained librarian or not

Former Judge

Member, BCI

Member, BCI

Academician

Academician



Report Regarding Purchase of Databases and Bound Journals as per The Bar Council of India(BCI).

This report is prepared to detail the purchase and acquisition of databases and bound journals as per the directives of The Bar Council of India (BCI) laid down at Annexure-D. The objective is to ensure that the resources acquired meet the standards set by the BCI and serve the needs of legal professionals effectively.

The given table reflects the Availability and Non- Availability of the databases and bound journals in our library as per the BCI requirements.

Sl. no	BCI Requirements	Present Holdings at NLUM Library	Qty. Available at NLUM Library	Remarks
1.	AIR manual, Combo offer of CD of AIR Pvt. Ltd. (containing electronic version of AIR Supreme Court and High Court Data bases Research 1950-2015(four connections)	-	-	Not Available
2.	Cr. L.J. Data Base 1950-2015(four connections)	-	-	Not Available
3.	AIR Privy Council Data Base 1900-1950(four connections)	-	-	Not Available
4.	AIR Manual Latest 6th Edition (1-45 Vols.)	Vol.1- Vol.45	1 set	available
5.	AIR Journal 2015	AIR S.C (1950-2022)	2 sets	align="center">available
		AIR States (1914-2022)	2 sets	



available and the continuing volumes for AIR, SCC and Local Acts will continue to be supplied by the High Court of Meghalaya as complimentary copies.

The acquisition of databases and bound journals is crucial for the ongoing development and support of the legal profession in India. By following the outlined selection criteria and procurement process, the Bar Council of India can ensure that these resources meet the highest standards of quality and relevance.

This report aims to provide a clear framework for the purchase of these resources, contributing to the advancement of legal practice and education in India.

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List of E-Books

#	Publisher	Item	No of titles available	Overall Costs	Whether Paid
1	Cambridge University Press	Cambridge University Press collection (1429 selected titles + Indian Law Reports (ILR) & IC SID Report + 2023, frontlist 110 law titles)	1429	₹ 1,05,00,000.00	No
2	Wiley Online Books	Wiley Online Books Collection	1885	₹ 98,76,109.00	No
3	Bloomsbury Publishing	Bloomsbury Publishing selected eBooks	800	₹ 96,16,260.00	No
4	Emerald	Emerald eBook Select 200 Oxford e books Collection	200 2160	₹ 20,94,348.00 ₹ 1,05,92,820.00	Yes No
5	Oxford	Law collection Very Short Introduction (up to 2023) Law, Criminology, Economics & Management Collection Oxford Handbook (up to 2023) Oxford eBooks collection Law (2009-2023)	31 273 1856	₹ 97,23,054.00	No
6	Taylor & Francis	Taylor & Francis (CRC Press and Routledge) eBooks for the subjects (a) Data Science (b) Policy Science (c) Law (d) Computer Science (e) Management Studies – entire curated collection of 2042 Titles	2042	₹ 1,05,92,820.00	No
7	Dewey Decimal Classifications, 23rd Edition (Paperback)	My Loft	1 Set 1	₹ 58,500.00 ₹ 4,18,000.00	No Yes
				₹ 5,11,78,009.00	
				₹ 2,44,72,985.00	₹ 1,22,36,492.50
				₹ 48,45,152.00	₹ 24,22,576.00
				₹ 70,00,000.00	₹ 35,00,000.00
				₹ 8,74,96,146.00	₹ 6,93,37,077.50
				₹ 5,30,174.00	₹ 1,00,00,000.00
				₹ 8,80,26,320.00	₹ 7,93,37,077.50

List of E-Books						Annexure - 9
#	Publisher	Item	No of titles available	Overall Costs	Whether Paid	
1	Cambridge University Press	Cambridge University Press collection (1429 selected titles + Indian Law Reports (ILR) & ICSID Report + 2023, frontlist 110 law titles)	1429	₹ 1,05,00,000.00	No	
2	Wiley Online Books	Wiley Online Books Collection	1885	₹ 98,76,109.00	No	
3	Bloomsbury Publishing	Bloomsbury Publishing selected eBooks	800	₹ 96,16,260.00	No	
4	Emerald	Emerald eBook Select 200 Oxford e books Collection	200 2160	₹ 20,94,348.00 ₹ 1,05,92,820.00	Yes No	
5	Oxford	Law collection Very Short Introduction (up to 2023) Law, Criminology, Economics & Management Collection Oxford Handbook (up to 2023) Oxford eBooks collection Law (2009-2023)	31 273 1856	₹ 97,23,054.00	No	
6	Taylor & Francis	Taylor & Francis (CRC Press and Routledge) eBooks for the subjects (a) Data Science (b) Policy Science (c) Law (d) Computer Science (e) Management Studies – entire curated collection of 2042 Titles	2042	₹ 1,05,92,820.00	No	
7	Online Repository	Dewey Decimal Classifications, 23rd Edition (Paperback) My Loft	1 Set 1	₹ 58,500.00 ₹ 4,18,000.00	No Yes	
			Library	₹ 5,11,78,009.00		
			Auditorium	₹ 2,44,72,985.00		
			Sports + Music	₹ 5,30,174.00		
			Memento	₹ 15,00,000.00		
			PC, Biometrics	₹ 21,00,000.00		
			laikvntiew	₹ 2,01,475.00		
			Kharshing	₹ 2,00,000.00		
			Just Trippn	₹ 7,00,000.00		
			Hotels	₹ 2,00,000.00		
			Ricky Stationaries	₹ 3,00,000.00		
			Website	₹ 8,26,000.00		
			Security + housekeeping	₹ 15,00,000.00		
			SC Sarkar	₹ 20,00,000.00		
			BSNL Bill	₹ 13,00,000.00		
			ERP	₹ 8,00,000.00		
			Total	₹ 8,78,08,643.00	Approx	



List of E-Books

Annexure - 9

#	Publisher	Item	No of titles available	Overall Costs	Whether Paid
1	Cambridge University Press	Cambridge University Press collection (1429 selected titles + Indian Law Reports (ILR) & ICSD Report + 2023, frontlist 110 law titles)	1429	₹ 1,05,00,000.00	No
2	Wiley Online Books	Wiley Online Books Collection	1885	₹ 98,76,109.00	Paid
3	Bloomsbury Publishing	Bloomsbury Publishing selected eBooks	800	₹ 96,16,260.00	Paid
4	Emerald	Emerald eBook Select 200 Oxford e books Collection	200 2160	₹ 20,94,348.00 ₹ 1,05,92,820.00	Paid No
5	Oxford	Law collection Very Short Introduction (up to 2023) Law, Criminology, Economics & Management Collection Oxford Handbook (up to 2023) Oxford eBooks collection Law (2009-2023)	31 273 1856	₹ 97,23,054.00	No
6	Taylor & Francis	Taylor & Francis (CRC Press and Routledge) eBooks for the subjects (a) Data Science (b) Policy Science (c) Law (d) Computer Science (e) Management Studies – entire curated collection of 2042 Titles	2042	₹ 1,05,92,820.00	No
7	Dewey Decimal Classifications, 23rd Edition (Paperback)	My Loft	1 Set	₹ 58,500.00	Paid
8	Online Repository		1	₹ 4,18,000.00	Paid
			Total	₹ 5,37,48,857.00	
			Total Paid	₹ 2,20,63,217.00	
			Balance to be Paid	₹ 3,16,85,640.00	

Omby

Comparative Statement for Supplying, Designing, Printing & Managing of Smart Identity Cards cum Multipurpose RFID Secured Cards							
Sl.No.	Vendor	Name of Product / Service	Qty	Rate (per unit)	Amount (Excluding GST)	Taxable Value GST	Amount (including GST @18%)
1	SHRI RIMOT-O. SUSNGI	Supplying, Designing, Printing & Managing of Smart + Multipurpose Identity Cards for Faculty & Staff: Which Includes: * NFC + RFID Secured Cards : Rs. 455 + GST * Customize Template Design & Super expose Imprints: Rs. 78 + GST * Both Side Premium Quality Print on RFID Card: Rs. 260 + GST * Hosting & Software Charger : Rs. 715 + GST for the First Time with one year free maintenance. From the Second year : Rs. 260 + GST (OPTIONAL), Only if required. * Lanyard & Card Holder : Rs. 780 + GST Note: This Card can be used for multipurpose such as Attendance, Access Control, Library Automation, Canteen Management System and Visiting Card. Excluding the integration charges. Integration work will be under vendor's scope as per the customer requirements.	40	₹ 2,288.00	₹ 91,520.00	₹ 16,473.60	₹ 1,07,993.60
							₹ 2,35,658.40
		Supplying, Designing & Printing of Identity Cards for Students: Which Includes: * RFID Secured Cards : Rs. 430 + GST * Customize Template Design & Super expose Imprints: Rs. 78 + GST * Both Side Premium Quality Print on RFID Card: Rs. Rs. 260 + GST * Lanyard & Card Holder : Rs. 780 + GST Note: This Card can be used for multipurpose such as Attendance, Access Control, Library Automation, Canteen Management System. Excluding the integration charges. Integration work will be under vendor's scope as per the customer requirements.	70	₹ 1,548.00	₹ 1,08,360.00	₹ 19,504.80	₹ 1,27,864.80
		Supplying, Designing, Printing & Managing of RFID Multipurpose Identity Cards for Faculty & Staff: * NFC + RFID Secured Cards: Rs. 460 + GST * Lanyard & Card Holder: Rs. 800 + GST Excluding the integration charges. * Customize Template Design & Super expose Imprints: Rs. 85 + GST * Both Side Premium Quality Print on RFID Card: Rs. 250 + GST * Hosting & Software Charger: Rs. 750 + GST for the First Time with one year free maintenance.	40	₹ 2,345.00	₹ 93,800.00	₹ 16,884.00	₹ 1,10,684.00
2	SHRI PETER JYRMA	Supplying, Designing & Printing of Identity RFID Multipurpose Cards for Students: * RFID Secured Cards: Rs. 430 + GST * Lanyard & Card Holder: Rs. 800 + GST Excluding the integration charges. * Customize Template Design & Super expose Imprints: Rs. 85 + GST * Both Side Premium Quality Print on RFID Card: Rs. 250 + GST maintenance.	70	₹ 1,565.00	₹ 1,09,550.00	₹ 19,719.00	₹ 1,29,269.00
		Supplying, Designing, Printing & Managing of Multipurpose Identity Cards for Faculty & Staff: Which Includes: * NFC + RFID Secured Cards: Rs. 450 + GST * Customize Template Design & Super expose Imprints: Rs. 100 + GST * Both Side Premium Quality Print on RFID Card: Rs. 220 + GST * Hosting & Software Charger: Rs. 775 + GST * Lanyard & Card Holder: Rs. 815 + GST without the integration charges.	40	₹ 2,360.00	₹ 94,400.00	₹ 16,992.00	₹ 1,11,392.00
3	EXPERTISE CONSULTANCY	Supplying, Designing & Printing of Multipurpose Identity Cards for Students: Which Includes: * RFID Secured Cards: Rs. 425 + GST * Customize Template Design & Super expose Imprints: Rs. 100 + GST * Both Side Premium Quality Print on RFID Card: Rs. 220 + GST maintenance. * Lanyard & Card Holder: Rs. 815 + GST without the integration charges.	70	₹ 1,560.00	₹ 1,09,200.00	₹ 19,656.00	₹ 1,28,856.00
							₹ 2,40,248.00

Signature

FEATURE							
Sl.No.	ERP Name	ERP Next	e-SHIKSHA	Vedanta	Ecoleaide	Nure Campus ERP	Samarth
1	Company Name	Nestorhawk NestorBird Limited	Eshisa Technology Services	Vedanta limited	OSPYN	NUFO INFOTECH	Ministry of Education
2	Estimated Price	15 Lakhs	6 Lakh	25-27 Lakhs	8 - 9 Crore	a) 40 Lakh at the initial Implementation	Not Applicable as its a Government Funded Project, under the Ministry of Education(MoE)
3	AMC			5-6 Lakh per year		20 Lakh per year	Not Applicable
4	Pros	Open Source, One Time Payment, Customizations, AI can be integrated API	Simple User Interface, Less Cost, API Intergration, Customization	NA	The ERP is very comprehensive and detailed. Covered all the modules such as Finance & Accounting, HR & Pay Roll, Student Management System etc. The features of tally are not integrated in the ERP	ERP is more comprehensive and customizable; Vertical module integration is present. The ERP is also integrated with Digital Twin with AI	Multiple modules as well as follows UGC Guidelines and different operational modules activities, support Academic Bank of Credit, Digilocker &,Can Integrate Moodle Learning Management System etc.
5	Cons	Not User Friendly,	No eOffice concept, Purely data entry	Poor User Interface, No eOffice concept Data entry only and high cost	Very high cost	High Cost and Very High AMC Cost	Minimal Technical Support for customization, Integration with other existing systems may/may not be applicable
6	Status	Not Satisfactory	Not Satisfactory	Not Satisfactory	Satisfactory	Satisfactory	Satisfactory