



**NATIONAL LAW UNIVERSITY DELHI
SECTOR -14, DWARKA, NEW DELHI – 110078**

PROJECT 39A

**CALL FOR QUOTATIONS TO PRINT ‘ANNUAL STATISTICS 2022 and 2023
REPORT’ FOR PROJECT 39A, NLU DELHI**

- 1. Date of invitation: February 13, 2024**
- 2. Date of submission: 1.00 PM on February 27, 2024**

National Law University, Delhi invites sealed quotations from competent printers for printing and supply of “**Annual Statistics 2022 and 2023 Report**” for Project 39A.

The quotation is required to be submitted in a sealed cover to the Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078 as to reach the University on or before **1.00 pm on February 27, 2024** duly superscripting quotation for “**Quotation for printing of ‘Annual Statistics 2022 and 2023 Report for Project 39A’**” on the top of sealed envelope. The quotation tender box is available at the university’s reception where quotation/tender is to be dropped.

Item: Annual Statistics 2022 and 2023 Report

The specifications of the reports to be printed are as follows:

- 1. Quantity:** 500 copies of each report
- 2. Number of Pages:** 80 Pages (Including cover pages) in each report
- 3. Page Size:** 7.5 inches x 9.5 inches
- 4. Inside Pages:** 150-180 GSM Matte Coated Paper
- 5. Front and Back Cover:** 300 GSM Matte Coated Card Paper
- 6. Binding:** Perfect Binding

Submission of quotation:

- Please note that the applicant is required to **print and submit a sample of the Annual Statistics 2023 Report in one envelope** and the **financial quotation separately in another envelope**. Do note that the agency is required to mandatorily submit its bids/quotation on their letterhead as per the format in “**Annexure A**”.
- The sample and quotation must be in separate sealed envelopes and they should be sent together in a bigger sealed envelope on the address specified below.
- Vendors can visit the Project 39A office to see a sample for the quality of the paper required.

- Please note that the print file to print a sample can be downloaded from the link below:
https://drive.google.com/file/d/1oPKPVqwtJZSqp_H9Piz8H76o-TCZ4kNg/view?usp=sharing
- All submissions must be sent to the **Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078**. It should reach the University on or before **1.00 PM on February 27, 2024** duly superscripting quotation for “**Quotation for ‘Annual Statistics 2022 and 2023 Report’**” on the top of the big sealed envelope. **The quotation has to be dropped in the tender box that is available at the university’s reception.**

Selection procedure:

- The purchase committee shall first evaluate the printed sample received from all applicants, as per the specifications mentioned in this call.
- The applicants whose sample matches the desired quality shall only be considered for opening of their financial quotation. The rest of the financial quotations shall not be opened.

Terms and Conditions:

- Cutting and overwriting in the quotation are not allowed. If there is cutting and overwriting such quotations will be rejected.
- No manpower will be provided by the University for loading and unloading the goods/material.
- The sample and quotation received after the last date and time of submission will not be entertained.
- Conditional tenders /quotations would not be accepted.
- If the vendor is unable to supply the goods/material after receiving the purchase order, in that case the firm will be debarred for one year for non-supplying of the goods/material to the university and the debar notice will be uploaded on the university website.
- If the final material is not similar to the approved sample, in that case the entire material would be rejected and no payment shall be made.

For any queries, please call 011- 28032533 or mail at p39a@nludelhi.ac.in.

I/we certify that the information furnished is true and correct.

Sd/-

Registrar

ANNEXURE A
QUOTATION FOR PRINTING OF ANNUAL STATISTICS 2022 AND 2023 REPORT

(ON THE COMPANY/AGENCY LETTERHEADS WITH SIGNATURE /STAMP)

Quantity	Per item cost (Rs.)	Tax per item (Rs.)	Total cost including taxes (Rs.)
<u>Annual Statistics 2022 and 2023 Report</u> 500 Each (Total 1000 Copies)			

I/We hereby state that I/we are submitting the quotation and agree to the following terms and conditions:

- I am submitting this quotation after carefully going through the tender and the specifications as mentioned in the tender document. If selected, I would be providing all the desired specifications/ features for use with no extra hidden costs.
- **If the printing order is given, the dummy copies (sample) of both the booklets shall be printed and submitted for approval to the Executive Director, Project 39A. If the dummy sample copies are not satisfactory, then it shall be printed again till the dummy copies are finalized.**
- **Once the dummy sample copies are approved by the Executive Director, only then the rest quantity of items shall be printed as per the approved dummy copies. If the supplied material is not found to be satisfactory and as per the approved copy, then the payment shall not be made and the entire tender can be withdrawn.**
- 100% payment will be released after satisfactory checking of all the copies supplied.
- National Law University, Delhi holds the right to withdraw the tender if the need arises at any stage of the tender.
- I agree that no conditional tenders would be acceptable by National Law University.

Authorized Signature: _____

Name of the Authorized person: _____

Name of the company: _____

Address of the company: _____

Contact Number and Mail id: _____