

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

NOTICE INVITING QUOTATION

1. Date of Invitation of quotation : 02nd February, 2024
2. Last date of submission : 1.00 PM, 16th February, 2024
3. Opening of Tender : 02:00 PM, 16th February, 2024

National Law University Delhi invites sealed quotations from competent and reputed Dealers/Contractors for **Designing and Printing of Study Material**.

The quotation is required to be submitted in a sealed cover addressed to the Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078 so as to reach the University on or before 1.00 P.M on 16th February, 2024 duly superscripting the quotation for supply of “**Designing and Printing of Study Material**” on the top of sealed envelope. The quotation box is available in the Reception, Academic Block of the University where quotation/tender is to be dropped.

Scope of work: Designing and Printing of Study Material

Sr. No.	Particulars	Quantity Required
	(1)	(2)
1.	Designing and Printing of Study Material (February to June 2024) Specification: - Size:- 8.5" × 11" - Paper for Text:- 80 GSM Super Printing - Paper for Cover:- 250 GSM Chart Paper, Cover:- 1+1 Colour with Text - Binding:- Perfect Binding - Approximate no. of pages: 200 to 400 pages in each book (No. of Pages may increase or decrease as per syllabus)	127 Books each subject (approximate) (27 subjects approximate)

Terms and conditions:

1. The agency is to submit earnest money of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft in the name of Registrar, National Law University, Delhi along with the quotation.
2. **The vendor's/Printer's press and office shall be located in Delhi only. The tenders/quotations received from other than Delhi shall not be considered.**
3. The vendors are requested to visit the University in order to examine the sample of the book before quoting the rates.
4. The vender has to submit the sample of the book according to specification at the time of submitting the quotation. The sample is to be approved by purchase committee before supply.
5. The price bid of only those vendors would be opened whose samples are approved by the purchase committee.
6. The Vendor or his/her representative, after successful in bidding shall be liable to visit University/ dealing person for reviewing and validation of work under process, failing which, the University has reserve rights to terminate the work order.
7. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
8. The agency is required to submit its bids/quotations on their letter head. The University is not bound to accept the lowest bid.
9. Copy of PAN card is to be enclosed.
10. Copy of GST Registration certificates is to be enclosed.

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11. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
 12. In case goods are not according to specification/sample order will be cancelled.
 13. No manpower will be provided by the University for Loading and unloading the goods.
 14. The quotation received after last date and time of submission will not be entertained.
 15. The conditional tenders /quotations would not be accepted.
 16. Study Material shall be supply to the University within 5 days after issuance of work order.
 17. If it is found, that the printing work is not satisfactory and as per requirement, the university have rights to cancel the order and no payment will be made.
 18. Quantity of books of each subject may vary.
 19. The University have right to cancel the tender without giving any notice.


Joint Registrar

FINANCIAL BID

To,

The Registrar
National Law University, Delhi
Sector-14, Dwarka
New Delhi-110078

Subject: Financial Bid for Designing and Printing of Study Material

Sir,

I/we have gone through the tender document, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply of the items required. I/we here also saw the sample of Book of Study Material.

Sr. No.	Particulars (1)	Quantity Required (2)	Rate Per page (3)	Tax (4)	Total
1	Designing and Printing of Study Material (February to June 2024) Specification: - Size:- 8.5" × 11" - Paper for Text:- 80 GSM Super Printing - Paper for Cover:- 250 GSM Chart Paper, Colour:- 1+1 Colour with Text - Binding:- Perfect Binding - Approximate no. of pages: 200 to 400 pages in each book (No. of Pages may Increase or Decrease as per syllabus)	127 Books each subject (Approximate 27 subjects)	Text Printing per page Rate: _____ Cover page rate with printing: _____ Book Binding Rate: _____		
2	Designing	127 Books each subject (Approximate 27 subjects)	Per Page Rate: _____		

I/we certify that information furnished above is true and correct. All the terms and Conditions mentioned in the tender documents are acceptable to us.

Documents Attached:

- 1) Copy of PAN Card is to be enclosed
- 2) Copy of GST Registration Certificates is to be enclosed.
- 3) Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern, etc.)

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

Date: _____