

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

NOTICE INVITING TENDER

1. Date of Invitation of quotation : 16th February, 2024
2. Last date of submission : 01st March 2024 upto 01:00 PM
3. Date of opening : 01st March 2024, 02:00 PM

National Law University Delhi invites sealed quotations from competent and reputed Dealers/Contractors having experience of more than 10 years of dealing with Academic Institutions/Law Universities preferably nearby area of Dwarka, New Delhi for **"Designing and Printing of NLUD Prospectus - 2024"**.


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 01st March 2024 duly superscripting the quotation for **"Designing and Printing of NLUD Prospectus - 2024"** 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 NLUD Prospectus – 2024

Sr. No.	Particulars	Quantity Required3
1.	Designing and Printing of NLUD Prospectus – 2024	500 Nos.
	Specifications are specified in the financial bid document	

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 above mentioned Prospectus before quoting the rates and attach the certificate (Annexure-II). This Annexure – II shall be duly signed by Store/Purchase Section of this university.
4. The vender has to submit of the sample of the Prospectus according to specification at the time of submitting the quotation. The sample is to be approved by purchase committee before supply.
5. The vendors are requested to submit the sample of Prospectus in separate envelope.
6. The price bid of only those vendors would be opened whose samples are approved by the purchase committee.
7. 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.
8. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
9. The agency is required to submit its bids/quotations on their letter head. The University is not bound to accept the lowest bid.
10. Copy of PAN card is to be enclosed.
11. Copy of GST Registration certificates is to be enclosed.
12. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
13. In case printed materials are not according to specification/sample order will be cancelled.
14. No manpower will be provided by the University for Loading and unloading the goods/material.
15. The quotation received after last date and time of submission will not be entertained.
16. The conditional tenders /quotations would not be accepted.
17. Above mentioned Prospectus shall be supplied to the University within 7 days after finalization of NLUD Prospectus 2024.
18. 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.
19. The University have rights to cancel the tender without giving any notice to the firms/printers/agencies.


 Deputy Registrar

FINANCIAL BID

To,

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

Subject: Designing and Printing of NLUD Prospectus - 2024

Madam,

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 NLUD Prospectus.

Sr. No.	Particulars (1)	Quantity Required (2)	Rate Per page (3)	Tax (4)	Total
1.	Designing and Printing of NLUD Prospectus – 2024 Specifications: Size: 12" x 9.25" Pages : 80 pages (approx.) inner 140 gsm special fine paper, 4 + 4 color printing 4 pages cover paper 250 gsm uv and leafing, 4 + 4 color printing with lamination Perfect binding (Strictly based on sample available with Store)	500 Nos.	Text Printing per page Rate: _____ Cover page rate with printing: _____ Book Binding Rate: _____		
2.	Designing	500 Nos.	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. I am attaching work order letters working with academic institutions/law universities.

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: _____



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

Annexure – II

To,

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

Sir/Madam,

This is to inform you that, I/we have examined and seen the sample of Prospectus provided by the National Law University Delhi as per tender document.

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

Signature and Stamp by Department