

National Law University, Delhi

Sector-14, Dwarka, New Delhi – 110078

N.I.T. No.: 07/2023-24

Name of Work: Printing of “Magistrate Study Report for Project 39A” NLU Delhi

ESTIMATED COST: 5,00,000.00

Earnest Money : 10,000.00

TIME PERIOD : 20 Days

This N.I.T. is approved for Rs. 5,00,000.00 (Rupees Five Lac Only)

**The Registrar
National Law University, Delhi**

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NOTICE INVITING QUOTATIONS

The Registrar, National Law University, Delhi invites Tender from the eligible agency who satisfy the criteria for Printing of “Magistrate Study Report for Project 39A” NLU Delhi i.e. 03 nos. works each of value not less than 40% of estimated cost put to Quotation or 2 no. works each of value not less than 60% of estimated cost put to quotation or 1 no. work of value not less than 80% of the estimated cost.

S.No.	N.I.T No.	Name of Work & Location	Estimated Cost put to Quotation	Earnest Money	Period of Completion	Starting date submission of Quotation	Last date and time of submission of Quotation	Date and Time of Opening of Quotation
1	07	Magistrate Study Report for Project 39A” NLU Delhi	Rs. 5,00,000.00	Rs. 10,000.00	20 Days	28.02.2024	18.03.2024 1:00 pm	18.03.2024 3:00 pm

Interested bidders may download the quotation from www.nludelhi.ac.in and e-procurement www.delhigovtprocurement.com on free of cost.

The Quotation Box is available at the main reception of the University, where Quotations are to be submitted.

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CHECKLIST FOR BIDDERS FOR SUBMISSION OF BIDS

1. The bidder should read all the instructions, items & conditions, contract clauses, nomenclature of items, specifications etc., contained in the bid document very carefully, before quoting the rates.
2. Rates must be filled both in words and figures. Amount should be worked out for all the items.
3. The bidder shall quote his rebate if required, mentioning specifically on what component it is applicable otherwise it shall be considered general rebate on total quoted rates.

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Similar work means “Printing Works”

1. The time allowed for carrying out the work will be 20 Days from the date of start as defined in schedule ‘D’ or from the first date of handing over.
2. Earnest money in the form of Demand Draft or Pay order or Banker’s Cheque (drawn in favour of “The Registrar, National Law University Delhi”) must be deposited in the University in a separate envelope.

Bid documents submitted by intending bidders shall be opened only of those bidders, **who has deposited EMD** and other documents submitted, are found in order.

3. The bid submitted shall become invalid if:
 1. The bidder is found ineligible.
 2. **The bidder does not deposit original EMD**
 3. The bidder does not enclose all the documents (including GST registration, copy of Pan Card and sample of report) as stipulated in the bid documents.
 4. If any discrepancy is noticed in the submitted documents by the lowest bidder.
 5. If a quotationer quotes nil rates against each item in item rate quotation or does not quote any percentage above/ below on the total amount of the quotation or any section/ sub head in percentage rate quotation, the quotation shall be treated as invalid and will not be considered as lowest quotationer.
 6. The agency whose quotation is accepted will be required to furnish a performance guarantee of 5% (Five percent) of the bid amount within the period specified in Schedule D. This guarantee shall be in the form of Banker’s cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank.

In case the agency fails to deposit the said performance guarantee within the period as indicated in Schedule 'D', including the extended period if any, the Earnest Money deposited by the agency shall be forfeited automatically without any notice to the agency. The earnest money deposited along with the bid shall be returned after receiving the aforesaid performance guarantee.

7. The Registrar NLUD does not bind itself to accept the lowest or any other quotation and reserves to itself the authority to reject any or all the quotations received without the assignment of any reason. All quotations in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the quotationer shall be summarily rejected.
8. The competent authority reserves the right of accepting the whole or any part of the quotation and the quotationer shall be bound to perform the same at the rate quoted.
9. The bid for the works shall remain open for acceptance for a period of **Fifteen Days (15)** from the date of opening of bids. If any quotationer withdraws his quotation before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions quotation which are not acceptable to the department, then the NLUD shall, without prejudice to any other right or remedy, be at liberty to **forfeit 50%** of the said earnest money as aforesaid. Further the quotationer shall not be allowed to participate in the re-quotationing process of the work.
10. This Notice inviting bid shall form a part of the contract document. The successful Quotationer/agency, on acceptance of his quotation by the Accepting Authority, shall, within 7 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a. The notice inviting bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the quotation as uploaded at the time of invitation of quotation and rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

The Registrar
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List of Documents to be attached with the bid submission in a separate envelope:

- i. Treasury Challan/Demand Draft/Pay order or Banker's Cheque against EMD.
- ii. Certificate of Registration GST and Income Tax PAN CARD.
- iii. For the purpose of technical evaluation, vendor/agency required to submit specimen copy of sample report (Link: https://drive.google.com/drive/folders/1Q2ej6ZLh3ISk31uV-p2LrpaS4_qcVfPV?usp=share_link along with the tender documents.
- iv. Please note that this sample that we are asking to submit for this tender is not the actual report for which the tender has been uploaded. The actual report shall be shared once the vendor is finalized.

Note: No cutting/over writing shall be allowed in Treasury Challan/Demand, Draft/Pay order of Banker's Cheque of any scheduled Bank. If found so, their bid will be rejected.

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Item Rate Quotation

Quotation for the work of:- **Printing of “Magistrate Study Report for Project 39A” NLU Delhi**

(i) Quotations to be submitted at the reception of the University.

(ii) To be opened on **18.03.2024 At 03:00 PM in the National Law University Delhi.**

(QUOTATION)

I/We have read and examined the notice inviting quotation, schedule D. Specifications General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the quotation documents for the work.

I/We hereby quotation for the execution of the work specified for the Registrar of NLU Delhi within the time specified in Schedule 'D', viz., schedule of quantities and in accordance in all respects with the specifications, instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

We agree to keep the quotation open for **Fifteen (15) days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **10,000.00 is here by forwarded in** the form of demand draft/Banker's Cheque of a Scheduled bank as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said competent authority's office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that competent authority's office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance guarantee shall be guarantee to execute all the works referred to in the quotationer documents upon the term and conditions contained.

Further, I/We agree that in case forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-quotationing process of the work.

Dated.....

Signature of Agency

Postal Address

.....
.....

Witness: #

Address: #

Occupation: #

ACCEPTANCE

The above quotation (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the University for a sum of Rs. *(Rupees*)

The letters referred to below shall form part of this contract Agreement:-

I) *
ii) *

iii) For & on behalf of the University.

Signature.....

Designation: **Registrar**

National Law University, Delhi

Dated *

To be filled by the agency

SCHEDULES FOR PRINTING OF “MAGISTRATE STUDY REPORT FOR PROJECT 39A” FOR NLUD

***SCHEDULE ‘A’**

Schedule of quantities (Enclosed)

**The Registrar
National Law University, Delhi**

***SCHEDULE ‘B’**

Extra Schedule for specific requirements/documents for the work, if any.

1. General Condition and Specifications.

***SCHEDULE ‘C’**

1. Reference to General Conditions of Contract: **As attached**

Name of work: **Printing of “Magistrate Study Report for Project 39A” NLU Delhi**

Estimated cost of work	:	Rs.5,00,000.00
(i) Earnest money	:	Rs.10,000.00 (To be returned after receiving performance guarantee)
(ii) <u>Performance guarantee</u>		5% of quoted Value.
(iii) <u>Security Deposit:</u>		2.5% of quoted Value

***SCHEDULE ‘D’**

General Rules & Directions:

Officer inviting quotation	The Registrar, National Law University, Delhi
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Definitions:

2(viii) Accepting Authority	Vice-Chancellor / Registrar,
2(xi) Standard schedule of Rates:	As per market rate
2(xii) Department	National Law University, Delhi

Clause1

- i) Time allowed for submission of Performance Guarantee, Programme chart 3 Days (Time and progress) and applicable labour licenses, registration with EPFO, ESIC and BOCW welfare board or proof of applying thereof, including Provident Fund code number if applicable from the date of issue of letter of acceptance, in days.
- ii) Maximum allowable extension with late fee@ 0.1% per day of performance 2 Days guarantee amount beyond the period provided in (i) above.

Clause 2

Authority for fixing
compensation under clause 2

The Registrar,
National Law University, Delhi,

Whether Clause 2A shall be applicable

No

Clause 3

Number of days from the date of issue
of letter of acceptance for reckoning date
of start.

3rd day or actual date of PG
deposit with late fee

Table of Milestones : --As per Table given below

S.No.	Description of Milestone (Financial)	Time Allowed in days (from date of start)	Amount to be withheld in case of non-achievement of Milestone
1	NIL	NIL	NIL

Time allowed for execution of work

One Year

Authority to give fair and reasonable extension of time for completion of work.

1 With levy of compensation

The Registrar

Clause 4

Competent Authority for
deciding reduced rates .

**The Registrar, NLUD; upto 5% of
the contract value.**

GENERAL CONDITIONS AND SPECIFICATIONS

- Vendor/Agency should furnish the following declaration in company/firm letter head as under.
- I am submitting this quotation after carefully going through the desired specifications as detailed in the tender document published by the University. If selected, I would be providing all the desired specifications/ features for use with no extra hidden costs.
- I have submitted a printed sample while submitting for technical qualifications. If the printing order is given and if required, a sample of the report may be asked to be re-printed and submitted for approval to the Executive Director of the Project 39A. If the dummy sample copy is not satisfactory, then it shall be printed again till the dummy copy is finalized.
- Once the dummy sample copy is approved by the Executive Director, **only then** the rest quantity of items shall be printed as per the approved dummy copy. 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 with no intimation or assigning any reason.
- I shall be submitting the final delivered product within 10 days after finalization of the final report sample.

BILL OF QUANTITY (BOQ)

Particular	Quantity Required (No.)	Rate per pcs set (In Rs.)	Taxes per pcs set (In Rs.)	Grand Total for printing required quantity (In Rs.)
<ul style="list-style-type: none"> ● Item: Report ● Dimensions: 8 x 10 inches ● Size: 8" x 10" finished - Hardbound ● Outside: <ul style="list-style-type: none"> ➤ Cover: Hardbound, full photo print ➤ Title Pages: 4 ➤ Paper on Title Pages: Munken Polar 300gsm (Recyclable) pasted on 2 mm Imported Mill Board ➤ Binding: Section Sewing Hard Case Cover With PLC ● Inside: <ul style="list-style-type: none"> ➤ Inside Pages: 200 - 220 pages ➤ Colour: 2 color - spot colour ➤ Paper for Inside Pages: Lenza OR Cyclus 100-150 gsm (Recycled) ➤ Input: Ready to Print File For One Set Epson Proof 	1000 pcs			

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National Law University Delhi