

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

TENDER NOTICE

1. Date of Invitation of quotation : 09th February , 2019
2. Last date of submission : 16th February, 2019 at 1.00 PM
3. Date of opening : 16th February, 2019 at 3.00 PM

National Law University Delhi invites sealed quotations from competent/authorized distributors/dealers for “**Adobe Acrobat Pro DC**”

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, 2019 duly superscripting the quotation for “**Adobe Acrobat Pro DC**” on the top of sealed envelope. The tender box is available in the Main Reception of the University where quotation/tender is to be dropped.

Scope of work: “Adobe Acrobat Pro DC”

S. N.	Name of Item
1.	“ Adobe Acrobat Pro DC ” – 3 User

Terms and conditions:

1. The agency is required to submit its bids/quotations on their letter head.
2. Copy of PAN card is to be enclosed.
3. Copy of GST Registration certificates is to be enclosed.
4. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
5. Only authorized vendor who is eligible to submit quotations and an authorization certificate in this regard is to be enclosed.
6. The quotation received after last date and time of submission will not be entertained.
7. Cutting and overwriting in the quotations are not allowed. If there is cutting and overwriting such quotations will not be entertained.
8. If the Vendor is unable to supply the product after receiving the purchase order, in that case the firm will be debarred for one year for non-supplying of the goods to the university and the debar information will be uploaded on the university website.

I/we certify that information furnish true and correct.

Sd/-
Registrar

FINANCIAL BID

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

Subject: For supply and installation of “**Adobe Acrobat Pro DC**”

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.

S. N.	Name of Item	Qty.	Rate	Tax	Total
1	Adobe Acrobat Pro DC	3 users			

I/we certify that we have gone through the terms and conditions and accessed the items to be supplied. All the terms and Conditions are acceptable to us.

Documents Attached:

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

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

