

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

TENDER NOTICE

1. Date of Invitation of quotation : 06th February, 2019
2. Last date of submission : 1.00 PM on 13th February, 2019
3. Date of opening : 13th February, 2019 at 3.00 PM

National Law University Delhi invites sealed quotations from competent suppliers for printing and supply of NLU Annual Report – 2018.

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 13th February, 2019 duly superscripting the quotation for “**Printing and supply of NLU Annual Report – 2018**” 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: “Printing and supply of NLU Annual Report – 2018”

Sr. No.	Name of Item	Quantity
1.	Printing and supply of NLU Annual Report – 2018 Specification: Paper: Fox fine paper, 130 gsm, inner pages with aqueous coating paper Cover: 240 gsm with aqueous coating, pages - 148 + cover including designing and creatives, Size- A4	200 Nos.

Terms and conditions:

1. The agency is to submit earnest money of Rs. 10,000 (Rs. Ten thousand only) in the form of Demand Draft in the name of Registrar, National Law University, Delhi alongwith the quotation.
2. The vendors are requested to visit the University in order to examine the sample of NLU Annual Report before quoting the rates.
3. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
4. The agency is required to submit its bids/quotations on their letter head.
5. Copy of PAN card is to be enclosed.
6. Copy of GST Registration certificates is to be enclosed.
7. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
8. No manpower will be provided by the University for Loading and unloading the goods/material.
9. The quotation received after last date and time of submission will not be entertained.
10. The conditional tenders /quotations would not be accepted.
11. If the Vendor is unable to supply the products 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.

Sd/-

Registrar

FINANCIAL BID

To

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

Subject: Printing and supply of NLU Annual Report – 2018

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.

Sr. No.	Particulars	Quantity Required	Rate	Tax	Grand Total
	(1)	(2)	(3)	(4)	(5)
1.	Printing and supply of NLU Annual Report – 2018 Specification: Paper: Fox fine paper, 130 gsm, inner pages with aqueous coating paper Cover: 240 gsm with aqueous coating, pages - 148 + cover including designing and creatives, Size- A4	200 Nos.			

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: _____