

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 27th February, 2019
3. Date of opening : 27th February, 2019 at 3.00 PM

National Law University Delhi invites sealed quotations from competent suppliers for printing and supply of NLUD Prospectus - 2019.

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 27th February, 2019 duly superscripting the quotation for “**Printing and supply of NLUD Prospectus - 2019**” 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 NLUD Prospectus – 2019”

Sr. No.	Name of Item	Quantity
1.	Printing and supply of NLUD Prospectus – 2019 Specification: 9.25” x 12” (82 + cover), fox fine imported special coated paper, 130 GSM for inside pages with aqueous coating Cover on 240 GSM FF paper, special coatings on cover and silk aqueous coating, UV coating and golden foil on logo. 2 day still commercial photoshoot Fabrication: Perfect stitched Book Binding	2000 Nos.

Terms and conditions:

1. The agency is to submit earnest money of Rs. 20,000 (Rs. Twenty thousand only) in the form of Demand Draft in the name of Registrar, National Law University, Delhi alongwith the quotation.
2. The agency are requested to visit the University in order to examine the sample of Prospectus before quoting the rates.
3. In-house facility of creative team comprising of creative art director, visualizer and designers, copy writers, editor and proof reader and printing unit.
4. The agency should have done similar jobs for the last three years.
5. Minimum three samples of jobs done in the past with government body with copy of work order attached.
6. Annual turnover should be 50 lakh and details of 3 years (each year) turnover is to be enclosed.
7. Each agency is required to submit one proposed creative design.

8. Financial bid of only those agencies will be entertained, whose creative design will be accepted by the committee.
9. Selected agency will need to provide a machine proof of the complete job on actual paper with actual effects before the production of the entire lot. Only after the final approval of the machine dummy, the agency may proceed with the final production.
10. The agency is required to submit its bids/quotations on their letter head.
11. Copy of PAN card is to be enclosed.
12. Copy of GST Registration certificates is to be enclosed.
13. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
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. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
17. No manpower will be provided by the University for Loading and unloading the goods/material.
18. The quotation received after last date and time of submission will not be entertained.
19. The conditional tenders /quotations would not be accepted.
20. 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 Prospectus – 2019

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 Prospectus – 2019 Specification: 9.25" x 12" (82 + cover), fox fine imported special coated paper, 130 GSM for inside pages with aqueous coating Cover on 240 GSM FF paper, special coatings on cover and silk aqueous coating, UV coating and golden foil on logo. 2 day still commercial photoshoot Fabrication: Perfect stitched Book Binding	2000 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: _____