

**NATIONAL LAW UNIVERSITY DELHI**  
**SECTOR -14, DWARKA, NEW DELHI – 110078**  
**PROJECT 39A**

**CALL FOR QUOTATIONS - PRINTING OF SPEECH BOOKLET FOR PROJECT 39A**

- 1. Date of invitation: Jan 8, 2019**
- 2. Date of submission: 1.00 PM on Jan 15, 2019**

National Law University Delhi invites sealed quotations from competent and / authorized printers for printing and supply of “**Speech Booklet for Project 39A**”

The quotation is required to be submitted in a sealed cover to the Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078 as to reach the University on or before **1.00 P.M on Jan 15, 2019** duly superscripting quotation for “**Quotation for printing of speech booklet for Project 39A**” on the top of sealed envelope. **The quotation tender box is available at the university’s reception where quotation/tender is to be dropped.**

*Item: Speech Booklet*

*Quantity: 500*

*The specifications are as follows:*

- Orientation: Portrait
- No. of Pages: 44 (including Cover)
- Booklet dimension - 6.5 inch x 9.5 inch
- GSM for Front/Back cover - 300 GSM
- GSM for pages - 170 GSM
- Paper type - matt finish for all pages (cover included)

A sample of the booklet is available in office for reference only.

**The agency is required to submit its bids/quotation on their letterhead as per the format in “Annexure A”. Sample of similar work undertaken previously also needs to be enclosed mandatorily.**

**\*\*Please note that quotations which are not in the “Annexure A” on letterhead shall not be considered.**

Kindly attach the Registration/Incorporation Certificate of the bidder indication legal status. Such as Company Partnership, CST Certificate, PAN No., Declaration regarding black listing, if any. For any query or information, please call [011-28032533](tel:011-28032533).

I/we certify that information furnish true and correct.

Sd/-  
Registrar

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PROJECT 39A**

**ANNEXURE A**

**FORMAT FOR QUOTATION FOR PRINTING OF BOOKLETS**

**FORMAT (ON THE COMPANY/AGENCY LETTERHEADS WITH SIGNATURE /STAMP)**

<b>Quantity</b>	<b>Per item cost</b>	<b>Tax</b>	<b>Total cost and tax for 500 Booklets</b>
<b>500 Booklets</b>			

**I/We hereby state that I/we are submitting the quotation and agree to the following terms and conditions:**

- 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 am also hereby attaching a signed and/or stamped copy of the tender against which I am applying hereby.
- If the printing order is given, a dummy copy (sample) of the booklet shall be 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.
- I agree that no conditional tenders would be acceptable by National Law University.

**Authorized Signature:** \_\_\_\_\_

**Name of the Authorized person:** \_\_\_\_\_

**Name of the company:** \_\_\_\_\_

**Address of the company:** \_\_\_\_\_

**Contact Number :** \_\_\_\_\_

**E-Mail id :** \_\_\_\_\_