

**NATIONAL LAW UNIVERSITY DELHI**  
**PROJECT 39-A**  
**(FAIR TRIAL FELLOWSHIP PROGRAMME)**

**NOTICE FOR CALL FOR QUOTATIONS - FOR PRINTING OF STATIONERY ITEMS.**

- Date of invitation of EOI : 20<sup>th</sup> December 2018
- Last date of submission EOI : January 11, 2019 till to 1 PM (date extended)

National Law University Delhi invites sealed quotations from competent and / authorized distributors/dealers for printing and delivery of 'Stationery Items for Fair Trial Fellowship Programme, 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 January 11, 2019 duly superscripting 'Quotation for Stationery Items for Fair Trial Fellowship Programme, Project 39A' on the top of sealed envelope. The quotation tender box is available in the Academic Block Reception (at National Law University, Delhi) where quotation/tender are to be dropped.

**Scope of Work:** - Printing work of stationery of Fair Trial Fellowship Programme, Project 39A, National Law University, Delhi. The specification are below:-

**1. Cardboard Folder**

- Quantity to be printed: 1000 pcs
- Paper / cardboard quality: (min) 280 to 320 GSM
- Size: Length: 13 inches; Width of 9 inches
- Folder style: Pocket style ( paper sample to be provided)
- Front & Back cover: Exclusive design of 'Fair Trial Fellowship' to be digitally printed in HD for ultimate vibrancy. The cover should be laminated with matte finish for durable elegance.

**2. Envelopes**

**A) Letter Size (DL size)**

- Size- Final Length 11 inches; Breadth: 4.7 inches
- Paper quality: 100 to 120 GSM paper quality; Laminated from inside to carry weight.
- With printed design of ' Fair Trial Fellowship'
- Quantity - 500 pcs

**B) C4 size**

- Size : Final Length 15 inches; Breadth: 10 inches
- Paper quality: 160 to 200 GSM. Laminated from inside to carry weight.
- With printed design of ' Fair Trial Fellowship'
- Quantity - 400 pcs

**3. Letterhead**

**A) Main Page – Quantity: 600 pcs**

**B) Continuous Page - Quantity: 300 pcs**

- Paper quality: 80 GSM (for both A and B)
- Size: A4 (for both A and B)

**4. Spiral Notebook (Large)**

- Size: B5 size with 300 pages, ruled
- Inner paper: Paper of 80 gsm, natural white. (sample required to be provided)
- Quantity: 150 pcs
- Cover Page: Front and back cover made of photo quality 300 gsm paper. Exclusive design of ‘Fair Trial Fellowship’ to be digitally printed in HD for ultimate vibrancy. The cover should be laminated with matte finish for durable elegance.

**5. Spiral Notebook (Small)**

- Size: A6 size with 100 pages, ruled
- Inner paper: Paper of 80 gsm, light yellow. (sample required to be provided)
- Quantity: 300 pcs
- Cover Page: Front and back cover made of photo quality 300 gsm paper. Exclusive design of ‘Fair Trial Fellowship’ to be digitally printed in HD for ultimate vibrancy. The cover should be laminated with matte finish for durable elegance.

**6. Spiral Notebook (format to be provided by university)**

- Size: A5 size with 100 pages, ruled
- Inner paper: Paper of 80 gsm, light yellow. (sample required to be provided)
- Quantity: 30 pcs
- Cover Page: Front and back cover made of photo quality 300 gsm paper. Exclusive design of ‘Fair Trial Fellowship’ to be digitally printed in HD for ultimate vibrancy. The cover should be laminated with matte finish for durable elegance.

**7. Plastic Folder Bag**

- Size: FC Size (legal size) folder with button, should be sufficient to carry approx. 200 pages
- Colour: Black matte finish with printed logo of ‘Fair Trial Fellowship’ (design of logo would be available at Project 39A office)
- Quantity – 1000 pcs

**8. Visiting Card - This order would be on need basis**

- Size of the visiting card: Length: 3.5 inches; Width of 2.1 inches
- Paper quality: 300 GSM

**NOTE:** - For colour and content for above mentioned stationery items, kindly refer to the sample available at the centre Project 39A, National Law University, Delhi by visiting OR send an e-mail at fairtrialfellowship@nludelhi.ac.in to get the pdf file of the sample. The quotation is required to be submitted in below format. (Annexure-1).

### **General Instructions and other Terms & Condition-**

1. The Bid quotation should be submitted in sealed envelope. The bidder will be selected subject to fulfilling the following eligibility criteria, terms & conditions to qualify both the Technical and Financial Bid.
2. The bid quotation must be valid for minimum period of 60 days from the last date of submission of tender
3. That the quotation rates would be valid for a year with effect from the date of work order placed after selecting the contractor, so that if demand arises then repeat orders can be placed.
4. Please read the specifications mentioned above carefully and give the quote for each item.
5. The quote for each item is mandatory and the incomplete quotations will not be accepted.
6. Please give the quotations in the given format in Annexure I on the company/agency letterheads.
7. The quality of printing should be of good standard and as per requirement. In case it is found that, the service is not up to the mark and ordered specification, it would be opened to the Project 39A, National Law University, Delhi to terminate the Work Order and forfeit the Performance Security and blacklist the firm.
8. Kindly attach the Registration/Incorporation Certificate of the bidder indication legal status. Such as Company Partnership, GST Certificate, PAN No.
9. Declaration regarding black listing, if any.
10. Proof of previous experiences along with samples printed on Govt. Work Order/PO (during FY-18-19).
11. Bidders may inspect the sample of stationery items (as mentioned in scope of work) before bidding or quoting rates on any working day i.e. Monday to Friday between (2.00 PM to 4.30 PM) at the centre, Project 39A, National Law University, Delhi. For further genuine clarifications, bidder may contact at +91 8586814458.

### **Eligibility Criteria for Bidder:-**

1. The bidder must be 'A' Class offset printer empanelled as private printer for at least 3 government body or organisation during last 2 years (FY- 17-18 & 18-19). Copy of registration certificate must be enclosed with Annexure I.
2. Bidders are requested to enclose a statement indicating the contracts on hand with details of the Department, Ministries/PSUs and reputed business Organizations, contact of dealing person (Name & Designation) with complete official address and telephone and mobile numbers.
3. Bidders are required to enclose the Declaration on letter head stating that the bidder has not been black listed by any Ministry/Department/ Organization.

**Sd/-**

**Registrar**

[To be printed on Letterhead]

**Annexure-1**

To,  
Fair Trial Fellowship programme  
Project 39A, National Law University, Delhi,  
Sector-14, Dwarka, New Delhi- 110078

From:-  
[Bidder's name]  
Address of owner  
Mobile no-  
Email Id-  
PAN No:-  
GST No (if any)

Date:-

**Subject: - Quotation for Printing of Stationery for Fair Trial Fellowship Programme, Project 39 A.**

We are pleased to offer you the quotations for the printing of following stationery details.

S.No	Name of the Items	Quantity to be printed	Cost per pcs (before GST) INR	GST (provide breakup for CGST/SGST/IGST)	Grand Total INR
1.	Cardboard Holder	1000 pcs			
2.	Envelopes				
a)	Letter size (DL Size)	500 pcs			
b)	C4 Size	400 pcs			
3.	Letterhead				
a)	Letterhead (Main Page)	600 pcs			
b)	Letterhead (Continuous Page)	300 pcs			
4.	Spiral Notebook (Large)	150 pcs			
5.	Spiral Notebook (Small)	300 pcs			

6.	<b>Spiral Notebook (format to be provided by university)</b>	<b>30 pcs</b>			
7.	<b>Plastic Folder with logo</b>	<b>1000 pcs</b>			
8.	<b>Visiting Card</b>	<b>On need basis</b>			
9.	<b>Transportation cost (to be included in the quotation only, no extra charge/s will paid apart from quoted rate)</b>				
<b>Grand Total (including GST and Transportation)</b>					

*Please mention below any other comments/remarks (if any apart from above):-*

**Enclosed here are the documents (also tick the box for the document which have been enclosed)**

1. Registration copy of the Company.
2. Copy of PAN.
3. Copy of GST registration certificate.
4. Sample of some prints for earlier experiences.
5. Copy of 2 Govt. permitted Work Orders/PO for Printing & Supple of Stationery items.

**Declaration:** - I/We hereby declare that, the above all details are furnished are true and correct.

**Signature with seal of authorized signatory**

Name of Signatory:

Address:

Contact no:

Email Id: