

NATIONAL LAW UNIVERSITY, DELHI

Sector-14, Dwarka, New Delhi-110078

nk

N.I.T.NO/ CCG /2024-25/01

Name of work: Printing of CCG-NLUD's Report on "Social Media Regulation and the Rule of Law".

ESTIMATED COST : INR 3,20,000.00

EARNEST MONEY : INR 3,200.00

TIME PERIOD : 21 Days

The approved budget for this N.I.T is INR 3,20,000.00 (Rupees three lakh twenty thousand only).

sd/-

REGISTRAR

National Law University Delhi

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Certified that this N.I.T contains page 1 to 11

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NOTICE INVITING QUOTATIONS

The Registrar of the National Law University Delhi, is inviting tenders from eligible bidders who meet the criteria for the printing of the Report for the Centre for Communication Governance at National Law University, Delhi (CCG-NLUD).

S.No.	Name of Work & Location	Estimated Cost put to Quotation	Earnest Money	Period of Completion	Starting date submission of Quotation	Last date and time of submission of Quotation
1	Printing of CCG-NLUD's Report on "Social Media Regulation and the Rule of Law"	INR 3,20,000/-	INR 3,200/-	21 Days	31-07-2024	21-08-2024 by 05:00 PM

The tender document can be downloaded from the University website i.e. www.nludelhi.ac.in and e-procurement www.delhigovtprocurement.com.

For submission of quotations, a Quotation Box is provided at the Academic Block Reception of the National Law University Delhi, Sector-14, Dwarka, New Delhi-110078. Bidders are required to submit their quotations at this location.

sd/-

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CHECKLIST FOR BIDDERS FOR SUBMISSION OF BIDS

The Registrar, National Law University Delhi invites Quotations from the eligible bidders who satisfy the criteria for Printing of CCG-NLUD's Report titled "Social Media Regulation and the Rule of Law". Below are the important points to be considered while submitting the bids:-

1. The bidder is required to thoroughly read and understand all the instructions, items, conditions, contract clauses, nomenclature of items, specifications, etc., outlined in the bid document before providing their quotation rates.
2. The rates should be filled in both words and figures, and the amount should be calculated for all the items included in the bid.
3. If a rebate is applicable, the bidder must clearly state the specific component to which it applies. Otherwise, it will be considered a general rebate on the total quoted rates.
4. The technical and financial bids should be in two separate sealed envelopes, inserted into a single larger envelope. Technical bids should be accompanied by a dummy sample copy of the report and the EMD.
5. The time allowed for carrying out the work will be **10 Days** from the date of start as defined in schedule 'D' or from the first date of handing over.
6. Earnest money in the form of Demand Draft or Pay order or Banker's Cheque (drawn in favor of "The Registrar, National Law University, Delhi") **must be deposited** in the University in a separate envelope.
7. Bid documents submitted by intending bidders shall be opened only if those bidders, **who have deposited EMD** and other documents submitted, are found in order.
8. The bid submitted shall become invalid if:
 - 1) The bidder is found ineligible.
 - 2) The bidder does not deposit original EMD
 - 3) The bidder does not enclose all the documents (including GST registration, copy of PAN Card and sample of report) as stipulated in the bid documents.
 - 4) If any discrepancy is noticed in the submitted documents by the lowest bidder.
 - 5) If a bidder quotes nil rates against each item in the item rate quotation or quotes any percentage above or below in the total amount section, the quotation shall be treated as

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invalid and will not be considered as the lowest bid.

- 6) The bidder whose quotation is accepted will be required to furnish a performance guarantee of **5% (Five percent)** of total bid amount within the period specified in Schedule D. This guarantee shall be in the form of Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any scheduled bank.

In case the bidder fails to deposit the said performance guarantee within the period as indicated in Schedule 'D', including the extended period if any, the Earnest Money deposited by the bidder shall be forfeited automatically without any notice to the bidder. The earnest money deposited along with the bid shall be returned after receiving the aforesaid performance guarantee.

- 7) The Registrar NLUD does not bind itself to accept the lowest or any other quotation and reserves to itself the authority to reject any or all the quotations received without assignment of any reason. All quotations in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
- 8) The competent authority reserves the right of accepting the whole or any part of the quotation and the bidder shall be bound to perform the same at the rate quoted.
- 9) The bid for the works shall remain open for acceptance for a period of **Fifteen Days (15)** from the date of opening of bids. If any bidder withdraws his quotation before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions quotation which are not acceptable to the department, then the NLUD shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-quotationing process of the work.

- 10) This Notice inviting bid shall form a part of the contract document. The successful Quotationer/Bidder, on acceptance of their quotation by the Accepting Authority, shall, within 7 days from the stipulated date of start of the work, sign the contract consisting of:-

The notice inviting bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the quotation as uploaded at the time of invitation of quotation and rates quoted at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.

sd/-

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List of Documents to be attached with the Technical bid in a separate envelope

1. Treasury Challan, Demand Draft, Pay order, or Banker's Cheque as proof of the Earnest Money Deposit (EMD) payment.
2. Certificate of Registration for Goods and Services Tax (GST) and copy of Income Tax PAN Card.
3. In addition to these documents, and for the purpose of technical evaluation, the bidder is required to include a **specimen copy of the sample report** along with the tender documents. It's important to note that the specimen sample being requested is not the actual report for which the tender has been uploaded. The actual report will be shared with the selected bidder at a later stage.
4. Please find here the [Link](#) for printing the specimen samples of the report:

IMPORTANT NOTES:

1. Please note that any cutting, overwriting, or alterations will not be permitted on the Treasury Challan, Demand Draft, Pay order, or Banker's Cheque issued by any scheduled bank. If such discrepancies are found, the bidder's bid will be rejected.
2. Financial bids should be submitted in a separate sealed envelope.

sd/-

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(Note: This content should be printed on the Bidder's Letterhead)

Item Rate Quotation

Quotation for the work of:- Printing of CCG-NLUD’s Report on “Social Media Regulation and the Rule of Law”

(1) Quotations to be submitted at the Academic Block reception of the University.

(QUOTATION)

I/We have thoroughly reviewed and examined the notice inviting quotation, Schedule D, Specifications General Rules and Directions, Conditions of Contract, contract clauses, Special conditions, Schedule of Rate, and all other documents and rules referenced in the conditions of contract, as well as all other contents included in the quotation documents for the project.

I/We hereby submit a quotation for the execution of the specified work for the Registrar of NLU Delhi, adhering to the timeline outlined in Schedule 'D' (schedule of quantities) and complying with all specifications and instructions stated in writing, as referenced in Rule-1 of the General Rules and Directions, and Clause 11 of the Conditions of contract. We assure that the materials used will be in accordance with the provided conditions, to the extent applicable.

I/We agree to keep the quotation open for **Twenty one (21) days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **INR 3,200.00 (Rupees three thousand two hundred only)** in the form of a demand draft or Banker's Cheque issued by a Scheduled bank will be provided as earnest money. In the event that I/we fail to provide the prescribed performance guarantee within the stipulated period, I/we acknowledge and agree that the competent authority's office reserves the right, without prejudice to any other rights or remedies, to forfeit the earnest money entirely. Furthermore, if I/we fail to initiate the work as specified, I/we understand and agree that the competent authority's office, without prejudice to any other rights or remedies available under the law, has the discretion to forfeit the performance guarantee completely. The performance guarantee serves as a guarantee to execute all the works outlined in the quotation documents in accordance with the specified terms and conditions.

In addition, I/We acknowledge that in the event of the earnest money or performance guarantee being forfeited as mentioned above, I/We will be disqualified from participating in any re-quotationing process for the said work.

Dated.....

Signature of Bidder

Postal Address

Witness:

Address:.....

Occupation:

ACCEPTANCE

The above quotation (as modified by you as provided in the letters mentioned hereunder) is accepted
by me for and on behalf of the National Law University for a sum of Rs.

.....(Rupees.....)

The letters referred to below shall form part of this contract Agreement:-

- I) *
- ii)*

iii) For & on behalf of the University.

Signature.....

Designation: Registrar

National Law University Delhi

Dated *.....

To be filled by agency

SCHEDULES FOR PRINTING OF Printing of CCG-NLUD’s Report on “Social Media Regulation and the Rule of Law”

***SCHEDULE ‘A’**

Schedule of quantities (Enclosed)

sd/-
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National Law University Delhi

SCHEDULE ‘B’

Extra Schedule D or specific requirements/documents for the work, if any.

1. General Condition and Specifications.

***SCHEDULE ‘C’**

1. Reference to General Conditions of Contract: **As attached**

Name of work: Printing of CCG-NLUD’s Report on “Social Media Regulation and the Rule of Law”

(i) Estimated cost of work : INR 3,20,000.00

(ii) Earnest Money : INR 3,200.00 (To be returned after receiving performance guarantee)

(iii) Performance Guarantee : 5% of quotations Value

***SCHEDULE ‘D’**

General Rules & Directions:

Officer inviting quotation: The Registrar National Law University Delhi

Definitions:

2(viii) Accepting Authority : Vice-Chancellor / Registrar,

2(xi) Standard schedule of Rates : As per market rate

2(xii) Department : National Law University, Delhi

Clause 1

(i) Time allowed for submission of Performance Guarantee, Programme chart (Time and progress) and applicable labour licenses, registration with EPFO, ESIC and BOCW welfare board or proof of applying thereof, 3 Days

(ii) Maximum allowable extension with late fee@ 0.1% per day of performance guarantee amount beyond the period provided in (i) above. 2 Days

Clause 2

Authority for fixing compensation under clause 2

The Registrar, National Law University
Delhi

Whether Clause 2A shall be applicable

No

Clause 3

Number of days from the date of issue of letter of acceptance for reckoning date of start.

3rd day or actual date of PG deposit with late fee

Table of Milestones : --As per Table given below

S. No.	Description of Milestone (Financial)	Time Allowed in days (from date of start)	Amount to be withheld in case of non-achievement of Milestone
1.	NIL	NIL	NIL

Authority to give fair and reasonable extension of time for completion of work.

1. With levy of compensation : The Registrar

Clause 4

Competent Authority for deciding reduced rates.

The Registrar, NLUD; upto 5% of the contract value.

**GENERAL CONDITIONS AND DIRECTION/SPECIFICATIONS OF PRINTING
ASSIGNMENT FOR CCG-NLUD'S REPORT**

The Bidder is required to provide the following declaration on their company/firm letterhead:

1. I/we hereby submit this quotation after a comprehensive review of the specifications outlined in the tender document published by the University. If selected, I/we assure the provision of all the specified features without any additional hidden costs.
2. During the submission of technical qualifications, a printed sample has been provided. If a printing order is placed, and if necessary, a sample of the report may be requested to be reprinted and submitted for approval to the Director(s) of the CCG-NLUD. In the event that the dummy sample copy does not meet the required standards, it will be reprinted until the dummy copy is finalized.
3. Only after obtaining the approval of the dummy sample copy by the CCG-NLUD Director(s) will the remaining quantity of items be printed in accordance with the approved dummy copy. If the supplied material is found to be unsatisfactory or does not adhere to the approved copy, payment will not be made, and the entire tender may be withdrawn.
4. Full payment will be released only after a thorough inspection of all supplied copies and their satisfactory quality.
5. National Law University, Delhi reserves the right to withdraw the tender without any prior notice or providing a reason.

I/we are fully committed to delivering the final product within 10 days after finalising a sample of the report."

BILL OF QUANTITY (BOQ)

(Amount in INR)

Particulars	Quantity Required (Pcs)	Rate per pcs	Taxes per pcs	Total														
Title of Book: Social Media Regulation and the Rule of Law																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">No. of Copies</td> <td>: 800 Copies</td> </tr> <tr> <td>Type of bound</td> <td>: Softbound</td> </tr> <tr> <td>No. of Pages</td> <td>: 272-280 Pages (including cover page)</td> </tr> <tr> <td>Paper quality, inside pages: Color or Black and white</td> <td>- 130 GSM semi-coated paper; - Chapter titles are in color, and there are a few images inside the report and contains tables, with table borders and images in color, while the rest of the pages and text are in black and white.</td> </tr> <tr> <td>Front cover and back cover paper quality, color or Black and White</td> <td>- 300 GSM Card with Lamination & Spot UV - Debossing on front/spine; Coloured Front and back cover</td> </tr> <tr> <td>Size of the Book</td> <td>: 6.75 x 9.5 Inches</td> </tr> <tr> <td>Spine Printing</td> <td>: Title of book and NLUD-CCG Logo</td> </tr> </table>	No. of Copies	: 800 Copies	Type of bound	: Softbound	No. of Pages	: 272-280 Pages (including cover page)	Paper quality, inside pages: Color or Black and white	- 130 GSM semi-coated paper; - Chapter titles are in color, and there are a few images inside the report and contains tables, with table borders and images in color, while the rest of the pages and text are in black and white.	Front cover and back cover paper quality, color or Black and White	- 300 GSM Card with Lamination & Spot UV - Debossing on front/spine; Coloured Front and back cover	Size of the Book	: 6.75 x 9.5 Inches	Spine Printing	: Title of book and NLUD-CCG Logo				
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