

National Law University, Delhi

Sector-14, Dwarka, New Delhi – 110078

N.I.T. No.:02/2024-25

Name of Work: Printing and Supply of Gold Medals at Sector-14, Dwarka, New Delhi

ESTIMATED COST: 8,00,000.00 Approximately

Earnest Money : 15,000.00

TIME PERIOD : 14 Days

**This N.I.T. is approved for Rs. 10,00,000.00 (Rupees Ten Lakh Only) By The Registrar,
National Law University, Delhi**

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NOTICE INVITING QUOTATIONS

The Registrar, National Law University Delhi invites Quotations from the eligible agencies, who satisfy the criteria for Printing and Supply of Gold Medals as per requirement. The agency should have past experience in the similar nature of works as per the below details.

- A. 3 similar works each of value not less than 40%.
- B. 2 similar works each of value not less than 60%.
- C. 1 similar works each of value not less than 80%.

Sr. No	N.I.T No.	Name of Work & Location	Estimated Cost put to Quotation	Earn est Money	Period of Completion	Start Date of Receiving Tender	Last date and time of submission of Quotation	Last date and time of Opening of Quotation
1	01	Printing and Supply of Gold Medal at NLU Delhi, Sec - 14, Dwarka, New Delhi	Rs. 8,00,000.00 Appx.	Rs. 15,000.00	14 Days	23.07.2024	05.08.2024 1:00 pm	05.08.2024 2:00 pm

Interested bidders may download the quotation from the University website i.e. www.nludelhi.ac.in and Delhi govt. e-procurement website www.delhigovtprocurement.com on free of cost.

The Quotation Box is available at the main reception of the University, where Quotations are to be submitted.


The Registrar
National Law University, Delhi

CHECK LIST FOR BIDDERS FOR SUBMISSION OF BIDS

1. The bidder should read all the instructions, items & conditions, contract clauses, nomenclature of items, specifications etc., contained in the bid document very carefully, before quoting the rates.
2. Rates must be filled both in words and figures. Amount should be worked out for all the items.
3. The bidder shall quote his rebate if required, mentioning specifically on what component it is applicable otherwise it shall be considered general rebate on total quoted rates.

Similar work means "Printing and Supply of Gold Medals".

1. The time allowed for carrying out the work will be 07 Days from the date of work order.
2. Earnest money in the form of Demand Draft (drawn in favour of "The Registrar, National Law University Delhi") must be deposited in the University in a separate envelope.

Bid documents submitted by intending bidders shall be opened only of those bidders, **who has deposited EMD** and other documents submitted, are found in order.

3. 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 and copy of Pan Card) as stipulated in the bid documents.
4. If any discrepancy is noticed in the submitted documents by the lowest bidder.
5. If a tenderer quotes nil rates against each item in item rate quotation or does not quote any percentage above/ below on the total amount of the quotation or any section/ sub head in percentage rate quotation, the quotation shall be treated as invalid and will not be considered as lowest tenderer.
6. 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 the assignment of any reason. All quotations in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.
7. The competent authority reserves the right of accepting the whole or any part of the quotation and the tenderer shall be bound to perform the same at the rate quoted.
8. 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 tenderer 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 tenderer shall not be allowed to participate in the re-tendering the process of the work.

9. This Notice inviting tender shall form a part of the contract document. The successful tenderer/agency, on acceptance of his quotation by the Accepting Authority, shall, within 10 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a. The notice inviting tender, 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 tender/quotation and acceptance thereof together with any correspondence leading thereto.


The Registrar
National Law University, Delhi

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

- i. Demand Draft against EMD.
- ii. Certificate of Registration GST and Income Tax PAN CARD.

Note: No cutting/over writing shall be allowed in Demand, Draft of any scheduled Bank. If found so, their bid will be rejected.


**The Registrar
National Law University, Delhi**

National Law University, Delhi
Sector-14 Dwarka, New Delhi – 110078

Item Rate Quotation

Quotation for the work of: - **Printing and Supply of Gold Medals at National Law University Delhi, Sector- 14, Dwarka, New Delhi.**

- (i) Quotations are to be submitted in the drop box which is at the reception of the University.
- (ii) To be opened on **05.08.2024 at 02:00 PM in the National Law University, Delhi.**

(UNDERTAKING)

I/We have read and examined the '**Notice Inviting Quotation**'. Specifications General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the quotation documents for the work.

I/We hereby quotation for the execution of the work specified for the Registrar of NLU Delhi within the time specified, schedule of quantities and in accordance in all respects with the specifications and instructions laid down in the notice for tender.

We agree to keep the quotation open for **ten (15) days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **15,000.00 is here by forwarded in** the form of demand draft/Banker's Cheque of a Scheduled bank as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said competent authority's office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that competent authority's office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance guarantee shall be guarantee to execute all the works referred in the tender documents upon the term and conditions contained.

Further, I/We agree that in case forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

Dated.....

Signature of Agency
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 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 the agency

SCHEDULES FOR SUPPLY OF GOLD MEDALS WORKS

***SCHEDULE 'A'**

Schedule of quantities (Enclosed)

**The Registrar
National Law University, Delhi**

***SCHEDULE 'B'**

Extra Schedule for 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 and Supply of Gold Medals at National Law University Delhi,
Sector-14, Dwarka, New Delhi**

Estimated cost of work	:	Rs.8,00,000.00
(i) Earnest money	:	Rs.15,000.00 (To be returned after receiving performance guarantee)
(ii) Security Deposit	:	2% of quotatined 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

Clause1

- 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, including Provident Fund code number if applicable from the date of issue of letter of acceptance, in days, if applicable **3 Days**
- ii) Maximum allowable extension with late fee@ 0.1% per day for Performance Guarantee amount beyond the period provided in (i) above, if applicable. **2 Days on**

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

Time allowed for execution of work

07 Days

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 TERMS AND CONDITIONS

1. The agency is to submit earnest money of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft in the name of Registrar, National Law University Delhi along with the quotation.
2. The agency should have minimum three year experience for supply of gold Medals to government organisations/institutions/universities and also attach the copy of work orders of the same.
3. All shipping, forwarding and other charges shall be inclusive.
4. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
5. The agency is required to submit its bids/quotations on their letter head. The University is not bound to accept the lowest bid.
6. Copy of PAN card is to be enclosed.
7. Copy of GST Registration certificates is to be enclosed.
8. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
9. In case Gold Medals are not according to specification/sample order will be cancelled.
10. The quotation received after last date and time of submission will not be entertained.
11. The conditional tenders /quotations would not be accepted.
12. Gold Medals shall be supplied to the University within 07 days after finalization.
13. If it is found, that the Gold Medals are not satisfactory and as per requirement, the university have rights to cancel the order and no payment will be made.
14. The University will place the order for 10 gms. Weight gold medals only.
15. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
16. Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings should not be bankrupt. Bidder to upload undertaking to this effect with bid.


Registrar

CHECKLIST

S.No.	Certificate/ Document required	Document number/ details	Uploaded (Yes or No)
2.	Copy of GST Registration certificates		
3.	Copy of PAN card		
4.	Registration certificate as per existing norms (indicating the legal status- company/partnership firm/proprietorship concern etc.)		
5.	Please attach scan copy of requisite document/ proof regarding manufacturer/ franchisee/ authorized dealer.		
6.	If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed		
7.	3 similar work each of value not less than 40%. or 2 similar work each of value not less than 60%. or 1 similar works each of value not less than 80%.		
8.	Copy of previous three years work orders		
9.	Scanned copy of EMD of Rs.15,000.00 in the form of Demand Draft		

Date: _____

Place: _____

Name of Authorized person: _____

Sign & Stamp of company: _____

BILL OF QUANTITY (BOQ)

Name of item	Quantity required	Rate	Taxes	Total
Gold Medal Specification: Weight 10 gms. Having 40% purity	29 Nos.			


**The Registrar
National Law University, Delhi**