

National Law University Delhi

Sector-14, Dwarka, New Delhi – 110078

N.I.T. No.:03/NLUD/2024

Name of Work: Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development

ESTIMATED COST: 4,00,000.00 Approximately

Earnest Money : 10,000.00

TIME PERIOD : 14 Days

This N.I.T. is approved for Rs. 4,00,000.00 (Rupees Four 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 Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development 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		Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development	Rs. 4,00,000.00 Appx.	Rs. 10,000.00	7 days	02.08.2024	15.08.2024 1:00 pm	16.08.2024 10:00 AM

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 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 "Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development"

1. The time allowed for carrying out the work will be 7 Days from the date of work order.
2. Earnest money in the form of Demand Draft or Pay order or Banker's Cheque (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 **14 Days (14)** 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/Pay order or Banker's Cheque against EMD.
- ii. Certificate of Registration GST and Income Tax PAN CARD.

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


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Sector-14 Dwarka, New Delhi – 110078

Item Rate Quotation

Quotation for the work of: - **Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development**

(i) Quotations are to be submitted in the drop box which is at the reception of the University.

(ii) To be opened on **16.08.2024** at **10:00 AM** 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 **14 (14) days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **10,000.00** 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 LAYOUT, DESIGNING AND PRINTING OF
BOOKLETS AND COMICS- CENTRE FOR LAW, JUSTICE AND
DEVELOPMENT**

***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: Layout, Designing and Printing of Booklets and Comics- Centre for Law, Justice and Development

Estimated cost of work	:	Rs.4,00,000.00
(i) Earnest money	:	Rs.10,000.00 (To be returned after receiving performance guarantee)
(ii) <u>Security Deposit</u>	:	2% of quotation Value

***SCHEDULE 'D'**

General Rules & Directions:

Officer inviting quotation	The Registrar, National Law University, Delhi
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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 3 Days

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

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

7 Days

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

1 With levy of compensation

The Registrar

Clause 4

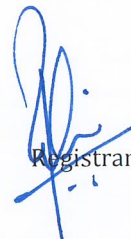
Competent Authority for
deciding reduced rates .

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

GENERAL TERMS & CONDITIONS

Terms and conditions:

1. The agency is to submit earnest money of Rs. 10,000/- (Rupees Ten 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 printing to government organisations/institutions/universities and also attach the copy of work orders of the same.
3. It is mandatory that, the agency/firm/ supplier/printer shall possess registered office & printing press in Delhi. The agency/firm/ supplier has to submit the scan copy of proof otherwise bids/tender will treated cancelled.
4. The vendors are requested to visit the University in order to examine the samples of above mentioned material before quoting the rates.
5. The vender has to submit of the sample of the print materials according to specification at the time of submitting the quotation. The sample is to be approved by purchase committee before supply.
6. The price bid of only those vendors would be opened whose samples are approved by the purchase committee.
7. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
8. The agency is required to submit its bids/quotations on their letter head. The University is not bound to accept the lowest bid.
9. Copy of PAN card is to be enclosed.
10. Copy of GST Registration certificates is to be enclosed.
11. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
12. In case goods are not according to specification/sample order will be cancelled.
13. No manpower will be provided by the University for Loading and unloading the goods.
14. The quotation received after last date and time of submission will not be entertained.
15. The conditional tenders /quotations would not be accepted.
16. Above mentioned printing material shall be supplied to the University within 7 days after finalization of the samples.
17. If it is found, that the printing work is not satisfactory and as per requirement, the university have rights to cancel the order and no payment will be made.


Registrar

BILL OF QUANTITY (BOQ)

Sr. No.	Particulars (1)	Quantity Required (2)	Rate (3)	Amount (4)
1.	Layout, Designing and Printing of Booklets (6 kinds) i. Pages: 80+Cover ii. Size: 9.5"* 7" iii. Printing: 4+4 iv. Paper: 120GSM, Bilt Super Print,Cover:300 GSM art card matte with laminate v. Fabrication: Saddle stitched	3 kinds- 50 each 3 kinds- 80 each		
2.	Printing of Comic book (1 kind) i. Pages: 28+Cover ii. Size: 8"*6.5" iii. Printing: 4+4 iv. Paper: 120 GSM Super print, Cover:250GSM Art card with laminate v. Fabrication: Saddle stitched	50		
3.	Printing of Comic folders (2 kinds) i. Pages: 4 ii. Size:8"*6" (open size:8"*24") iii. Printing: 4+4 iv. Paper: 250 GSM art card with laminate	50 each		
4.	Printing of Comic folders (1 kind) Pages 6 Size: 10"*8" (open size:10"*48") Printing: 4+4 Paper: 250 GSM art card with laminate	50		
Total				
GST				
Grand Total				


The Registrar
National Law University, Delhi



NATIONAL LAW UNIVERSITY DELHI
SECTOR-14, DWARKA NEW DELHI-110078

Annexure – I

To,

The Registrar
National Law University, Delhi
Sector-14, Dwarka
New Delhi-110078

Sir/Madam,

This is to inform you that, I/we have examined and seen the sample of Booklet/comics provided by the National Law University Delhi as per tender document.

(Authorized Signature)

Name of the Company: _____

Name of the Authorized person: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

Signature by Department (NLUD)

CHECKLIST

S.No.	Certificate/ Document required	Document number/ details	Uploaded (Yes or No)
1.	Registered office & service centre in Delhi NCR in connection		
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 Printer.		
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.10,000.00 in the form of Demand Draft		

Date: _____

Place: _____

Name of Authorized person: _____

Sign & Stamp of company: _____