

National Law University, Delhi

Sector-14, Dwarka, New Delhi – 110078

N.I.T. No.: NLUD/Printing of Compendium/02/2025-26

Name of Work: Designing and **Printing of Compendium on AI with copy editing at Sector-14, Dwarka, New Delhi**

ESTIMATED COST: 3,20,000.00 Approximately

Earnest Money : 5,000.00

TIME PERIOD : 21 Days

This N.I.T. is approved for Rs. 3,20,000.00 (Rupees Three Lakhs & Twenty thousand Only) By The Registrar, National Law University, Delhi

INDEX

S.No.	Contents	Page No.
1	Notice Inviting Quotations	1-2
2	Check list for bidders	3-4
3	List of documents to be attached with the bid submission in a separate envelope	5
4	Item Rates Quotation	6
5	Acceptance	7
6	Schedules For Designing and Printing of Compendium on AI with copy editing	8-9
7	General Conditions and Specifications	10
8	Bill of Quantity (BOQ)	11
9	Annexure - II	12

Certified that this N.I.T contains page 1 to 12

NOTICE INVITING QUOTATIONS

The Registrar, National Law University Delhi invites Quotations from the eligible agencies, who satisfy the criteria for Designing and Printing of Compendium on AI with copy editing as per requirement. The agency should have past experience in the similar nature of works as per the below details.

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	02	Designing and Printing of Compendium on AI with copy editing at NLU Delhi, Sec - 14, Dwarka, New Delhi	Rs. 3,20,000.00 Appx.	Rs. 5,000.00	21 Days	02.05.2025	24.05.2025 1:00 pm	24.05.2025 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 “Designing and Printing of Compendium on AI with copy editing”.

1. The time allowed for carrying out the work will be 10 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.

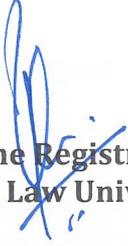
Bid documents submitted by intending bidders shall be opened only of those bidders, **who has deposited EMD** and other documents submitted, are found in order.

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 **10 Days (10)** 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: - **Designing and Printing of Compendium on AI with copy editing 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 **24.05.2025 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 have examined and seen the sample of Book.

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 (10) days** from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of **5,000.00 is here by forwarded in** the form of demand draft 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 DESIGNING AND PRINTING OF COMPENDIUM ON
AI WITH COPY EDITING WORK**

***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: Designing and Printing of Compendium on AI with copy editing at National Law University Delhi, Sector-14, Dwarka, New Delhi

Estimated cost of work : Rs.3,20,000.00
(i) Earnest money : Rs.5000.00 (To be returned after receiving performance guarantee)
(ii) Security Deposit : 2% of quoted 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 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	2 Days on

	Performance Guarantee amount beyond the period provided in (i) above, if applicable.	
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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

10 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 CONDITIONS AND SPECIFICATIONS

General Terms and conditions:

1. The agency is to submit earnest money of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft in the name of Registrar, National Law University Delhi along with the quotation.
2. **The vendor's/Printer's press and office shall be located in Delhi only. The tenders/quotations received from other than Delhi shall not be considered.**
3. The vendors are requested to visit the University in order to examine the sample of above mentioned book before quoting the rates and attach the certificate (Annexure-II). This Annexure – II shall be duly signed by Purchase Section of this university.
4. The vendors have to submit of the sample of the Book according to specification at the time of submitting the quotation. The sample is to be approved by purchase committee before supply.
5. The vendors are requested to submit the sample of Book in separate envelope.
6. The vendors are requested to submit Financial bids and Technical Bids in separate sealed envelopes and both sealed envelopes submit in one big sealed envelope.
7. The price bid of only those vendors would be opened whose samples are approved by the purchase committee.
8. The Vendor or his/her representative, after successful in bidding shall be liable to visit University/ dealing person for reviewing and validation of work under process, failing which, the University has reserve rights to terminate the work order.
9. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
10. The agency is required to submit its bids/quotations on their letter head. The University is not bound to accept the lowest bid.
11. Copy of PAN card is to be enclosed.
12. Copy of GST Registration certificates is to be enclosed.
13. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
14. In case printed materials are not according to specification/sample order will be cancelled.
15. No manpower will be provided by the University for Loading and unloading the goods/material.
16. The quotation received after last date and time of submission will not be entertained.
17. The conditional tenders /quotations would not be accepted.
18. Above mentioned Book shall be supplied to the University within 10 days after finalization of Compendium on AI.
19. 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.
20. The University have rights to cancel the tender without giving any notice to the firms/printers/agencies.


Registrar

BILL OF QUANTITY (BOQ)

Sr. No.	Particulars (1)	Quantity Required (2)	Rate Per page (3)
1.	Designing and Printing of Compendium on AI with copy editing Specifications: <ul style="list-style-type: none">• A 4 Size Book• 312 pages (approx.)• Perfect Binding• Inner Page: 170 GSM• Cover Page: 300 GSM (Strictly based on sample available with Purchase Section)	200 Nos.	Text Printing per page Rate: _____ Cover page rate with printing: _____ Book Binding Rate: _____
2.	Designing	200 Nos.	Per page Rate: _____
3.	Copy Editing	200 Nos.	Per page Rate: _____

*Tax/GST extra as applicable


The Registrar
National Law University Delhi



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

Annexure – II

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

(Authorized Signature)

Name of the Authorized person: _____

Name of the Company: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

Date: _____

Signature and Stamp by Department