

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

NOTICE INVITING QUOTATION

1. Date of Invitation of quotation : 12th December, 2025
2. Last date of submission : 1:00 PM on 2nd January 2026
3. Date of opening : 2nd January, 2026 at 2:00 PM

National Law University, Delhi invites sealed quotations from reputed Restaurants/Hotels for arranging dinner with snacks as per Annexure – II for the second edition of Vidhi Pragati: National IP Moot Court Competition 2026.

The quotations are required to be submitted in a sealed cover addressed to the Registrar, National Law University Delhi, Sector- 14, Dwarka, New Delhi – 110078 so as to reach the University on or before 1.00 P.M on 2nd January 2026 duly superscripting the quotation for “**Arrangement of Dinner with Snacks**” on the top of sealed envelope. The quotation box is available at the Main Reception of the University where quotation is to be dropped.

Scope of work: “Arrangement of Dinner with Snacks” (Annexure –II)

Terms and Conditions:

1. The hotel is required to provide hygienic and neat & clean space.
2. All cooking items to be used in the preparation of food should be fresh and of good quality. While preparation of the food, all material to be used have ISI, AGMARK certification and of reputed brand.
3. Serving staff must provide guests with proper cutlery for all snack items and food.
4. Any loss due to theft, breakage in crockery, furniture etc. or any other items will be borne by Hotel/Restaurant.
5. The Hotel/restaurant shall provide all good quality items and maintain high standard and the serving staff should be properly dressed in clean uniform.
6. The maximum distance of Hotel/Restaurant shall be within 6.5 kilometres of the NLU premises.
7. The Hotel/Restaurant should have sufficient indoor dining space to accommodate approximate 150-200 persons.
8. The Hotel/Restaurant should provide live/ DJ background music (with required licensing, if applicable) and a microphone setup for announcements.
9. The rates are exclusive of GST, Income tax (TDS) etc. If any with to be deducted from the payments at source by NLU Delhi in terms of provision of Income Tax Act, 1961 for which necessary certificate tax deduction shall be furnished by NLU Delhi to Hotel/Restaurant.
10. Hotel/Restaurant will be required to serve drinking water as per menu/program.
11. The agency is required to submit its quotation on their letter head, and should be properly signed by the authorized representative and properly stamped.
12. The quotation shall disclose all charges pertaining to the venue, music, music licensing, food and beverages. The sit-down dinner charges shall be capped at Rs. 1050 per person as fixed by MBA.

13. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
14. The quotation received after last date and time of submission will not be entertained.
15. Copy of PAN card is to be enclosed.
16. Copy of GST Registration certificates is to be enclosed.
17. Registration certificate as per existing norms (indicating the legal status-company/partnership firm/proprietorship concern etc.) to be enclosed.
18. The conditional quotations would not be accepted.
19. If the vendor is unable to execute the work after receiving the purchase order the firm will be debarred for one year to participate in the tendering process of the University and the debar notice will be uploaded on the University website.
20. If it is found, that the arrangements are not satisfactory and as per requirement, the University have rights to cancel the order and no payment will be made in this regard.
21. The university has reserved the rights to cancel the quotation/tender without assigning any reason/ notice.



Registrar

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

Annexure I

FINANCIAL BID

To,

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

Subject: "Arrangement of Dinner with Snacks" (Annexure –II)

Madam,

I/we have gone through the tender document and terms & conditions, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for arrangement of Dinner with Snacks as per Annexure – A at Hotel/Restaurant:

Sr. No.	Particulars	Quantity Required	Unit Rate Rs.	Amount Rs.
1.	Dinner (Non-Veg) with Snacks including Venue, Music with License and Mike	160 Nos.		
Total				
GST				
Grand Total				

I/we certify that information furnished above is true and correct. All the terms and Conditions mentioned in the tender documents are acceptable to us.

Documents Attached:

- 1) Copy of PAN Card is to be enclosed
- 2) Copy of GST Registration Certificates is to be enclosed.
- 3) Registration certificate as per existing norms (indicating the legal status- company/partnership firm/proprietorship concern, etc.)
- 4) Authorization Letter

(Authorized Signature)

Name of the Company: _____

Name of the Authorized Person: _____

Address of the Company: _____

Contact No: _____

Email Id: _____

NATIONAL LAW UNIVERSITY DELHI

SECTOR-14, DWARKA NEW DELHI-110078

Annexure – II

Sr. No.	Name of item (s) to be served at Hotel/Restaurant
Snacks (Vegetarian)	
1.	Paneer Achari Tikka
2.	Honey Chilly Potato
3.	Vegetable Hara Bhara Kebab/ Cigar Roll
4.	Vegetable Corn & Cheese Nuggets
Snacks (Non-Vegetarian)	
5.	Chicken Tikka
6.	Peri Peri Chicken Tikka
7.	Amritsari Fish Fingers
8.	Mutton Seekh Kebabs
Main Course (Vegetarian + Non-Vegetarian)	
9.	Drums of Heaven
10.	Dal Makhani
11.	Paneer Butter Masala
12.	Mix Vegetable
13.	Steam Jeera Rice
14.	Veg Hakkah Noodles
15.	Chicken Biryani
16.	Rogan Josh
17.	Butter Chicken Masala
Sides	
18.	Yogurts (Any 2 varieties)
19.	Breads (All Indian Breads)
20.	Kesari Jalebi & Rabri (Pure Desi Ghee) with Gulab Jamun
21.	Choice of Ice Cream (Mother Dairy/Havmor)
22.	Pasta Counter (White Sauce Pasta and Red Sauce Pasta)
23.	Chat Counter (Golgappe, Dahi Bhalle, Aloo Tikki, Palak Patta Chat, Samosa Chat)
Drinks	
24.	3 Beverages (Coke, Pepsi, Mountain Dew, etc.)
25.	6 Mocktails (Virgin Mojito, Kala Khatta, Fizz Cucumber, Cooler Mango Delight, Rose Lemon Spritz, Berry Masala Refresher)


Registrar