



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

**NOTICE INVITING TENDER**  
**FOR SUPPLY AND INSTALLATION OF RETRACTABLE SCREENS**

1. Date of Invitation of quotation : February 28, 2026
2. Last date of submission : March 15, 2026 upto 11:00 AM

National Law University Delhi invites sealed quotations from competent and reputed Dealers/ Distributors for the Supply and Installation of “Retractable Touch Screens” for Seminar Hall, NLU Delhi. The quotation is required to be submitted in a sealed envelope addressed to the **Registrar, National Law University Delhi, Sector-14, Dwarka, New Delhi – 110078** so as to reach the University on or before 11.00 AM on March 15, 2026 duly superscribing the **quotation for “Supply and Installation of Retractable Screens”** on the top of the sealed envelope. The quotation box is available at the Reception, Academic Block of the University where quotation is to be dropped.

**Scope of work: Supply and Installation of Retractable Screens**

Sr. No.	Particulars	Qty.
1.	Supply and Installation of Retractable Screens (Specifications are mentioned at Annexure-II)	4 Nos

**General Terms & Conditions:**

1. The bidder’s office shall be located in Delhi/NCR only. Quotations received from outside Delhi/NCR shall not be considered.
2. Cutting and overwriting in the quotation are not allowed; such quotations will not be entertained.
3. The bidder is required to submit its bids/quotations on their official letterhead.
4. The University is not bound to accept the lowest bid. Evaluation shall be based on technical compliance followed by financial competitiveness.
5. Copy of PAN card, GST Registration Certificate, and Registration Certificate (indicating legal status: company/partnership/proprietorship) must be enclosed.
6. The bidder may submit proof of previous work orders with government/academic institutions.
7. The quotation received after the last date and time of submission will not be entertained.
8. Conditional tenders/quotations will not be accepted.
9. If it is found that the supplied product does not meet the specifications, the University reserves the right to cancel the order without payment.
10. Payment Terms: Payment will be released within one month after successful delivery, installation, and verification. No advance payment will be made.
11. Delivery: The product must be delivered and installed within 15 days of issuing the purchase order.
12. Warranty: The product must carry a minimum 3-years onsite warranty with OEM support in India.
13. The quotation should remain valid for at least 60 days from the date of opening.

14. The University reserves the right to cancel the tender at any stage without assigning reasons.
15. Bidder must submit tender specific MAF from the OEM, with contact details of the signatory.
16. The actual quantity, in which item must be supplied, is shown in the BOQ Schedule. Quantity may be increased or decreased to any extent depending upon the actual requirement.
17. At the time of installation, if additional hardware or software items are required to meet operational requirements but are not included in the BOQ/original list of deliverables, the Bidder/OEM shall supply such items to ensure completeness of the project at no extra cost.
18. Bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding shall be allowed.
19. Bidder must submit an EMD of Rs.25,000/- along with the bid in the form of Demand Draft, Banker's Cheque in the name of Registrar, National Law University Delhi.
20. The service response time should be  $\leq 24$  hrs. Onsite service response time within 24 hours in Delhi NCR. Penalty clause for delay beyond 48 hours.
21. OEM must be ISO 9001 & 14001 certified.
22. It is mandatory to obtain and upload the scanned copy of duly signed **Original Site Survey Report** (duly signed by **IT Department, NLU Delhi {As per the Annexure A attached}**), without the site survey report the Bid shall automatically be rejected. The Site Survey have to be done only within the working days (Mon – Fri) and working hours (10.00AM – 4.00 PM), the costs of visiting shall be borne by the bidder.
23. For queries, bidders may contact **IT Department NLU Delhi** at [itsupport@nludelhi.ac.in](mailto:itsupport@nludelhi.ac.in).
24. The bid submitted shall become invalid if:
  - The bidder is found ineligible
  - The bidder does not deposit original EMD
  - The bidder does not submit Site Survey Report
  - The bidder does not submit Tender Specific MAF of requested items
  - The bidder does not enclose all the documents (including GST registration, PAN card)
  - If any discrepancy is noticed in the submitted documents by any bidder.

**Deputy Registrar**  
**National Law University Delhi**

**FINANCIAL BID**

To,

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

**Subject: Supply and Installation of Retractable Screens**

Madam,

I/ we have gone through the tender document, understood it fully and declared that I/ we shall abide by the terms and conditions mentioned therein for supply of the items below:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Quantity Required</b>	<b>Rate</b>	<b>Amount</b>
1.	Supply and Installation of Retractable Screens <b>(Please see the technical specifications)</b>	4		
Total				
GST				
Grand Total				

I/we certify that the information furnished above is true and correct. All terms and conditions mentioned in the tender documents are acceptable to us. We are attaching copies of past work orders from academic institutions/law universities

**Documents Attached:**

1. Copy of PAN Card
2. Copy of GST Registration Certificate
3. Registration Certificate (Company/Partnership/Proprietorship, etc.)
4. Past Work Orders

(Authorized Signature)

Name of the Authorized person: \_\_\_\_\_

Name of the Company: \_\_\_\_\_

Address of the Company: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email Id: \_\_\_\_\_



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

**Annexure-II**

**Technical Specifications for Retractable Screens (4 unit required)**

Sr. No.	Product Specification	Unit (nos.)
1	<p>Retractable Screen</p> <ul style="list-style-type: none"> <li>• It should have 15" HD screen, CNC machined aluminum alloy chassis with anodized finish embedded with toughened glass</li> <li>• It should support 1920 x 1080 HD display</li> <li>• It should have decentralized design to avoid system server required. Chairman unit should be able to push content to all screens just by pressing one button and shall control all display elevation</li> <li>• It should have the facility to create and program 3 identities Chairman, Secretary, Delegates</li> <li>• It should show content on the next monitor in Loop-in Loop-out daisy chain connection mode on Cat6 network cable, it shall support and control 42 display simultaneously</li> <li>• It should have automatic power supply mode and should get on when it comes out and should shut down when goes in cover</li> <li>• It should have Multipoint balanced lifting control system with double silent sliding rail structure for smooth &amp; uniform lifting.,</li> <li>• It should have Digital intelligent synchronous positioning recognition processing technology giving accurate positioning, unified speed and free lifting of the lifting system, the body thickness should be less than 70mm,</li> <li>• It should be easy to transport with panel thickness of 3mm thickness</li> <li>• It should be equipped with computer switch shortcut button to support manual switching</li> <li>• It should have USB for data supporting HDD, mouse &amp; keyboard</li> <li>• It should support adjustable tilting with range of 120°. Panel up, down, pause, with independent control button, it should have support manual control, Loop-in Loop -Out Cat 6 for content, RS232 control, Software control, Remote control</li> <li>• It should have automatic identification when single source is used, and it should have manual switching when two sources are connected</li> <li>• It should go into power saving mode when no signal</li> <li>• It should have Built-in ring output power interface, daisy chain connectivity to the enclosure for display lift power supply</li> <li>• System shall be scalable for future expansion up to 42 units without additional controller/server"</li> <li>• Ports : For control RJ 45 x 3, RJ 45 Video In x 1 , RJ45 Video Out x 6; RJ45 (485) x 2 In &amp; Out, USB x 3 for Data, Touch, On/Off; HDMI In x 1; Power In for the Monitor: Male 3 Pin Panel Mount IEC AC Socket x 1, Power Out : 5 Amp. Universal multi plug socket x 1 to provide power to the next monitor; There should be Ports at the Top : HDMI In x1 to show additional source and switch between actual and additional source, USB x 1, Buttons for : All External x 1; Local x 1, Only local x 1, Centralised Up x 1, Down x 1; Individual Up x 1, Individual Down x 1, Stop x 1</li> </ul>	4 Nos
2	HDMI Devices	2 Nos
3	Serial cables, HDMI Cables, Signal Cables, USB Cables, Power Cables, CAT 6 converters, Power Sequencer, Power distribution	1 set
4	SITC for Retractable Touch Screens and training	1 Set

**NATIONAL LAW UNIVERSITY DELHI**

Sector – 14, Dwarka, New Delhi – 110078

**SITE SURVEY REPORT FORM**

(To be submitted on letterhead of Agency)

Ref no: -

Date: -

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

Sub: - **Site Survey Report for Supply & Installation of Retractable Screens**

Sir,

This is with reference to above subjected work tender at NLU, Delhi. I/We hereby declare that we have visited the campus of the University.

I/We have made ourselves acquainted with site conditions, approach to site, and other requirements for Supply & Installation as per the requirement of the tender conditions etc. I/We have verified all details required to execute the work.

I/We have no problems in above work at National Law University Delhi as per terms & conditions of the Tender document.

Thanking you,

Yours faithfully

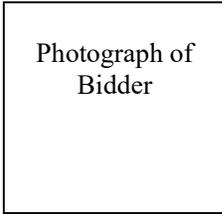
(Signature of bidder)

Name of Bidder .....

Designation .....

Signature & Stamp

**Technical Officer (IT), NLUD**



**ANNEXURE B**

(To be submitted on letterhead of Agency)

<b>S.No</b>	<b>Bidder Profile (General Information)</b>	<b>Details</b>
1.	Name of the Company/ Firm with complete registered address	
2.	Name of Tenderer/ Representative/Applicant (Authorized Signatory)	
3.	Complete Postal Address of the tenderer with contact (Phone/Mobile No)	
4.	Legal Status (Individual/Proprietary Firm/Partnership Firm/Limited Company/Corporation)	
5.	Year of Commencement of Business (attach documentary evidence)	
6.	(i) Registration No. of the Firm	
	(ii) PAN Card No	
	(iii) Aadhar Card No of the tenderer	
	(iv) GST Reg. No	
	(v) Site Survey Date	

I/We the undersigned being the bidder as mentioned above, hereby apply to the university for **Supply and Installation of Retractable Screens** at NLU, Delhi as desired above in accordance with the terms and condition of the tender. I/we have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and condition of the tender and the notice inviting tender are also signed and being submitted with the tender form.

Place:

(Signature of the Bidder)

Date:

(Seal of the Firm/Company)

Name

E-mail

Mobile No

Alternate Mobile No.

### **CHECK-LIST FOR EVALUATION CRITERIA**

Copy of following documents in support of eligibility of agency/firm/bidder should be submitted in this Sequence (Mandatorily). It is also requested to agency/firm/bidder do not attach any unwanted and irrelevant papers; it will lead to cancellation of bid in lieu of creating unwanted nuisance in document submission process.

<b>S.N.</b>	<b>Document asked for</b>	<b>Page Number at which document is placed</b>
1	Self-attested details of the authorized person(s) of the firm/agency with name, designation, Office/Residential address and office Telephone numbers, etc.	
2	Self-attested copy of valid Registration no. of the Agency/Firm/Company	
3	Self-attested copy of valid PAN of the Agency/Firm/Company Self-attested copy of valid GST Registration of the Agency/Firm/Company	
4	It is mandatory to attached original Demand Draft (EMD) along with the bid and other required documents, "The MSME registered agencies are exempted for EMD submission, however the experience, financial turnover and other criteria's / conditions specified in Additional Terms and Conditions are applicable. Also, it is mandatory to upload under the relevant section the valid MSME/NICS registered certificate in Supply & Installation of the offered product or related work category	
5	It is mandatory to obtain and attached original signed Original Site Survey Report	
6	Bidder Must submit Bid Specific Manufacturer Authorization Form (MAF)	
7	Compliance of Technical Specification on Bidders Letter Head	
8	Proof of ISO 9001 & 14001 Certification	

Authorized Signatory  
(Seal of the Firm/Company)  
Name  
Mobile No