

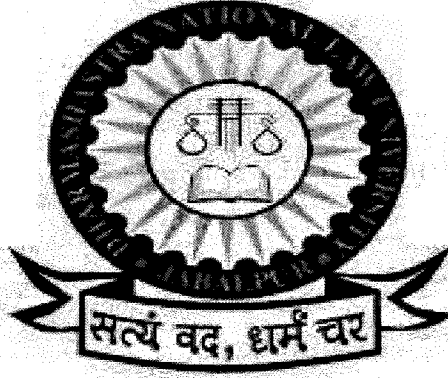
**Cost of Tender Document INR 2500/- only.**

**Tender No.: S.No.REG/1645/DNLU/2022-23**

**Total Number of Pages: 25**

**Dated: 31/03/2023**

**TENDER DOCUMENT  
FOR RATE CONTRACT  
OFFSET PRINTING**



**DHARMASHASTRA NATIONAL LAW  
UNIVERSITY, JABALPUR**

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**Dharmashastra National Law University, BRBRAITT Campus**  
**South Civil Lines, Ridge Road Jabalpur (M.P.) 482001**

**NOTICE INVITING RATE CONTRACT TENDER FOR PRINTING**

1. We invite sealed tenders from the interested and eligible tenderers for printing addressed to The Registrar, Dharmashastra National Law University, Jabalpur for One year which is extendable further for six month on the same rates, terms and conditions, with mutual consent of both parties.

Name of Work	Tender Document Fee	Earnest Money	Security Deposit (SD)	Last Date of Receiving of sealed tender bids	Date of Tender Opening (Technical Bid)
Printing for Dharmashastra National Law University, Jabalpur.	Rs.2500/-	Rs.10,000/-	Rs.1,00,000/-	03/05/2023 05:00 PM	15/05/2023 04:00 PM

2. The Bidder should submit Tender Fee of Rs. 2500/- (Rupees Two Thousand Five Hundred only) – Non-Refundable and Earnest Money Deposit (EMD) of 10,000/- (Rupees Twenty Thousand only) separately payable in the form of two separate Demand Drafts from any scheduled commercial Bank in favor of ‘The Registrar Dharmashastra National Law University, Jabalpur’ payable at Jabalpur. The Technical Bid without & EMD would be considered as UNRESPONSIVE and will not be accepted. NSIC / MSME registered bidders must submit copy of valid NSIC / MSME Registration Certificate for exemption of EMD and Tender fee. The Tender Processing Fee and EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidders on the amount of the EMD. The public sector companies will not be exempted from submitting EMD until and unless they submit document pertaining to directives of Government of India in this regard of the Tender. **Refund of EMD:** The EMD will be refunded without any interest to the unsuccessful Bidders only after the Tenders are finalized.
3. Tender Document can be downloaded from ‘Tenders’ link of the Dharmashastra National Law University Official website [www.mpdnlu.ac.in](http://www.mpdnlu.ac.in).

## **Tender for Printing Items**

Tenderers are requested to read the tender document carefully including its terms and conditions, procedures to fill the tender form and tender assessment criteria.

### **TENDER DOCUMENTS CONSIST THE FOLLOWING:-**

- I. Eligibility criteria
- II. General Instructions to Tenderers
- III. General Terms & Conditions of Contract
- IV. Special Terms & Conditions of Contract
- V. Technical Bid (Annexure "A")
- VI. Financial Bid (Annexure "B")
- VII. Proforma of Undertaking (Annexure "C")
- VIII. Proforma of Bank Guarantee (Annexure "D")

### **ELIGIBILITY CRITERIA**

1. **EXPERIENCE:** The bidder must have minimum three years of experience of printing and supplying of Forms and Stationery items mentioned in the schedule of requirements to Govt. Departments/PSUs/Nationalized Banks. Copies of two such Purchase Orders (of Rs.1 lac or more) received during each of the last three years should be enclosed.
2. **ANNUAL TURNOVER:** Annual Turnover should be Rs. 50 lakh or more during last 3 financial years i.e. 2019-2020, 2020-2021, 2021-2022. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e.2019-2020, 2020-2021, 2021-2022 to be submitted along with the technical bid.
3. **STATUTORY REGISTRATIONS:** The tenderer must have valid PAN No. and GST No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and GST/Trade Tax return for last 3 years is to be submitted with the technical bid.
4. **REGARDING BLACKLISTING:** The bidder must not have been black listed by Govt. organisation or private organisation, an affidavit for the same needs to be furnished on non-judicial stamp of Rs. 100/-

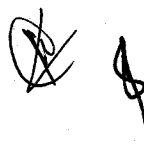
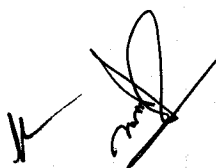
## INSTRUCTIONS FOR THE TENDERERS

1. SEALED TENDERS are invited from reputed printers fulfilling the eligibility criteria mentioned in these tender documents for the printing and supply of stationery items as per the list enclosed.
2. SALE OF TENDERS, LAST DATE OF RECEIPT AND OPENING OF TENDERS

**Last date of Receipt:** The sealed tenders, complete in all respect, numbered, signed with stamp of the firm on each page, should reach Dharmashastra National Law University by the stipulated date and time. Tender submitted or received after the closing date and time will not be considered. Late Bids i.e. bids received after the specified date and time of receipt, will not be considered. Telegraphic/Telex/Fax/E-mail/conditional/ incomplete Tenders are not entertained and shall be rejected.

**Opening of Tenders:** The Tender will be opened at 4 :00 pm on 15/05/2023 at Dharmashastra National Law University, Jabalpur in the presence of the authorized representatives of the tenderers, who wish to be present at that time. Technical Bids will be scrutinized, by the members of Tender Committee to check all requisite and relevant documents and their authenticity. Financial Bids of the tenderers, whose Technical Bids are accepted, will be opened later on [ ] at Dharmashastra National Law University, Jabalpur in the presence of the authorized representatives of the qualifying tenderers, who wish to be present at that time.

- 2.1 **Signing of Tender:** Individuals signing tender or other documents connected with the contract specify:
- (1.i) Whether signing as a "Sole Proprietor" of the firm or his attorney.
  - (1.ii) Whether signing as a "Registered Active Partner" of the firm or his attorney.
  - (1.iii) Whether signing for the firm "Per Procuracionem."
  - (1.iv) In the case of companies and firms registered under the Indian Partnership Act/the Companies Act, the capacity in which signing, e.g. Secretary, Manager, Partner etc. and enclose a copy of a document, empowering him to do so. In case of unregistered firms all the members of the firm should sign the tender and relevant documents.
- Each page of the Tender document and papers submitted along with, should be numbered, signed and stamped by the authorized signatory as a token of



acceptance of the terms and conditions laid down by the Dharmashastra National Law University, Jabalpur.

3. **VALIDITY OF TENDERS:** The validity of rates quoted will be for a period of one year from the date of award of contract. However, the Competent Authorities may extend the validity for further period of one year on same terms, conditions and rates.

4. **PROCEDURE FOR SUBMITTING TENDERS**

The Tenders are to be submitted as per two bid system i.e. Technical bid and Financial Bid.

- (A) Technical bid should contain the papers to fulfill all the eligibility criteria, proofs of experience, proofs of turnover, proof of address, undertaking as per instructions etc.
- (B) Financial bid should contain the rates quoted for the services to be provided as per the instructions given in this tender document.

Both the bids should be submitted in two separate sealed envelopes super scribed as “Technical Bid for printing and supply of forms and stationery items” and “Financial Bid for printing and supply of forms and stationery items” respectively. An Earnest Money Deposit of Rs.10,000/- (Rs. Ten Thousand only) in the form of Demand Draft or Banker’s Cheque only of any nationalized bank should be placed at the top of the technical bid.

5. **DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID:**

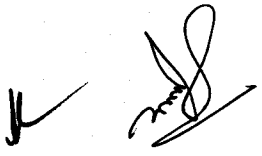
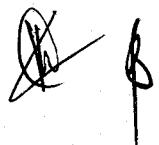
- a) Original Tender Document duly signed with seal of the firm on each page with spiral binding in token of acceptance of the terms and conditions of tender, to be submitted in a sealed envelope.
- b) Demand Draft of Earnest Money Deposit and cost of tender document, in case the same has been downloaded from website.
- c) Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2019-20, 2020-21, 2021-22. In lieu of the same, copy of Profit & Loss, Balance Sheet, and Income – Expenditure report certified by a CA to be submitted.
- d) Photocopy of PAN No. of the Firm/Company/Proprietor.
- e) Photocopy of GST/Trade Tax return in for last 3 years i.e.2019-20, 2020-21, 2021-22 in support of the annual turnover.
- f) Copies of two Purchase Orders (of Rs.50,000 or more) received from Govt. Departments/ PSUs/Nationalized Banks during each of the last three years i.e.2019-20, 2020-21, and 2021-22 in support of the experience.
- g) Copy of valid Trade License issued by the appropriate Authority to carry out the similar business of Offset Printing services.

- h) Firm ownership certificate i.e. Proprietorship Certificate, Partnership Certificate etc., as applicable, a copy of it to be furnished.
- i) The undertaking (Annexure-“C”) duly signed by the tenderer.
- All the aforesaid documents must be enclosed with the Technical Bid, failing which, the tender shall not be considered. The documents should be signed with seal by the tenderer/bidder.

## 6. PRICES:

- a) Price should be quoted for all the items listed in Annexure “B” without any overwriting/erasing/cutting. Use of white fluid/ correction fluid/ correction tape is strictly prohibited.
- b) GST should be quoted separately for each item. Price Bids showing rates like “Tax Included/Inclusive of tax/Tax paid” etc. are not acceptable and such offer shall not be considered.
- c) The rates should be inclusive of freight charges, packing charges etc.
- d) Conditional bids shall be rejected.
- e) The rates for the quoted items should not be higher than those quoted in any other organization/institution or the M.R.P.
- f) Successful tenderer shall not be entitled to any hike in prices for any reason other than statutory levies during the period of contract.
- g) The tenderers are advised to quote their rates on the basis of costing/profitability of individual items because the Registrar, Dharmashastra National Law University, Jabalpur reserves the right to exclude any item(s) from purchase at the time of placing purchase order. Further, the quantities mentioned in the price bid are only tentative in nature and actual procurement quantities of items may differ as per requirement.
7. **RIGHT OF REJECTION OF TENDER:** The Registrar, Dharmashastra National Law University, Jabalpur reserves the right to accept or reject any or all the tenders without assigning any reason.
8. **EVALUATION OF BIDS:** On the basis of assessment of general conditions and receipt of EMD, Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid/Bids, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of total cost of procurement (inclusive of GST) worked out in the price bid. The tenderers may note that quantities mentioned in the price bid are only tentative in

nature and are meant only for the purpose of evaluation of tender. Actual procurement quantities of items may differ as per requirement.

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## GENERAL TERMS & CONDITIONS OF CONTRACT

### 1. DELIVERY OF STORES :

a) A purchase order will be issued specifying the specifications, quantities, types etc. of the printing articles required by Dharmashastra National Law University, Jabalpur from time to time. The contractor will be required to submit a proof of each item mentioned in the purchase order for approval within 3 days of issue of purchase order. The actual printing and supply are to be undertaken after approval of the proof.

b) The time and the date of delivery of stores stipulated in the purchase order shall be deemed to be the essence of the contract. The delivery should be made to the Dharmashastra National Law University, Jabalpur within 7 days from the date of approval of proof.

c) No additional charges for preparation and submission of proof/revised proof/samples shall be payable as the cost thereof is presumed to be contained in the prices quoted in the price bid. No charges shall be payable even if proof is not approved or the Purchase Order is canceled before supply.

d) The supply shall have to be made in several times during the year depending on the requirements for which separate purchase orders will be issued.

e) If the contractor fails to execute the supply order, in full or in part, within stipulated time, the items will be procured from elsewhere and the extra expenditure incurred on the risk purchase will be recovered from the contractor.

2. **PACKING OF STORES:** Tenderer/Bidder/Dealer should supply the stores with proper packing and making for transit so as to be received at the destination without any loss or damage of the item/items.

3. **PAYMENT:** Payment shall be made after receipt of complete stores mentioned in the purchase orders and due inspection by the nominated official of Dharmashastra National Law University, Jabalpur within 30 days. No advance payment shall be made.

4. **SUBLETTING OF CONTRACT:** The Tenderer shall not sublet, transfer or assign the tender or any thereof without the written permission of the Registrar, DNLU, Jabalpur. In the event of the contractor contravening this condition, the Registrar, DNLU has right to terminate the contract.

5. **PENALTY CLAUSE & RISK PURCHASE:** The contractor will be bound to supply the items within stipulated period, failing which liquidated



damages will be recovered for default on the part of the supplier in delivery of goods beyond scheduled delivery dates.

a. For Delay in Supply- Penalty of 2 % of the value of the order calculated at the contract rate per week or a part of a week will be levied. The maximum penalty for late supply shall not exceed 10 % of total value of order/orders.

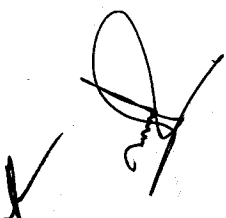
b. For Non Supply- If the order is still not supplied, the supply order will be canceled and the item will be procured from elsewhere and the difference will be recovered from subsequent bills/security money deposit of the contractor. The cut-off date of delivery period shall be counted from the date of actual dispatch of supply orders to date of receipt of supplies at destination. Failure to supply the items 3 times during the validity of the contract may result in blacklisting of firm for a period of not less than 3 years.

**6. SECURITY DEPOSIT:** Performance security of Rs. 1,00,000/- shall have to be deposited by successful tenderer(s) through DD/Banker's Cheque in favour of "The Registrar, Dharmashastra National Law University, Jabalpur" payable as per Annexure "D". The same shall be released without any interest after receiving satisfactory performance report on expiry of rate contract. Without prejudice to other rights of the purchaser, performance security of the contractor will be forfeited if the contractor withdraws or amends without prior consent or impairs or derogates from the tender in any respect within the period of validity of rate contract or if it comes to notice that information/document(s) furnished is incorrect, false, misleading or forged.

**7. DISPUTES AND ARBITRATION:** In case of any dispute the decision of the Arbitrator appointed by the Vice Chancellor, DNLU, Jabalpur will be final. The venue of any arbitration shall be DNLU, Jabalpur. The Registrar, DNLU, Jabalpur also reserves the right to terminate the contract at any time without assigning any reason(s) thereof.

## **SPECIAL TERMS & CONDITIONS OF CONTRACT**

1. **Technical Specifications:** The Specifications of printing items offered by the tenderer must tally with the specifications mentioned in the tender document (Annexure "B")
2. **Inspection of supplies:** Supplies shall be accepted subject to the complete satisfaction of Tender Committee. Any defect found in the materials / stores supplied will render the supplies open to rejection and decision of the Registrar, DNLU, Jabalpur, shall be final and legally binding. The rejected stores shall have to take the same back at their own cost and risk, and the contractor shall replace such rejections with the items of standard specifications / quality as acceptable to the members of Tender Committee, DNLU, Jabalpur. Alternatively, the stores may, at the discretion of the authority, be purchased from others at the risks and costs of the tenderer.



**TECHNICAL BID**

1. Name of Firm : \_\_\_\_\_

2. Address for Correspondence: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Tele No./Fax No. and E-mail address: \_\_\_\_\_

4. Person responsible for conduct of business: \_\_\_\_\_

5. PAN No.: \_\_\_\_\_

6. GST No/TIN No.: \_\_\_\_\_

7. Annual Turnover: 2019-2020 \_\_\_\_\_

2020-2021 \_\_\_\_\_

2021-2022 \_\_\_\_\_

8. Details of Purchase Orders received from Govt. Departments/PSUs/Nationalized Banks

2019-2020 (1) \_\_\_\_\_ Value Rs. \_\_\_\_\_

(2) \_\_\_\_\_ Value Rs. \_\_\_\_\_

2020-2021 (1) \_\_\_\_\_ Value Rs. \_\_\_\_\_

(2) \_\_\_\_\_ Value Rs. \_\_\_\_\_

2021-2022 (1) \_\_\_\_\_ Value Rs. \_\_\_\_\_

(2) \_\_\_\_\_ Value Rs. \_\_\_\_\_

I \_\_\_\_\_, proprietor/partner/director of \_\_\_\_\_

\_\_\_\_\_ (name of the company/firm) hereby declare that the information given in this form is true and correct to the best of my knowledge and belief.

Dated: \_\_\_\_\_ Place : \_\_\_\_\_

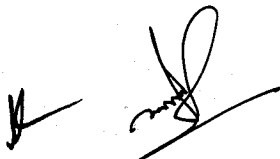
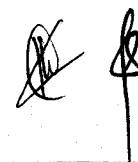
Signature with Stamp : \_\_\_\_\_

S. No.	Particulars	Details	Rate upto 100 qty.	Rate upto 500 qty.	Rate upto 1000 qty.
1	<b>File Folder</b>	Size – 9"x12" Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination 2 Pocket with 2 Gold Leaf Print (1.5"x1.5")			
2	<b>Letter Head</b> <i>(100 letter heads in one pad)</i>	Size – A4 Printing – One Side Paper type – 100gsm, Bond Paper Colour Type – Single Colour			
3	<b>Letter Head</b> <i>(100 letter heads in one pad)</i>	Size – A4 Printing – One Side Paper type – 100gsm, Bond Paper Colour Type – Multicolour			
4	<b>Visiting Card</b>	Printing – One Side Paper type – Textured Paper Colour Type – Multicolour			
5	<b>Envelope</b>	Size – 10x4 Printing – One Side Paper type – 100gsm,			

		Maplitho Paper (A Grade) Colour Type – Multicolour			
6	<b>Envelope (Yellow)</b>	Size – A4 Printing – One Side Paper type – 100gsm, Maplitho Paper (A Grade) Colour Type – Single colour Inner Laminated			
7	<b>Envelope (Yellow)</b>	Size – 12x16 Printing – One Side Paper type – 100gsm, Maplitho Paper (A Grade) Colour Type – Single colour Inner Laminated			
8	<b>Internship Diary</b>	<b>Cover Page – 04 Pages</b> Size – A4 Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination  <b>Inner Pages – 04 pages</b> Size – A4 Printing – One Side Paper type – 170gsm, Art Paper			

		<p>Colour Type – Multicolour</p> <p><b>Inner Pages – 72 pages</b>          Size – A4          Printing – Both Side          Paper type – 70gsm, Maplitho Paper (A Grade)          Colour Type – Single colour  <b>Total Inner Pages-80</b></p>			
9	<b>Greeting Card</b>	<p>Size – 7x5 with Printed Envelope          Printing – Both Side          Paper type – 300gsm, Art Paper          Colour Type – Multicolour          With Lamination</p>			
10	<b>Greeting Card</b>	<p>Size – 7x5 (2-Fold) with Printed Envelope          Printing – Both Side          Paper type – 300gsm, Art Paper          Colour Type – Multicolour          With Lamination</p>			
11	<b>Brochure</b>	<p>Size – A4          Printing – Both Side          Paper type – 130gsm, Art Paper          Colour Type – Multicolour</p>			

12	<b>Brochure</b>	Size – Legal Printing – Both Side Paper type – 130gsm, Art Paper Colour Type – Multicolour			
13	<b>Brochure</b>	Size – 10"x15" Printing – Both Side Paper type – 130gsm, Art Paper Colour Type – Multicolour			
14	<b>Poster</b>	Size – 12x18 Printing – One Side Paper type – 130gsm, Art Paper Colour Type – Multicolour			
15	<b>Poster</b>	Size – 18x23 Printing – One Side Paper type – 130gsm, Art Paper Colour Type – Multicolour			
16	<b>Table Calendar (26 Pages + Stand)</b>	Size – 7"x9.5" Printing – Both Side Paper type – 300gsm, Art Paper Colour Type – Multicolour			
17	<b>Wall Hanging Calendar</b>	Size – 15"x20" Printing – Both Side Paper type –			

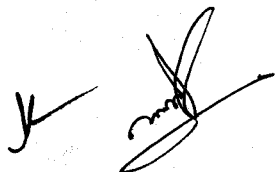
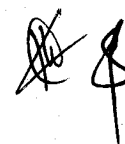
		170gsm, Art Paper Colour Type – Multicolour			
18	Newsletter	<b>Cover Page – 04 Pages</b> Size – A4 Printing – Both Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages – 60 Pages (approx.)</b> Size – A4 Printing – Both Side Paper type – 130gsm, Art Paper Colour Type – Multicolour			
19	Prospectus	<b>Cover Page – 04 Pages</b> Size – A4 Printing – Both Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages - 60 Pages (approx.)</b> Size – A4 Printing – Both Side Paper type –			



		170gsm, Art Paper Colour Type – Multicolour			
20	Book/Journals Print	<b>Cover Page – 04 Pages</b> Size – A4 Printing – Both Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages - 500 Pages (approx.)</b> Size – A4 Printing – Both Side Paper type – 120gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
21	Book/Journals Print	<b>Cover Page – 04 Pages</b> Size – 7.5x10 Printing – Both Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages - 500 Pages (approx.)</b> Size – Size – 7.5x10 Printing – Both			

		Side Paper type – 120gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
22	Book/Journals Print	<b>Cover Page – 04 Pages</b> Size – A5 Printing – Both Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages - 500 Pages (approx.)</b> Size – A4 Printing – Both Side Paper type – 120gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
23	University Act	<b>Cover Page – 04 Pages</b> Size – A4 Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages – 56 Pages</b> Size – A4			

		Printing – Both Side Paper type – 70gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
24	University Regulations	<b>Cover Page – 04 Pages</b> Size – A4 Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages – 168 Pages</b> Size – A4 Printing – Both Side Paper type – 70gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
25	University Statutes	<b>Cover Page – 04 Pages</b> Size – A4 Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages – 28 Pages</b> Size – A4 Printing – Both Side			

		Paper type – 70gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
26	University Ordinances	<b>Cover Page – 04 Pages</b> Size – A4 Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
		<b>Inner Pages – 76 Pages</b> Size – A4 Printing – Both Side Paper type – 70gsm, Maplitho Paper (A Grade) Colour Type – Single Colour			
27	Certificate	Size – A4 Printing – One Side Paper type – 300gsm, Art Paper Colour Type – Multicolour With Lamination			
28	Flex	With Frame (in Sq. Ft.)			
		Without Frame (in Sq. Ft.)			
29	<b>Answer Sheet [02 (100gsm) + 24 (80gsm) pages]</b> <i>Perforated in 3 Places</i>	Size – A4 Printing – Both Side Paper type – Maplitho (A			

		Grade) Colour Type – Single Colour			
30	<b>Answer Sheet [08 (80gsm) Pages]</b>	Size – A4 Printing – Both Side Paper type – 80gsm, Maplitho (A Grade) Colour Type – Single Colour			
31	<b>Library Due Date Slip</b>	Size – 4x6 Printing – One Side Paper type – 70gsm, Maplitho (A Grade) Colour Type – Single Colour			
32	<b>Library Card</b>	Size – 4x6 Printing – Both Side Paper type – 100gsm, Card Sheet (Yellow/Blue) Colour Type – Single Colour			
33	<b>Envelope</b>	Size – 4.25”x5” Printing – One Side Paper type – 100gsm, Maplitho (A Grade) Colour Type – Single Colour			
34	<b>Book Binding</b>	-			
35	<b>Migration Certificate (will be made in pad)</b>	Size – A4 Printing – One Side Paper type – 170gsm, Maplitho			

		Colour Type – Multicolour			
36	<b>Transfer Certificate</b> <i>(will be made in pad)</i>	Size – Legal Printing – One Side Paper type – 170gsm, Maplitho Colour Type – Multicolour <i>(Perforated in 1 place)</i>			
37	<b>Admission Card</b> <i>(White/Green/Pink)</i>	Size – 4.25”x6” Printing – Both Side Paper type – 140gsm, Cardsheet Colour Type – Single Colour			
38	<b>No Dues Form</b> <i>(will be made in pad)</i>	Size – A4 Printing – One Side Paper type – 70gsm, Maplitho Colour Type – Single Colour <i>(Perforated in 1 place)</i>			
39	<b>Hostel Outpass Form</b> <i>(Perforated in 1 place)</i>	Size – A4 Printing – One Side Paper type – 70gsm, Maplitho Colour Type – Single Colour			
40	<b>Late Entry Form</b> <i>(Perforated in 1 place)</i>	Size – 8x5 Printing – One Side Paper type – 70gsm, Maplitho Colour Type – Single Colour			
41	<b>Receipt Book</b>	Size – 8x4			

	<i>(will be made in pad)</i>	Printing – One Side Printed Carbon Copy Paper type – 70gsm, Maplitho Colour Type – Single Colour			
42	<b>Identity Card Lanyard</b>	Multicolour			
43	<b>Identity Card Lanyard</b>	Single Colour			
44	<b>Identity Card Holder</b>	Plastic			
<b>GRAND TOTAL AMOUNT IN WORDS :RUPEES</b>					

**Date:**

**Place:**

**Signature & Seal of the Tenderer**

**Undertaking**

To,

**The Registrar  
Dharmashastra National Law University,  
Jabalpur, Madhya Pradesh**

Sir,

I/We do hereby solemnly declare and undertake that:

- 1) The terms & conditions of the tender is acceptable in complete. If any information in the tender submitted by me is found incorrect/false, at any time, the tender/ contract is liable to be rejected.
- 2) The firm is in this business since last three years.
- 3) The items quoted by me/us have not been and are not being supplied to any other Govt organization /institution in Madhya Pradesh at rates lower than those quoted here and the rates quoted in this tender are not more than M.R.P. of the items.
- 4) The items quoted should be as per the quality and standard approved by the DNLU, Jabalpur.
- 5) The firm is not black listed in any Govt. org./institution.
- 6) I/We give the rights to the Registrar, DNLU, Jabalpur to forfeit the performance security deposited by me/us if any delay/failure occurs on my/our part to supply the items within the prescribed time or the items of desired quality.

For and on behalf of the firm  
(Firms Name & Address)

(Signature of Authorised Signatory)

Name :

Designation:

Seal:



**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**  
(to be submitted at the time of award of tender)

To,

**The Registrar**  
**Dharmashastra National Law University,**  
**Jabalpur, Madhya Pradesh**

WHEREAS \_\_\_\_\_ (Name and address of the supplier), hereinafter called the "supplier", has undertaken for supplying Printed items (herein after called "The contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.20,000/- (Rs. Twenty thousand only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under control and without CAVIL or argument, any sum or sums within the limits of as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification. This guarantee shall be valid up to 24(Twenty Four) months from the date of notification of award i.e. up to \_\_\_\_\_ (indicate date).

.....  
(Signature with date of the authorized officer of the bank)

.....  
(Name & designation of officer)

.....

.....

(Seal, name & address of the bank and address of the branch)