REQUEST FOR QUOTATION (RFQ)

RFQ No.: DBRANLU/P&S/2026/60/RFQ/01　　　　　　　**Date: 13.03.2026**

Subject: Request for Quotation for Printing & Supply of Examination Answer Sheets.

Dr. B.R. Ambedkar National Law University, Sonipat, Haryana is a State University established under Act 15 of 2012. The quotations are invited from the interested company/firm/agency/distributors/dealers/supplier for the printing and supply of Examination Answer Sheets as per the specifications and requirement mentioned below at Dr. B.R. Ambedkar National Law University Campus, Rajiv Gandhi Education City, Rai, Sonipat, Haryana 131021.

1. Item Details & Specifications:

Sr. No.	Description of Item	Specifications	Quantity
1	Answer Sheet 36 pages (Pink Colour)	a) First Page 　1. Min. Thickness of 1st page should be 90 GSM. 　2. Perforation, Watermark with University logo, blank format for award and instruction regarding examination. b) Rest Pages: Min thickness of rest pages should be 70 GSM and watermark with University Logo. c) Hole Punch of every booklet d) Thread binding of booklet. e) Size : 11*8 ¾"(in inches) f) Each booklet should be numbered serially.	7,000 Nos
2	Answer Sheet 40 pages (Blue Colour)	a) First Page 　1. Min. Thickness of 1st page should be 90 GSM. 　2. Perforation, Watermark with University logo, blank format for award and instruction regarding examination. b) Rest Pages: Min thickness of rest pages should be 70 GSM and watermark with University Logo. c) Hole Punch of every booklet	1,000 Nos

Sr. No.	Description of Item	Specifications	Quantity
		d) Thread binding of booklet. e) Size : 11*8 ¾"(in inches) f) Each booklet should be numbered serially.	
3	Answer Sheet 16 Pages	a) Booklet should be prepared with thickness of Paper 70 GSM and watermark with University Logo. b) Each booklet should be numbered serially. c) Thread binding/stapled binding of booklet. d) First should have the University logo, blank format for award, Instruction regarding examinations and column to fill the particular of the student. e) Size: 11*8 ¾" (In Inches.) f) Hole punch of every booklet.	7,000 Nos

2. Terms & Conditions:

1. The rates must be quoted inclusive of GST and all other applicable taxes, transportation, loading/unloading and delivery charges.

2. The GST and other taxes of the above items should be mentioned clearly in the quotations against the item.

3. The paper quality and printing must strictly conform to specifications.

4. The material must be supplied within one month from the date of issue of Supply Order at Dr. B.R. Ambedkar National Law University, Sonepat.

5. The authority reserves the right to reject any or all quotations without assigning any reason thereof.

6. The rates quoted shall remain valid for at least two years.

7. The firm must possess valid GST registration and PAN.

8. Payment shall be released after satisfactory delivery and inspection of the material and on receipt of the valid original bills in duplicate, completed in all respects.

9. Quantities mentioned in the Quotation format are tentative only it may be increased or decreased but Payment will be made on actual quantity basis.

10. In case of delay in supply, penalty may be imposed as per university norms.

11. If the supplier fails to supply the materials within the stipulated period shall entitle the buyer to take all or any one of the following actions, whichever required:

    11.1. To Cancel the order and purchase the item/equipment from the other source on the total risk of the supplier.

    11.2. To recover liquidated damages for delay in delivery from the supplier at the rate 1% (one percent) of the total cost of the material per day till the supply/work remains incomplete, provide that the total amount of the compensation shall not exceed 10% (ten percent) of the total cost of the material (as per Clause12.67 of UAC).

12. There is no provision of advance payment in the rules of the University. Thus, payment will be made against work/delivery of the material. As a general policy, the University tries to make payment within one month of the receipt of material subject to proper installation, wherever applicable, and satisfaction of the Inspection Committee.

13. The dispute, if any, shall be subject to the jurisdiction of Courts at Sonipat. Any other jurisdiction mentioned in the quotations or invoices of the company/firm/agency/ distributors/dealers/supplier/Manufacturer etc. shall be invalid and shall have no legal sanctity.

14. In case of any query regarding specifications or other details, the interested firms may contact on **Contact No. 0130-2811206.**

15. The firms may also visit the **General Branch of University** between **09:00 A.M.** to **05:00 P.M.** to examine/see the specimen/sample of the answer sheets before submitting their quotation.

3. Submission of Quotation:

Interested vendors are requested to submit their quotation duly signed and stamped on their letterhead through offline mode (by hand/by speed post in sealed envelope) on or before **24.03.26** up to **5:00 PM** to:

The Registrar
Dr. B. R. Ambedkar National Law University
Sonepat
E-mail: registrar@dbranlu.ac.in
Late quotations shall not be entertained.

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Deputy Registrar (General)
For Registrar

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Company/Firm Details

Name of the Firm	
Address of the Firm	
Contact Person Name & Number	
Email Id of the Firm	
GST No. of the Firm	

Stamp & Signature of the Company/Firm

Financial Quotation Format

The financial proposal shall be considered only on the basis of the quoted lowest total amount.

Sr. No	Item description	Quantity	Basic rate per unit without GST in figures in Rs P	GST in Percentage	Total amount without GST in Figures in Rs P	Total GST amount in Figures in Rs. P	Total amount with GST in Figures in Rs. P
		A	B	C	D=AXB	E (GST only)	F=D+E
1	Answer Sheet 36 pages (Pink Colour)	7000 Nos					
2	Answer Sheet 40 pages (Blue Colour)	1000 Nos					
3	Answer Sheet 16 Pages	7000 Nos					
	TOTAL IN FIGURES						
	TOTAL Quoted Rate in Words						

Stamp & Signature of the Company/Firm