

**NATIONAL LAW INSTITUTE UNIVERSITY**  
**KERWA DAM ROAD, BHOPAL**

**TENDER NOTICE**

**INVITATION OF BIDS FOR HIRING ROOMS IN HOTEL**

**START DATE: - 12-09-2022**

**CLOSE DATE: - 03-10-2022**

Applications are invited from Individuals/Sole Proprietors/Agencies/Firms/LLPs/Companies engaged in the business of Hotels / Guest House for hiring of 175 to 200 (One Hundred Fifty to Two Hundred) numbers of Air-Conditioned rooms in ready to occupy condition in 3 Stars Hotel in Bhopal on per day rent basis for four days (13<sup>th</sup> Oct to 16<sup>th</sup> Oct 2022) for utilizing in Virudhaka Sports fest a University Event for Teams under **Two-Bid system** i.e., Technical Bid and Financial Bid. Interested persons fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the University website [www.nliu.ac.in](http://www.nliu.ac.in) under link.

National Law Institute University, Bhopal (hereinafter called as NLIU) intends to hire AC Rooms in 3 star Hotels in Bhopal for four days (13<sup>th</sup> Oct to 16<sup>th</sup> Oct 2022) for utilizing in virudhaka NLIU Bhopal's sports fest on per day rent basis on which are in ready to occupy condition from Individuals / Firms / Companies under two bid systems as per details given below:

Numbers of rooms required	Location	Remarks
175 or 200 (one hundred fifty to two hundred) Air Conditioned rooms with double bed on triple sharing bases. preferably within 12 kilometres radius of NLIU Bhopal's campus. The rooms should have facilities like Lift, intercom, hot water, RO water LCD TV etc.	The Hotel / Guest House should be ideally located in the prime place (New Market/ MP Nagar) with good public transportation connectivity and good connectivity to Airport, and Railway Station.	The rooms will be available for outside contingents at any time. (Check in 11.00 AM / Check out 11.00 AM) or (Check in 12.00 AM / Check out 12.00 AM).

The Bidders are required to quote most competitive rates for providing rooms (L1 shall be the offer one room for four days in respect of which lowest rate is quoted.) The Financial bids of Bidders who qualify in technical bids shall only be opened. The interested parties should send their bids, along with earnest money deposit, in the format which obtained from the website [www.nliu.ac.in](http://www.nliu.ac.in). The Bidders are requested to read carefully and understand the terms and conditions before submitting the bid.

Details of the tender are given below:

1	Name of Work	Tender for hiring of Rooms for using as Teams on per day rent basis in Bhopal.
2	Earnest Money Deposit (EMD)	<b>Rs. 25,000</b> (Twenty thousand only) in the form of <b>Demand Draft</b> only issued by Public Sector Bank drawn in favour of <b>Director, NLIU payable at Bhopal with Technical Bids.</b>
3	Cost of tender documents	Cost of Tender documents of Rs. 1500 + GST @18% in favour of Director, NLIU payable at Bhopal with Technical Bids.



4	Open date of tender	12/09/2022.
5	<b>Last date</b> and time of receipt of tender	<b>03/10/2022 at 2.30 PM.</b>
6	Address at which the Bids are to be submitted	<b>National Law Institute University, Kerwa Dam Road, Bhopal – 462044. Tender Box kept in the Office of Registrar.</b>
7	Date and time of opening of Bids (Technical Bids)	<b>03/10/2022 at 3.00 PM.</b> Date and time of opening of <b>financial bid</b> will be announced Refer website <a href="http://www.nliu.ac.in">www:nliu.ac.in</a>
8	Place of opening tenders	<b>Conference Hall of Samadhan Bhawan, Kerwa Dam Road, Bhopal – 462044.</b>
9	Technical Bid.	Annexure -I
10	Financial/Price Bid	Annexure-II
11	Undertaking & declaration	Annexure-III
12	Certificate for the documents Downloaded from the website	Annexure-IV
13	Letter of authorisation for attending bid opening	Annexure-V

NLIU has the right to accept/reject any/all bid without assigning any reasons. *The NLIU also reserves its right to reject any bid which, in the opinion of the NLIU, is too low or unrealistic for effectively carrying out the obligations required under the terms and conditions of the tender.*

**Place: Bhopal**

  
**Registrar**



## DISCLAIMER

The information contained in this Tender document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form by or on behalf of NLIU, is provided to the Bidder(s) on the terms and conditions set out in this Tender document and all other terms and conditions subject to which such information is provided.

This Tender invitation is neither an agreement nor an offer and is only an invitation by the NLIU to the interested parties for submission of bids. The purpose of this Tender invitation is to provide the Bidder(s) with information to assist the formulation of their proposals. This Tender invitation does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Tender document and where necessary obtain independent advice. NLIU makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender.

NLIU may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this Tender documents. No contractual obligation whatsoever shall arise from the Tender process until a formal contract is signed and executed by duly authorized officers of the Bank with the selected Bidder.

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## TENDER INVITATION

NLIU desires the Bids from Individuals/ Sole Proprietors/ Agencies/ Firms/ Companies engaged in the business of Hotels/Guest House for hiring of 175 or 200 (one hundred fifty to two hundreds) numbers of Air Conditioned rooms in ready to occupy condition in Hotel / Guest House having on triple sharing bases (three persons will stay in one room) in Bhopal for four days Virudhaka NLIU sports fest under **Two-Bid system** i.e. Technical Bid and Financial Bid. Interested persons fulfilling the minimum eligibility criteria may apply in prescribed format which may be downloaded from the NLIU website [www.nliu.ac.in](http://www.nliu.ac.in) . The Contract of hiring shall be valid for a period of 15 days.

### **2. GUIDELINES FOR SUBMISSION OF TENDER INVITATION**

- a. One Bidder shall submit only one tender.
- b. Each page of Tender Document shall be signed by the Authorised Signatory.
- c. Room size with dimensions, Room Numbers offered. Photograph of rooms and site plan of the hotel/guest house showing the main approach road, road on either side if any, width of the road/s and landmarks around the hotel should be enclosed.
- d. The bidder must submit copies of valid Trade License, valid Fire License and all other statutory licenses/ permits along with the offer. The successful bidder will be required to produce the originals of these licenses/ permits for verification if required by NLIU before finalizing the contract.
- e. The Rate quoted should be inclusive of all taxes and other charges if any per day per room on triple sharing bases ( three person will stay in one room).



- f. Offer(s) incomplete or deficient, received late and/or not signed by the Bidder on all the pages shall not be accepted.
- g. The contract shall be finalized subject to recommendation of the Purchase committee and approved by the Competent Authority of NLIU.
- h. Documents constituting the contract: The invitation of Bids, the terms and conditions of the Tender, bid of the successful Bidder and Letter of work order will be issue by the NLIU Bhopal.
- i. The tender will be processed under Two-Bid Tender System. Therefore, separate TECHNICAL and FINANCIAL BIDS are to be submitted as per the following procedure:

**TECHNICAL BID**

**Technical Bid as per Annexure-I should be furnished in Envelope 'A'.**

**This shall include details of services being provided and various other terms & conditions.** Details of documents asked for should also be enclosed with the Technical Bid. **(Price and other financial details must not be included in the technical bid.)**

**FINANCIAL/PRICE BID**

**Financial Bid as per Annexure-II should be furnished in Envelope 'B' .**

No other format will be accepted. Both envelopes should be sealed and kept in another **Envelope 'C'** and sealed.

**Technical Bids shall be opened first and subsequently, after preliminary scrutiny of technical bids, verification of credential, the Financial Bid of only those bidders whose properties offers are found suitable to the NLIU, will be opened at later.**

Bidder should furnish earnest money deposit (EMD) in the form of Demand Draft only, issued by any Public Sector Bank, for Rs 25,000/- (Rupees Ten Thousands only) along with the technical bid, drawn in favour of Director, NLIU payable at Bhopal.

The EMD will be returned interest free, to the unsuccessful Bidders after thirty (30) days from completion of tender process. The EMD is payable by all categories of Bidders and no exemption from earnest money deposit is permissible. Earnest Money Deposit (EMD) in the form of cheque or cash is not acceptable. Bids without earnest money deposit shall be treated as invalid. Bids with defective financial instruments shall also be treated as invalid.

In the case of successful Bidders, Earnest Money Deposit amount will be forfeited by the NLIU, if:

- i) After submission of the tender, the Bidder fails or refuses to comply with any/all of the terms and conditions of the tender;
- ii) The Bidder withdraws the offer during the validity period.

**j. Last Date**

Bidders must ensure that the duly signed and filled Bids enclosing all the required/stipulated documents is posted by Registered Post & Acknowledgement to **Registrar, National Law Institute University, Kerwa Dam Road, Bhopal – 462044** or personally delivered in *Tender Box* kept at this Office of Registrar, **Kerwa Dam Road, Bhopal – 462044** well within time so as to reach the NLIU **on 03-10-2022**. Bids received after the due date and time shall be rejected and returned to the Bidder by the NLIU and no correspondence will be entertained in this regard.



**k. Date of opening of bids**

The technical bid will be opened, in the presence of participating bidders or their representative duly authorized in writing, on **03-10-2022 at 3.00 PM** at Conference Hall of Samadhan Bhawan, NLIU, Kerwa Dam Road, Bhopal - 462044. **Date and time** of opening of **financial bid** will be announced later. The date of opening the financial bids refer our website: [www:nliu.ac.in](http://www.nliu.ac.in) of technically qualified bidders.

**l. Bids should be addressed to :**

**Registrar,  
National Law Institute  
University, Kerwa Dam  
Road, Bhopal – 462044.**

**m.** Bidders are advised to read and understand the complete scope / value and volume of the work involved before submitting their bids. No Clarifications shall be entertained after submitting the bids.

**n.** Bidders are advised in their own interest to study the terms and conditions of the tender carefully and only then submit bids accordingly. Any tender/quotation received against this tender shall be governed by the terms and conditions indicated in the tender document and the Bidders quoting against this tender shall be deemed to have read, understood and accepted the same.

**o. Price and Validity**

i) The Rates must be quoted as detailed in **Annexure-II** covering the entire activity as per the scope of the contract. Rates shall be inclusive of all Taxes & duties, rates, charges, insurance costs etc., as applicable. However, if quoted rates are exclusive of GST, then the GST, as applicable, shall be paid additionally after receipt of valid GST certificate as applicable, registration certificate from the contractor and proof of payment of tax whenever the same have been paid and claimed.

ii) Rates agreed upon shall remain same throughout the period of Contract.

**p.** The discount, if any, should be straight and simple. No, conditional discount will be given weightage for comparison purpose. However, the NLIU may avail it to its benefit.

**q.** Offer quoted should be valid minimum for a period of one month from the date of opening of Technical Bid.

**r.** i) The terms of contract shall be valid for a period of 1 (one) month.

ii) After expiry of the above prescribed period of months the NLIU reserves the right to extend the period on the same terms and conditions if it so desires at its sole discretion subject to the mutual agreement between the parties, for a further admissible period.

**s.** The finalization and declaration of the final L-1 will be subject to the approval of the competent authority.

**t.** The technical bid will be opened on day i.e., 03-10-2022 at 03:00 PM in the presence of bidders or their authorized representatives who may like to be present. After preliminary scrutiny of the technical bids, verification of credentials, site inspection of the shortlisted premises offered by them, assessment of the offers, the financial bids of only those bidders, whose offers are found suitable to the Bank, will be opened at a later date. The date of opening of financial bids will be intimated to university website to those bidders whose offers are found suitable.



- u. **The suitability of the Hotel Premises will be evaluated by giving weightage to the equivalent aspects in various parameters like location, distances from NLIU Bhopal railway stations and Airport, amenities available, nearby surroundings, availability of sufficient parking space, proneness to water logging/flood etc., quality of construction, efficacy of internal layout of hotel premises and layout of Rooms Offered in the Hotel.**

### 3. MINIMUM REQUIREMENTS:

1. The Hotel should be ideally located in the prime place of Bhopal within the radius of 12 Km of with NLIU Bhopal, Railway station and good connectivity to Airport.
2. The bidder shall be prepared to rent well maintained 175 to 200 (one hundred fifty to two hundred) A/C Rooms on triple sharing bases with attached toilet and bathroom, the rooms should be equipped with modern facilities along with the following facilities preferably available in the hotel as mentioned hereunder:
  - 3-star rating of the hotels.
  - Lift within the hotel for all the floors.
  - 24 Hour Room Service.
  - Laundry and Valet Services.
  - LCD/LED Colour Television with 24hrs Cable connection (All popular National/Regional News, Sports, Entertainment channels)
  - 24 Hours water, hot and cold running water in the bathrooms with western type toilets.
  - 24 Hours electricity supply with generator back-up.
  - Intercom facility in the room.
  - Rooms should be cleaned every day. Bed linen and towels should be changed every day.
  - Breakfast complimentary shall be provided by the hotel for 04 days.
3. Water Supply: The owner should ensure and provide adequate supply of drinking water and water for W.C & Lavatory to the rooms throughout the contract period.
4. Electricity: The building should have sufficient sanctioned electrical/ power load, power back up, Lifts and made available to the NLIU guests.
5. University reserves the right to increase or decrease the number of rooms based on the participation of outside contingents in the VIRUDHAKA sports fest.
6. Rooms should be airy, sufficient sunlight in the day time, with proper ventilation.
7. Rooms should be on good location of the Hotel.
8. Each room should have Linen, towels, bed sheets, woollen blankets, quilts pillow etc.
9. Proper and adequate steps and care should be taken for maintaining cleanliness, sanitation etc. in the rooms.
10. Hotel should provide complimentary taxi facility in case of emergency for taking occupant to nearby hospital
11. The Hotel staff should be courteous with guests. In case of any damage to the Hotel property by the guests, the hotel authorities are free to collect the damages from the guests as in the case of NLIU is not responsible for the same.



12. The Hotel shall abide by the rules, guidelines, policies and procedures applicable to running a hotel, follow the rules and regulations issued by the various Government Authorities under whose jurisdiction the agreement will fall, from time to time.

13. Successful bidders should be prepared to maintain a separate register exclusively for the guests as prescribed by NLIU.

14. Successful bidders should be prepared to maintain a complaint and feedback register exclusively for guests. All the guests should register their feedback/complaints if any. Time of complaint should also be recorded. Remedial measures should be taken on daily basis. Remarks along with date and time with signatures of authorized person of hotel and the guest should be recorded on the register.

15. If the successful bidder fails or refuses to allot the room to a guest, even if a room is vacant without any justifiable reason, the NLIU shall be free to impose a penalty of Rs. 5,000/- per incidence and same shall be deductible from any amount payable by the NLIU to the bidder.

16. Payment will be made to the successful bidder after completion of the said event. Payment will be made by NEFT/RTGS/Transfer/Banker's Cheque only (as applicable) for which the successful bidder will provide the relevant bank details in the prescribed format of NLIU. Payment will be made after deduction of Statutory Taxes.

17. The particulars of amenities provided / proposed to be provided in the hotel should be furnished in the technical bid.

18. The Hotel rooms offered should be in good and ready to occupy condition. The rooms should be ready for occupation within 10 days after the acceptance of their offer by NLIU.

18. It may be noted that no negotiations will be carried out, except with the lowest Bidder and therefore most competitive rates should be offered.

19. Rate quoted should be per room per day inclusive of all taxes and other charges if any. Nothing extra will be paid other than the total four days period from 13<sup>th</sup> Oct to 16<sup>th</sup> oct 2022.

20. No advance shall be payable by university to the successful bidder after awarding the work.

#### **4. OTHER REQUIREMENTS**

- a. Bids should be complete in all respects and incomplete bids will be summarily rejected. The NLIU will not entertain any correspondence in this regard.
- b. Canvassing in any form entails disqualification from further consideration.
- c. Any Bidder found influencing or intimidating other Bidders / Tender process is and will be liable to / for disqualification.
- d. The NLIU decision in respect of any dispute arising out of the hiring of Hotel's Room shall be final and binding on the Bidder or his representative.
- e. The Bidder shall procure and arrange at his expense all necessary permits, certificates and licenses required under any or all applicable laws, regulations, ordinances and other rules in effect at the place where any service/s is / are to be performed, and the Bidder further agrees to hold and keep the NLIU indemnified from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules.



- f. The contract shall be governed, interpreted and enforced in accordance with law of India and Courts at Bhopal shall alone have exclusive jurisdiction.
- g. The Bidder shall not at any time sub-contract or assign in whole or in part its obligations, liabilities, privileges, benefits and rights in or under this contract for any purpose and to any extent in favour of any third party without prior consent of the NLIU in writing.
- h. The NLIU reserves the right to reject or accept or cancel partly or in full any or all bids without assigning any reason whatsoever. The decision of the NLIU in this regard is final and binding on the Bidders.
- i. **The successful Bidder may be required to execute an Agreement with the NLIU in the format prescribed by the NLIU. Numbers of the rooms required depend on the numbers of the participant in the Virudhaka sports fest.**

## 5. INDEMNITY & LIABILITY

- (a) The Bidder agrees to indemnify the NLIU against all losses or claims in respect of any or all statutory / financial obligations arising out of any negligence or misconduct on the part of the bidder howsoever and in whatsoever manner caused to the NLIU. The NLIU will not enter into any litigation whatsoever under any circumstances in respect of afore-stated statutory / financial obligations. Any litigation if so warranted /compelled will be conducted and pursued by the NLIU at the cost of the Bidder only.
- (b) The NLIU shall be liable only for paying agreed hiring charges. The Bidder shall be responsible and answerable for all claims from third parties including the employees/students/guest of the NLIU in the event of any accident or injury, death, loss or damage leading to / involving any liability caused by the Bidder or its employees. The NLIU will have no master servant relationship with the employees of the Hotel. The relation of bidders and the NLIU is principal-to-principal basis. If during the contract period, any loss or damage to property or life, death due to accident etc., is caused either to the occupants or employees of the Hotel or any other third party, the NLIU shall not be responsible for the same.
- (c) Payment to the Bidder will be based upon the record maintained by the bidder. It is, therefore, necessary that record occupancy should signed by the occupants. In any dispute the numbers of the participant will be the cross matches with the numbers of the guest stay in the hotels under this contract. NLIU will pay only those participants room rent who will pay the accommodation's charges in this regard.

## 6. Termination

The NLIU reserves the right to terminate the contract any day before availing the facilities without assigning any reason whatsoever.

Without prejudice to the above the NLIU also reserves its right to terminate the agreement if the Bidder is involved in wrongful billing. In addition, hereto wrongful billing shall also result in the organization being debarred from participating in any other tender of the NLIU.



**7. Validity of Tender**

Tenders shall remain valid and open for acceptance for a period of 1 (one) month from the last date of submission of Bid. If the bidder withdraws his/her offer during the validity period or makes modifications in his/her original offer which are not acceptable to the NLIU, the NLIU shall be at liberty to forfeit the EMD without prejudice to any other right or remedy.

Place:.....

**Date :**.....

SIGNATURE OF OWNER /  
DIRECTOR  
**AUTHORISED SIGNATORY**  
**Official Seal/Stamp**



## TECHINICAL BID

Passport size  
photographs of  
the Bidder/ au-  
thorized  
  
*Signatory holding  
power of Attorney*

**Profile of the Bidder:**

1. Name of the Bidder \_\_\_\_\_
2. Name of the person submitting the Bid whose photograph  
is affixed Shri/Smt. \_\_\_\_\_

**(The Bid should be signed as per terms and conditions mentioned in the Tender Documents)** Bidder will submit the attested copy of the PAN card / Election Commission I-Card / Passport of the proprietor or authorized signatory in case of proprietor is not signing the tender document. The tender is liable to be rejected if the signature and photograph do not match with the photograph affixed and the signature made in the tender documents.

Registration & incorporation particulars of the Bidder:      Date of Registration \_\_\_\_\_

- i)            Individuals
- ii)          Proprietorship Concern
- iii)        Partnership Firm
- iv)         Limited Liability Partnership

**(Please attach attested copies of documents of registration/ incorporation of your firm with the competent authority as required by business law)**

3. Name of Proprietor/Partners/Directors \_\_\_\_\_
4. Permanent Income Tax member, Income Tax circle \_\_\_\_\_

**5. GST NUMBER** \_\_\_\_\_**PARTICULARS REQUIRED**

S. No.	DESCRIPTION
1.	Name and Address of the Hotel/ Hotels attached
2.	Phone No. and Fax No.
3.	Email ID
4.	Web site address
5.	Contact Person with designation and Mo- bile No.
6.	Valid license from Competent Govern- ment authority to run the Hotel attach (certificate)
7.	Total Nos of Rooms will be provided in the Hotel/ Guest House
8.	Location of rooms (e.g., Ground floor etc)





## UNDERTAKING

- a) I / We hereby certify that all the information furnished above are true to my knowledge. I have no objection to the NLIU verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- b) In the event of any information or statement being found to be incorrect in any way and at any time, the same be construed to be a misrepresentation, enabling NLIU to avoid / cancel any resultant contract and forfeit the EMD deposit.
- c) I / we further undertake that as and when called upon by the NLIU for inspection, to produce original (s) of the documents of which copies have been attached hereto.
- d) It is certified that I / we have not been debarred or blacklisted from participation in Govt., tenders at the time of purchasing this tender document.
- e) I / We also certify that, I / We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely and unconditionally

Bhopal

Date:

Signature of Bidder/Authorized signatory.....

Name of the Bidder.....

Seal/Stamp of the Bidder

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### List of enclosures

- a) Copy of Partnership Deed/Proprietorship Deed/Article & Memorandum of Association, as the case may be.
- b) Permanent Account No. (PAN) Copy.
- c) Certificate of GST No.
- d) EMD of Rs 25,000/- in favour of "Director, NLIU payable at Bhopal"
- e) Photocopy of the Registration/incorporation of the Bidder.
- f) Copy of Star Rating Certificate
- g) Copy of License/permission for running Hotel
- h) Annexure III, IV & V



**FINANCIAL BID**

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**FINANCIAL BID IS TO BE OPENED AFTER SCRUTINY OF TECHNICAL BIDS,  
INSPECTION OF HOTELS AND SHORTLISTING THE HOTELS.**

**Financial bid for Hiring of Hotel Rooms for use as Teams  
at BHOPAL  
to be submitted by the vendor  
(The rate quoted shall be inclusive of all taxes)**

S. No.	Room No's.	Room rent per room per day on triple sharing bases
1		Total Rs.
		In words Rs.

**(Please quote rate for one room for one day inclusive all Taxes, levies, and duties except GST. GST shall be paid as per actual).**

The offer should remain valid at least for a period of 01 (one) month to be reckoned from the date of opening of "Technical Bid".

**Date:**

**(Signature of authorized signatory)**

**(Name of the authorized signatory)**

**Seal:**



**UNDERTAKING & DECLARATION**

*For understanding the terms & conditions of tender and scope of work.*

**(a) Certified that:**

1. I/We ..... have read, understood, and agree with all the terms and conditions, specifications included in the tender documents & offer to execute the work at the rates quoted by us in the tender form.

**(b)The bidder hereby covenants and declares that:**

1. All statutory obligations for last three years ending have been complied with.
2. If I/We fail to enter into the agreement & commence the work in time, the EMD deposited by us will stand forfeited to NLIU (hereinafter called as NLIU).
3. If anything is found false and/or incorrect and/or reveals any suppression of fact at any time, university reserves the right to debar our tender offer/cancel the LOA/Work order if issued and forfeit the EMD/ bill amount pending with university. In addition, university may debar us from participation in its future tenders.
4. I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. 01 to 19 (Including all documents like Annexure(s), Schedules etc.) which form part of the contract agreement and I/We shall abide hereby by the terms/conditions/clauses contained therein.
5. I/We declare that I/We/our Company / LLP / Partnership / Society / Proprietorship has not been blacklisted by any Central / State Government Department / Public Sector Undertaking.

Date:.....

.....

Place:.....

Signature of Bidder

Name of the Bidder.....

along with date & seal



**CERTIFICATE FOR THE DOCUMENTS  
DOWNLOADED FROM THE WEBSITE**

“I..... (Authorized Signatory) hereby declare that the Tender Documents submitted has been downloaded from the website <https://www.nliu.ac.in> and no additional/deletion/correction has been made in the documents downloaded.

In case at any stage, it is found that the information given above is false / incorrect, NLIU shall have the absolute right to take any action as deemed fit/without any prior intimation.

Signature of the Bidder with Seal



**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

Subject: Authorisation for attending bid opening on ..... (date)

in the Bidding of .....

Following persons are hereby authorized through duly passed resolution\*/power of attorney\* to attend the bid opening for the tender mentioned above on behalf of ..... (Bidder) in order of preference given below: -

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen Signature</b>
	<b>Contact No.:</b>	
	<b>Contact No.:</b>	

\* Certified copy should be enclosed

Signature of the Bidder with Seal

Or

Officer authorized to Sign the Bid Documents on behalf of bidder.

Note

1. Maximum of two representatives will be permitted to attend bid opening. In case where it is restricted to one, the first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.



CHECK LIST FOR THE HELP OF BIDDER (Indicative)

Serial No.	Details of documents to be submitted.
1.	Registration no. /License no. to run the Hotel/ Guest House.
2.	Certificate under Shop & Commercial Establishment Act
3.	GST Registration Certificate
4.	PAN Card
5.	Proof for (proprietor firm) / Partnership firm)/LLP / Pvt. Ltd/Public Ltd Co registration certificate, certificate of incorporation/partnership deed and relevant documents
6.	Technical Bid (Annexure-I)
7.	Financial/Price Bid (Annexure-II)
8.	Undertaking & Declaration for understanding the terms & conditions of tender and specification of work along with a declaration that they have not been blacklisted for corrupt / fraudulent practices / non-delivery of services and non-performance. - ANNEXURE –III
9.	Certification for the Tender Document Downloaded from the nliu Bhopal Website. - ANNEXURE –IV
10.	Letter of Authorization for Attending Bid Opening. (Annexure – V)
12.	Details of Demand Draft for Earnest money deposit (EMD) Rs.25,000/-
13.	Authority to sign the Bids/Tender Documents
14.	Other documents/compliance certificate not stated above

