

NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044 Email: nliu@nliu.ac.in

Contact us: +91-755-2696965/970 Fax: 2696724

TENDER DOCUMENTS

FOR

Printing of Course Material for NLIU, Bhopal



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal - 462044

TENDER NOTICE- 04/NLIU

Online tenders are invited by the National Law Institute University for the following work as per tender specifications and bids have to be submitted online on Portal <https://mptenders.gov.in> as per the key dates in the notice published on the above website from all the printing presses:.

S. No	Tender Specification No.	Particulars	Tender Cost (Rs.)	EMD (in Rs.)	Date of Downloading the Tender Documents and Last Date of submission of Tender Document	Due date of opening of tender*
1	NIT/PRINTING/NLIU/APRIL-07	Tender for Printing of Course Material Campus for NLIU, Bhopal	200.00 + GST @18% (Rs 236/-)	34,000/-	27.04.2023 to 08.05.2023	09.05.2023

NOTE: -

- (1) Other details can be seen in the complete tender documents which shall be made available on e-portal <https://mptenders.gov.in> and www.nliu.ac.in/tenders and can be downloaded from the portal.
- (2) Tender documents can be submitted only online from e-portal <https://mptenders.gov.in>. Details of tender document is also visible on the website www.nliu.ac.in/tenders
- (3) The bid data should be filled online and the documents which are to be uploaded by the bidders should be submitted online within time schedule (Key Dates).
- (4) The relevant portion of tender which tenderer have to fill online would be available on above website as per date mentioned in the tender document. The university reserves the right to reject any or all the tender or accept any tender in full or part as considered advantageous to the university, whether it is lowest or not, without assigning any reason whatsoever it may be.
- (5) Since the online bidders are required to sign their bids online using class III Digital Certificates only, hence they are advised to obtain the same at the earliest. Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System of MP Tender.
- (6) The bidders are required to invariably upload the documentary evidence of submission of **EMD/TENDER COST in Envelope- A** without which online offer i.e. **Envelope – B (Technical Bid) & C (Financial Bid)** shall not be opened.
- (7) No offer will be accepted without valid Earnest Money Deposit. If on opening of tender, it is revealed that EMD amount is inadequate/ any other discrepancy is noticed, the offer shall be rejected.

- (8) The corrigendum or addendum to the bidding documents, if any, as well as any change in due date(s) of opening of tender will be published on the website: <https://mptenders.gov.in> & also on university website <http://www.nliu.ac.in> and will not be published in newspapers. Hence, participant bidders are advised to regularly visit the websites for latest information in this regard. The university shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due dates.
- (9) No physical submission of Bid is required. The date of opening of Technical Bid shall be the date of opening of tender for all the purpose.
- (10) The Tender document will be available on portal <https://mptenders.gov.in> on or before from 27.04.2023 to **08.05.2023 at 03:00 PM and the date & time of received of tender on 08.05.2023**. The interested bidders are advised to regularly visit the portal for purpose.
- (12) If any of the above happen to be a holiday, the next working day will be the due date.



INSTRUCTIONS TO THE BIDDER

1. Attention of the tenderer is directed to the conditions of tender and general conditions of the contract of NLIU. The Bidder must read the terms & conditions before submission of the tender.
2. The time for completion of work is 20 **Days** & will be reckoned from the date of issue of Work Order.
3. The Bid Validity Period is 120 Days.
4. The Earnest Money received shall be refunded to the unsuccessful bidders without any interest, after the finalization of the party. The Earnest Money Deposit (EMD) of the successful tenderer shall be refunded after the submission of performance bank guarantee.
5. The Rates quoted must be valid for period of one year. The University as per its requirement may issue separate work orders for each job from time to time.
6. Earnest Money Deposit (EMD) will be forfeited in the following cases –
 - a. If the tenderer withdraws/modifies his tender during the period of Bid Validity.
 - b. If the tenderer does not accept the correction of arithmetical errors of his tender.
 - c. If the tenderer after awarding of work, does not start the work within the stipulated time period as per Letter of Acceptance / Work Order.

Eligibility Criteria

Contractors who fulfil the following requirements shall be considered as Eligible Bidder:

1. The Bidder must be in the business of Printing for at least last 3 (three) year. **(Enclose Proof)**
2. The bidder must have completed similar work of printing and delivering atleast 500 books. **(Enclose copy of work order/Invoices).**
3. Must have registration of the firm for the business of printing work.
4. A Self attested Photocopy of GST of firm issued by concerned department.
5. A Self attested Photocopy of PAN card of the firm issued by the Income Tax Department.
6. Self- attested photocopy of certificate of Shops Establishment.
7. The Bidder should not have been blacklisted by any Government/PSU organization.

NECESSARY INFORMATION TO THE BIDDERS

1. The bidder shall have to submit self-certified copies of valid PAN, GST registration.
2. All Rates, Prices, Amounts and Sums quoted by the bidder shall be in INR only. The language used throughout shall be English.
3. All Rates, Amounts & Sums shall have to be quoted in both in figures and words. If the rate quoted in words does not tally with the rate quoted in figures, then the rate which corresponds to the lesser amount shall be considered.
4. Tender must be submitted with the rates for all the items of work involved and any incomplete tender documents will not be considered. The items for which the rates are not quoted will be considered as '**Zero**' & the agency shall complete that item of work without any claim.
5. No alteration shall be made by the party in the quotation and no conditional tender will be entertained. Tenders with a split rate will not be considered.



6. The bid shall remain valid for a period of **60 Days** from the date of opening of the bid. If before the expiry of the validity period or issue of work order, whichever is earlier, the bidder amends/modifies/withdraws his bid, making it unacceptable to the University, then the Earnest Money Deposit shall be liable to forfeiture at the option of the University.
7. **The Rates quoted by the party should be clear. All the column of the price bid should be filled carefully.** No claim on this account whatsoever shall be entertained at any stage including the extended period, if any.
8. The Intending bidders will have to produce documentary evidence in original in support of their credentials before the competent authority whenever demanded verification. If any information furnished by the bidder is found false/fabricated then his bid will be rejected and treated as cancelled, even if the same is detected at any stage after signing of the contract and would lead to termination of the contract besides the forfeiture of Earnest Money Deposit (EMD) and liabilities towards prosecution under appropriate law. In such cases, the bidder/tenderer will be debarred from participation in the future tendering process.
9. Should there be any doubt or obscurity as to the meaning of any of the tender documents or if any further information is required, the tenderer must address his enquiry in writing in duplicate to Registrar, National Law Institute University, Kerwa Dam Road, Bhopal – 462044.
10. The Bids shall be received on date and time stipulated in the Notice Inviting Tender or Corrigenda otherwise. Tenders that are received after the date and time specified will not be considered.
11. All taxes and statutory obligations will be deducted from the bill as applicable from time to time as per Govt. rules.
12. The Technical Bids will be opened on the specified date and time.
13. The University reserves the right to accept or reject any or all the offers including the lowest without assigning any reason. The Institute does not bind itself to accept the lowest offer.
14. Payment shall be made after the completion of work and the EMD of the successful bidder shall be refunded after the date of completion of work.
15. No advance payment will be made, any offer linked with advance payment is likely to be ignored. Payment shall be made after the completion of works.
16. After winning the order, if you fail to complete the work your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.
17. The decision of acceptance of tender will lie with the competent authority of NLIU, who does not bind himself to accept the lowest tender and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
18. **A penalty of 1% of the total order value will be imposed per week for late completion of work or a maximum of @10% of the value of work.**
19. Financial bids of those bidders shall be opened who qualified in the Technical Bids.
20. The Employer shall be entitled to make any variation of the quality or quantity of the works or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion be desirable, he shall have power to order the contractor to do and the contractor shall do any of the following:

a) Increase or decrease the quantity of any work up to plus-minus 20% included in the contract.

21. The quantities indicated are approximate and may vary at the time of execution. The University will exercise absolute discretion for operating all or some items of the schedule.



FINANCIAL BID				
BILL OF QUANTITIES				
04 Types Books have to be printed. And Each Book should be printed 500 copies.				
Sr. No.	Name of the Item	Specifications	Unit Rate (In INR) For printing of 1 (One) Book	Total Amount (Unit Rate x 500) In INR
1.	Course Material Book	A4 size cover Page 300 GSM Art Paper with Glossy lamination and multi colour printing WITH PERFECT BOOK BINDING complete in all respect.		
		Approx. 200 Inner Page 70 GSM meph litho paper multi- colour printing.		
		Approx. 170 Inner Page 70 GSM meph litho paper multi- colour printing.		
		Approx 150 Inner Page 70 GSM meph litho paper multi- colour printing.		
	Mention GST in percentage (%)			

Note: Bidders must quote for different number of pages as indicated above.



