

# NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044 Email: [nliu@nliu.ac.in](mailto:nliu@nliu.ac.in)

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

## TENDER DOCUMENTS

FOR

Printing of Books for NLIU, Bhopal



# NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal - 462044

## TENDER NOTICE- 04/NLIU

Sealed Bid(single) are invited from the reputed printing firm for the printing of books.

The Specification and quantity for the books as under:

S. No	Tender Specification No.	Description	Quantity
1	NIT/PRINTING/NLIU/June-01	7 X 9 size cover Page 300 GSM Cover Paper with matt lamination and multi colour printing. 70 GSM Meplitho Paper, Single Color Printing WITH PERFECT BOOK BINDING complete in all respect.	500 each book (2 Set of Books)

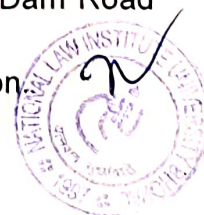
### General Terms and Conditions:

1. The cost of form ₹ 500/- shall be submitted along with quotation in the form of demand draft from the Nationalized Bank only in favour of Vice-Chancellor NLIU, Bhopal
2. EMD Rs 5000/- in form of DD in favour of VC NLIU Bhopal (refundable only unsuccessful firm) must be enclosed with price bid.
3. Following document with self-attested must be enclosed with price bid.
  - a. Registration of firms
  - b. ITR (2020-21 & 2021-22)
  - c. Copy of PAN, Aadhaar
4. The firms must quote the price in the Performa given the Bid Document.
5. All required document must be enclosed with price bid any of them not enclosed with price bid in case any of them not enclosed shall be disqualified.

### 6. Important Dates:

Sl.No.	Work	Date
a.	Bid Document upload	15.06.2023
b.	Last date to download	22.06.2023
c.	Bid Submission	22.06.2023 till 03:00 p.m.
d.	Bid opening	23.06.2023

7. Sealed Bid duly mentioned in Price Bid for Book Printing in the envelop.
8. Bid shall be submitted in the office of the registrar, NLIU, Kerwa Dam Road on or before date given above.
9. The Price shall be inclusive of composing printing and transportation
10. All matter will be deal with in the jurisdiction of Bhopal district.



## 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 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.
  13. 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.
  14. 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.
  15. 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.
  16. 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.
  17. **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.**
  18. 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.
- 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
19. **The bid shall be decided on the bids of the bottom total as prescribed in the financial bid.**



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Kerwa Dam Road, Bhopal - 462044

TENDER NOTICE- 04/NLIU

<b>FINANCIAL BID</b>				
02 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.	Book	7 X 9 size cover Page 300 GSM Cover Paper with matt lamination and multi colour printing. 70 GSM Meplitho Paper, Single Color Printing WITH PERFECT BOOK BINDING complete in all respect.		
		Approx. 180 Inner Page 70 GSM mephliitho paper Single Color printing.		
		Approx. 400 Inner Page 70 GSM mephliitho paper Single Color printing.		
	<b>Mention GST in percentage (%)</b>			
	<b>Grand Total Including GST</b>			
	<b>The Bid shall be decided on the basis of bottom Total</b>			
	In Words			

Name of the Firm: \_\_\_\_\_

Seal of the Firm: \_\_\_\_\_

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

Authorized signature: \_\_\_\_\_

