

NATIONAL LAW INSTITUTE UNIVERSITY
KERWA DAM ROAD, BHOPAL (M.P.) – 462044.

NOTICE INVITING TENDER

FOR DEGREE

PRINTING WORKS



AT

NATIONAL LAW INSTITUTE UNIVERSITY



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

Name of Work / Service	DEGREE AND FOLDER PRINTING WORKS
Number of Degrees and Folders is to be printed	300 No. (Approximately)
EMD	Rs. 5,000/-
Security deposit	Rs. 20,000/-
Last date & time of receipt of tender	24.01.2025 up to 12:00 hours
Place of submission of Tender	Tender Box placed in the Administrative Building National Law Institute University, Kerwa Dam Road, Bhopal (M.P.)- 462044.
Date & time of opening of technical bids	24.01.2025 at 15:30 hours
Link to download the tender document	www.nliu.ac.in



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

N.I.T. No. NLIUB/2025-26/Printing/01

Date: 09/01/2025

**SUB: NOTICE INVITING TENDER TO PROVIDE CUSTOMISED PRINTING WORKS AT NLIU
CAMPUS KERWA DAM ROAD BHOPAL**

The National Law Institute University, Bhopal intends to provide degree and folder printing works, marksheets etc., to the willing party having experience to operate and execute such type of work in its ownership/proprietorship. **Sealed bids are in two bids system are invited from the agencies who have experience of similar nature of work** on behalf of National Law Institute University Bhopal from the interested parties.

The prescribed bid form duly filled by the applicant in all respects should be submitted to the **Registrar, National Law Institute University, Bhopal (M.P.) -462044.**

The tender will be opened on the date and time as mentioned on Page No. 2 of this document in the presence of the Purchase Committee of the University and authorized representative(s) of the bidding parties. If desired, the parties will be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.

- 1) **The Bidders are required to submit two separate sealed envelopes i.e. first sealed envelope marked as TECHNICAL BID and containing all the eligibility, technical details documents to establish credentials for technical evaluation of the bid. This envelope should not contain any information related to price otherwise the bid will not be considered. The second sealed envelope marked as FINANCIAL BID should contain rates for the works in the prescribed format. Both the sealed envelopes must be placed in a separate envelope marked as bid for degree and folder printing works.**
- 2) **First the envelope marked as technical bid shall be opened and the second envelope marked as financial bid shall be opened for only those bidders who are found technically qualified in the technical evaluation.**
- 3) The University reserves the right to accept / reject any tender without assigning any reasons.



Registrar
NLIU Bhopal

Appendix – A
GUIDELINES FOR TENDER

General

1. The contract is to provide printing works of degree, folders, transcripts, marksheets etc.
2. Each and every page of the bid must be signed by the bidder himself, if the bidder is a proprietorship firm and in case of a partnership firm, by a partner. However, in such case, there must be an authorization from all the partners to the effect that the person signing the bid as a partner has been authorized to sign the bid document on behalf of all partners.
3. If the bidder is a Company, there must be a valid authorization from the competent authority/ Board resolution, authorizing the person to sign and file the bid on behalf of the Company.
4. Any bid not signed on each page and without authorization may be rejected.
5. Any overwriting or cutting in the bid document must be avoided. However, if any over writing or cutting is caused due to some unavoidable reason, the same must be duly attested by the person signing the bid document.
6. The tenderer is not allowed to make additions/alterations in the tender paper. Such additions and alterations shall be at the tenderers own risk and shall render the tender to be summarily rejected. Conditional tenders shall not be accepted.
7. The tenderer shall give his/her full permanent as well as temporary address in Annexure 1 and shall also furnish/attached proof thereof.
8. The bidder whose bid is accepted, shall submit a Rs.100/- non- judicial stamp paper at its own cost to The Registrar for preparing the contract agreement to be signed by the both the parties.
9. Prices of all items in the Financial Bid must be quoted in Indian rupees and must be inclusive of GST.

Eligibility Criteria:

10. The Bidders are required to submit their bids representing the types of degree printing works that they provide along with mentioning all the details of the security provision which they can provide.
11. The bidding firm must be ISO 9001-2015 certified for printing of degree certificates (no other work will be accepted). Self-certified copy of the ISO to be enclosed.
12. It is mandatory that the bidding firm gets the job of printing of degrees with all security features in its own premises. Any subletting is not allowed. The bidder must have owned complete setup required for printing of degrees with security features i.e. Offset Machine, Hard Stamping, Computers, Multicolour Printing Machine, Plate Making Machine etc. (enclose relevant documents).
13. The bidders having valid MSME Certificate under the relevant category will be exempted from submission of EMD and security deposit. Bidders to submit valid MSME Certificate to claim relaxation.
14. The bidders must enclose sample paper to be used for printing of degrees along with other technical documents in the envelope containing Part – I of technical bid. A sample of security features should be submitted duly earmarking on the paper.
15. The University will be the final authority to decide inclusion/ exclusion of security features to be incorporated in the degree and the bidder shall be required to comply with the same.
16. The bidder has to ensure safe door delivery of printed degrees, folders etc. to the University at its own cost.
17. Good Financial health of an individual/ firm in terms of working capital. The bidder has to submit bank solvency certificate for Rs. 20 lakhs and a Chartered Accountant certified turnover certificate for last three financial years.
18. Must have experience of not less than five years of printing work of degree, marksheets etc. in a government/semi- government/autonomous body and reputed University. Interested bidder may apply along-with sufficient proof of its experience/ability.



19. The bidders have to mandatorily submit the previous work experience along with work order and satisfactorily completion certificate.
20. The bidder must have PAN Number and GST number.
21. The payment of bill of the vendor after satisfactory completion of work will be made within 30 days by the University after submission of the bill in original with all supporting documents.

Tender Fee and Earnest Money Deposit (EMD)

22. Every bid must be attached with proof of submission Earnest Money Deposit of **Rs. 5,000/- which** is to be deposited electronically in the university account (<https://erp.nliu.ac.in/payment/#/>). Any bid which is not accompanied by the earnest money deposit, shall be summarily rejected. Any bid accompanied by the cheque in lieu of earnest money shall also be rejected. The bidders having valid MSME Certificate under the relevant category will be exempted from submission of EMD and security deposit. Bidders to submit valid MSME Certificate to claim relaxation.
23. The earnest money of the successful tenderer will be liable to be forfeited as liquidated damages in the event of any evasion, refusal or delay on his part in signing the agreement.

The earnest money of the tenderer who withdraws its tender in breach of conditions of contract and who evades or refuses to sign the contract bond after acceptance of its tender within the period of its validity, will also be liable to forfeiture.
24. The EMD of unsuccessful bidders shall be refunded within 30 days to the technically disqualified bidders.

Documents to be attached with the bid:

25. The bidder must attach the proof of submission of EMD and self-attested copies of the following documents besides the documents mentioned in the Eligibility Criteria along with the bid. Any bid not accompanied by any of such documents would be liable for rejection:
 - Security Features that they can/or providing in the Degree Printing Works.
 - Income Tax Registration Certificate/PAN No.
 - Labour Registration Certificate.
 - Firm/Company Registration Certificate.
 - Industries Registration Certificate.
 - GST Registration Certificate/No.
 - Other Statutory Registrations/Licenses, if any.
 - Details/particulars of the firm submitting the bid in Annexure-1(Part I, II & III)
 - Authority/Resolution in favor of the person signing the bid on behalf of the firm submitting the tender.
 - Address proof/Aadhar Card of individual applicant/person signing the bid.
 - Copy of ITR for last three financial year.

Submission of Bid:

26. **The Bidders are required to submit two separate sealed envelopes i.e. first sealed envelope marked as TECHNICAL BID and containing all the eligibility, technical details documents to establish credentials for technical evaluation of the bid. This envelope should not contain any information related to price otherwise the bid will not be considered. The second sealed envelope marked as FINANCIAL BID should contain rates for the works in the prescribed format. Both the sealed envelopes must be placed in a separate envelope marked as bid for degree and folder printing works.**
27. **First the envelope marked as technical bid shall be opened and the second envelope marked as financial bid shall be opened for only those bidders who are found technically qualified in the technical evaluation.**



28. Any bid received after the aforesaid date and time shall be summarily rejected and will not be considered under any circumstances, whatsoever and no explanation to the effect that delay in submission has been caused due to postal lapse, shall be entertained.
29. The tender will remain valid for 90 days from the date of opening. After submission of the bid, it shall be deemed that the bidder has undertaken to keep its tender open for acceptance for the entire period of 90 days and will have no right to withdraw the same before expiry of the said period.

Opening of Bids:

30. First of all, **the technical bids will be opened on the date, time and venue as mentioned on page no.2 of this document** in the presence of authorized representative(s), if any, of bidding parties and the Members of Purchase Committee of the University. If required, the bidders will also be required to meet the Committee for presentation (to satisfy all material questions pertaining to their company/ firm and their modus-operandi etc.), interview and finalization of the offer.

Thereafter, **financial bids of all the technically qualified bidders only will be opened on the date, time and venue as mentioned on page no.2 of this document** and considered.

31. The party, whose tender is accepted, will have to sign an agreement within 15 days of the award of contract, failing which the Earnest Money deposited by it will be forfeited and the acceptance of its tender may be annulled at the discretion of the University.
32. The Financial bids of only such bidders whose bids are qualified in their technical evaluation will be opened.

Acceptance/Non-acceptance of bids:

33. The tenders that do not fulfill any of the above conditions or are incomplete in any respect, are liable to be rejected. The University reserves the right to accept or reject any or all tenders without assigning any reasons thereof and the bidder shall have no right, whatsoever, to challenge the same. NLIU is not bound to accept the lowest tender and reserves the right to accept any tender whether lowest or not. The NLIU also reserves the right to reject all the tenders without assigning any reason thereof. The NLIU can also reject any tender which prima-facie violates any law applicable in the context of this tender.

Signature of the Tenderer _____

Name _____

Full Address & Telephone/Mobile No. _____



Technical Specification of Degree Printing with security features and folder.

These are some security features that included in Degree: -

1. PET 300 (+ - 5%) micron Non-Tearable Paper.
2. Barcode will construct with university data.
3. Golden Currency layer. (Hard Stamping)
4. 3-D golden holograph.
5. UV tint base.
6. Original graphics data in strip format.
7. Golden UV mono.
8. Abbreviated name of university by ultraviolet.
9. Ultraviolet negative water mark.
10. Computerized serial no.
11. Currency code no.
12. Mono, checking box & graphics of original holograph.
13. Multicolour print (6 colours).
14. If make photocopy of the original Degree will write "COPY" also on the paper.
15. Tint base Hindi/English & Currency code male/ female.
16. Two screen strip.
17. QR code with photo & data.
18. Printed Degree can't be edit, over write or any scratch.
19. Degree can't be make same photocopy except the black & white print.
20. This paper can print by any configured printer.
21. Degree will be print by security check method.
22. Checking box original graphics, mono & numbering will be print by auto system.
23. Degree will have micro border by ultraviolet micro layer.
24. Microprinting
25. Void pantograph
26. Invisible printing
27. Micro border

Degree Folder, with the following features:

- i. Fits two 30 cm x 21 cm certificates inside.
- ii. Four edges to hold the transcript on the left inner side
- iii. Transparent sheet to hold the degree certificate on the right inner side.
- iv. Name of the University, logo, details of Annual Convocation, and address of the University printed with gold foil stamping on the front cover.
- v. A transparent pocked on the front cover to keep student details.
- vi. The front and rear cover made of German-quality PVC faux leather.
- vii. The inner side made with Satin fabric material
- viii. 3mm foam padding
- ix. Open size 18.5-inch x 13 inch.



Terms and conditions of the contract

Scope of Contract

1. The contract comprises customized printing work of Degree, Transcripts, marksheets, Degree Folders etc.

Definitions

2. In the contract, the following definitions, words and expressions shall have the meaning hereby assigned to them except where the contract requires the same otherwise.
 - a. "Contractor" means the person or persons, firm or company whose tender has been accepted by the University and includes the contractor's personal representative, successors and permitted assigns.
 - b. "Registrar" means the Registrar of the National Law Institute University, Bhopal.
 - c. "University" means the National Law Institute University, Bhopal through its Vice Chancellor or his representative.

Documents Forming the Contract

3. Appendix A, i.e., the Guidelines for bidders, Appendix B, i.e., terms and conditions of the contract, application/declaration (Part I & II in Annexure 1), the schedule of quantity and the financial bid in Annexure II, the letter containing offer of award of contract issued by the University to the successful bidder and the acceptance letter submitted by the successful bidder in this regard, shall be integral part of this contract.

Duration of the contract

4. The duration of contract will be for **one year, initially**, from the date of signing the contract. Further, the contract may be annually extended (one year at a time) further based on past performance.

Assignment & Subletting

5. The contractor shall not assign the contract or any part thereof or any benefit or interest thereon or there-under without written consent of the University. The whole of the charge included in the contract shall be executed by the Contractor or his authorized competent representative(s). The contractor shall be responsible for the acts, defaults and neglects of its workmen, fully being deemed as those of the contractor itself.
6. If at any time, it is detected that the work has been sublet or assigned to any other entity by the contractor, the University would be at liberty to terminate the contract forthwith without giving any time to the contractor and further to take over the possession of the given premises and/or to hand over the same to any other party at its sole discretion.
7. The entire business of the customized printing work shall be carried out in the name and at the behest of the contractor.

Security Deposit

8. The contractor shall have to deposit a security of **Rs. 20,000/- (Rs. Twenty thousand only)** through FDR/BG drawn in favor of "The Director, NLIU Bhopal" payable at Bhopal in any scheduled nationalized bank and which should be valid till three months after the completion of the contract duration.
9. If at any time, due to any reasons as mentioned in the foregoing clauses or otherwise, any short fall is caused to the security deposit money, the contractor shall be liable to make good such short fall within fifteen days of the receipt of notice in this behalf, through another FDR/BG deposit as aforesaid.



10. In case of, in which under no clause(s) of this contract, the contractor shall have rendered himself liable to pay compensation amounting to the whole of his Security Deposit, the Registrar shall have the power to adopt the following course as may be deemed by him best suited to the University. To rescind the contract (of which decision, notice in writing to the contractor by him through competent authority, shall be conclusive evidence) in which case, the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the University. Besides, for the recovery of any amount in excess of the security money, the University shall be at liberty to adopt such legal recourse, as it may deem appropriate at the time.
11. If the contractor breaches any terms and conditions of the agreement which is deemed to be serious by the University, its security deposit may be forfeited either in part or in full as the University may deem appropriate, at its discretion.

Termination of contract

12. Either party may terminate the contract by giving 30 days' notice to the other party without assigning any reasons, whatsoever.
13. The contract may be terminated in terms of any provisions stipulated elsewhere in the contract.

Contract Documents and their interpretations

14. The original agreement shall remain with the University while a photocopy thereof may be had by the contractor, if it so wishes.
15. The several documents forming the contract are to be taken mutually explanatory to one another and in case of any ambiguities or discrepancies, the interpretations of the same shall be communicated in writing by the University through its competent authority to the contractor along-with the directions, if any, and the same shall be deemed to be final and binding and shall not be open to question in court.

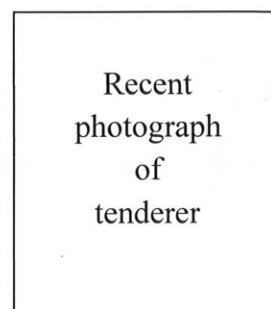
Jurisdiction

16. All matters and disputes under this contract shall be subject to the jurisdiction of Bhopal Courts only.

Signature of the Bidder

Full name of the Bidder _____

Address _____



Part I**APPLICATION FORM**

Name of the Applicant -----
(If an individual)/Firm

Father's Name -----

Address of self and Firm -----

Phone No./Mobile No. -----

Aadhar No. -----

Details of EMD

a. Amount :Rs. 5,000/-
b. Transaction No. : _____
c. Dated : _____
d. Bank & Branch : _____

GST NO -----

PAN No. -----

Experience, if any (in years) -----

Name and address of two responsible persons as guarantors:

Name _____	Name _____
Aadhar No. _____	Aadhar No. _____
Address _____	Address _____
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Declaration:

I hereby undertake –

1. That I bind myself to the terms and conditions of this tender document.

Date:

Signature of the applicant

Seal



Part II:

Details to be filled by the bidder:

IN CASE THE BIDDER IS A FIRM				IN CASE THE BIDDER IS AN INDIVIDUAL			
Income No.	Tax	Registration	Certificate/PAN	Income No.	Tax	Registration	Certificate/PAN
Bank statement for the last one year of the registered firm enclosed: Yes/No				Bank statement for the last one year of the Individual's account: Yes/No			
GST Registration Certificate/No. _____ Document Enclosed: Yes/No				GST registration of the last work. _____ Document Enclosed: Yes/No			
Firm Registration No. _____ Document Enclosed: Yes/No				Not required			
No of years of experience _____ Document Enclosed: Yes/No				No of years of experience _____ Document Enclosed: Yes/No			
Whether worked in Government/semi-government/autonomous body and reputed University: Yes/No				Whether worked in Government/semi-government/autonomous body and reputed University Yes/No.			
Name of the Government/semi-government/autonomous body & University where last worked/currently working.				Name of the Government/semi-government/autonomous body & University where last worked/currently working.			
University Name		Years of experience		University Name		Years of experience	
1				1			
2				2			
3				3			
4				4			
Other Statutory Registrations/Licenses, if any.				Not required			
In case of person signing the bid on behalf of the Firm, enclose authority letter.: Yes/No				In case of person signing the bid on behalf of the Party, enclose authority letter: Yes/No			
(Earnest Money Deposit) Transaction No. _____ Issuing Bank Name _____ Date of issue _____				(Earnest Money Deposit) Transaction No. _____ Issuing Bank Name _____ Date of issue _____			
Aadhar No. of Firm: _____ Document enclosed: Yes/No.				Aadhar No. of Individual: _____ Document enclosed: Yes/No.			

Signature of the bidder



NATIONAL LAW INSTITUTE UNIVERSITY BHOPAL
FINANCIAL BID
(The prices to be quoted by bidders should be inclusive of GST)

Sl.No.	Name of items	Unit	Quoted Rate In Price (Rs.)
1	Computerized Degree Printing (with student data) Size – A/4 Non tearable paper 300 micron (+ - 5%) PET paper.	Each	
2	Computerized Degree Printing (without student data) Size – A/4 Non tearable paper 300 micron (+ - 5%) PET paper.	Each	
3	Degree Folder Size – A/4 with printing	Each	
4	Marksheet (Multicolor Printing on both sides) (without student data) Size – A/4 Non tearable paper 125-micron PET paper	Each	
5	Transcript Sheet (Multicolor Printing with computerized student data) Size – A/3 Non tearable paper 125 micron PET paper	Each	
6	Transcript Sheet (Multicolor Printing without computerized student data only format) Size – A/3 Non tearable paper 125 micron PET paper.	Each	
7	Provisional Degree Certificate (Multicolor Printing) Size – A/3 GSM Bond paper 200.	Each	
8	Register Printing (Single Color) Size – A/3 Non tearable paper 125 micron PET paper with hard binding.	Each	

Date:.....

Signature of the Bidder.....

