



# NATIONAL LAW INSTITUTE UNIVERSITY

## Kerwa Dam Road, Bhopal-462044

### EXPRESSION OF INTEREST (EOI) FOR PRINTING, BINDING AND SUPPLY OF BOOKS COMPLETE JOB AT NLIU, BHOPAL.

EOI No. NLIU/Admn/Printing/EOI/2025-26/02

Dated: 26.04.2025

### EXPRESSION OF INTEREST

#### Description of Work: Rate Contract for Printing, Binding and Supply of Books complete job.

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for rate contract for “**Printing, Binding and Supply of Books complete job**” at NLIU, Bhopal– 462-044, Madhya Pradesh. Bidders can download this document from University Website ([www.nliu.ac.in/tenders](http://www.nliu.ac.in/tenders)) and submit their EOI in the given format duly filled, signed with company seal with required enclosures and documents.

The EOI is to be submitted in a sealed envelope super scribed “**EOI for Printing, Binding and Supply of Books complete job**” at NLIU, Bhopal” addressed to the Registrar, NLIU, Bhopal or may be placed in the tender box provided at the Reception of the University at NLIU, Bhopal Campus.

#### LAST DATE FOR SUBMISSION OF EOI 09.05.2025 up to 03:00 PM

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be unconditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the University at NLIU, Bhopal Campus, to acquaint themselves regarding the nature and extent of work for Printing & Supply Services at NLIU, Bhopal in an effective and efficient manner.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on [www.nliu.ac.in/tenders](http://www.nliu.ac.in/tenders)]

✓  
26/04/2025  
Sd/-  
Registrar  
National Law Institute University







# NATIONAL LAW INSTITUTE UNIVERSITY

## Kerwa Dam Road, Bhopal-462044

### General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Amendment of Bidding Documents: At any time prior to the submission of the bids, the Purchaser may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments. The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. Signing of Bid The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. Submission of Bid
  - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. 1 super-scribed as "Technical Bid" should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up Annexure "A" with his signature along with all supporting documents and samples.

Envelop No. II super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The Individual/firm has to fill up Annexure "B".
6. Both Envelope I & II should be placed in large envelope which should be super-scribed As "EOI for Printing & Supply Work" and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
7. There is no minimum guarantee of work to any vendor against this empanelment.
8. More than one vendor may be empaneled for this work.
9. NLIU reserves absolute right to take services of any vendors empaneled or otherwise based on its requirements. No further communication shall be entertained in this regard.
10. NLIU may add or remove any vendor during the empaneled period on its requirement and performance.
11. Further, work may be allocated to one or more than two agencies on the requirement of the university.
12. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
13. Deadline for submission of Bids: Bids must be received by the Purchaser at the address specified under commercial bid not later than **03:00 PM on 09.05.2025**
14. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
15. Printing on urgent basis may be required and the vendor must be ready to execute the work as per the requirement of the university.







# NATIONAL LAW INSTITUTE UNIVERSITY

## Kerwa Dam Road, Bhopal-462044

**16. Penalty:** Compensation of delay of work will @ 1% per week on account of non-completion of work within stipulated period with a maximum of 5% of the value of the work.

**17. Contacting the Purchaser**

No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.

**18. Evaluation of Bid**

- i. The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
- ii. Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
- iii. Following documents by the bidders are mandatorily to be submitted along with the technical bid:
  - Valid GSTIN no.
  - Valid PAN no.
  - Valid Bank Account No.
  - IFSC Code
- iv. The envelope II i.e. Financial Bid will be opened for those parties who qualify in the Technical Bid.
- v. The delivery period should be strictly adhered failing which NLIU reserves the right to cancel the order without assigning any reasons whatsoever.

**19. Eligibility Criteria:** - The bidder who fulfill the eligibility criteria as confirmed by the supporting documents will be considered for financial bid opening:

- a. The Agency has done similar nature of printing of books work of at least 100 books.
- b. The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
- c. The Printer should have at least three years' experience in successfully handling similar nature of work preferably in Govt./PSU organizations. Preference will be given to bidder who has done similar nature of work in any govt./semi-govt organization of national repute.
- d. The Printer should have average annual turnover of at least Rs.5 Lakhs each during the previous three financial years i.e. 2022-23, 2023-24 and 2024-25 duly certified by CA.
- e. The Printer should have its local office in Bhopal.
- f. The Printer Firm should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department, undertaking to be provided on letter head.
- g. The Printer Firm should have registration with state or local authorities for under taking the profession (Copies of all such registrations to be enclosed).
- h. Copy of Sales/ Service Tax Registration (TIN No.) and **PAN Number** must be enclosed with the quotation.
- i. Applicant Firm must have a **VAT/GST.(Attach Copy)**.
- j. The applicant Firm must be an Income Tax Assesses, having filed returns in the last three assessment years. (Attach Copies of Return filed during the last three years).

**20. Payment:** Payment will be made for the quantities executed and accepted by the university. No payment shall be made for the non-acceptable quality printing work.







# NATIONAL LAW INSTITUTE UNIVERSITY

## Kerwa Dam Road, Bhopal-462044

100% of the Contract Price for supply of items received shall be paid on the receipt of items at the destination and submission of claim supported by the Acceptance Certificate issued by Purchaser's representative.

21. NLIU reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
22. NLIU reserves the right to allot fully or partially work order to different vendors according to its requirement.
23. The agency will be bound by the rates quoted and shall not ask for enhancement of the rates for during the period of this tender or its extended period, whichever is applicable.
24. Disputes/differences/doubt or question with regard to the interpretation or meaning of any of the terms and conditions of this tender or in respect of the rights, duties and liabilities of the parties hereto or in any way shall be referred to sole arbitration of the person appointed by the Vice Chancellor, NLIU. The decision of the arbitrator shall be final and binding on both the parties to this tender.
25. The designated committee of NLIU may call the bidders for rate negotiation before finalizing the empanelment.
26. The services for one year from the date of executing the agreement in a Rs.100/- non-judicial stamp paper, which can be extended for a further period of two years on year-to-year basis on satisfactory performance on the mutual consent basis on the same rates and terms and conditions.
27. The Vice Chancellor & Head, NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
28. All legal disputes will have the jurisdiction of Bhopal City only.
29. Rate Quoted shall be inclusive of Transportation, Designing & other Charges. GST Shall be paid extra as applicable.

Annexure: A

### **EXPRESSION OF INTEREST (EOI) FOR PRINTING, BINDING AND SUPPLY OF BOOKS COMPLETE JOB**

Individual/Firm/Supplier Details for Technical Evaluation

Sl. No.	Particular	
01	Type of the Organization (Public Sector /Limited/Private limited/Partnership/ Proprietary /Society/Any other.)	
02	Name of the Individual/Firm/Supplier	
03	Address	
04	Contact Person	



**NATIONAL LAW INSTITUTE UNIVERSITY**  
**Kerwa Dam Road, Bhopal-462044**

05	Mobile No.	
06	E- mail	
07	Mandatory documents:	
	(A) GSTIN No.	
	(B) PAN NO.	
	(C) Bank Account Details	
	(D) Experience Certificate or any other details (if any)	

Note: Attach Extra Sheet if required.

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

**ANNEXURE-B**

**FINANCIAL/PRICE BID**

Sr. No.	Name of the Item	Specifications	Rate (In INR)				
			100 Books	200 Books	300 Books	500 Books	1000 Books
1.	Printing and Binding of Books Complete job.	<ul style="list-style-type: none"> <li>Size 7 X 9</li> <li>Cover Page 300 GSM art paper multicolor printing with Matt Lamination and spot UV.</li> <li>Inner Page 100 GSM off-white shiny paper single color printing with per bookbinding complete in all respects.</li> </ul>					
		1 – 99 Pages					
		100 – 199 Pages					
		200 – 299 Pages					
		300 – 399 Pages					
		400 – 499 Pages					







# NATIONAL LAW INSTITUTE UNIVERSITY

## Kerwa Dam Road, Bhopal-462044

		500 – 599 Pages					
		<ul style="list-style-type: none"> <li>• Size-A4</li> <li>• Cover Page 300 GSM Four color Page with Glossy Lamination and spot UV.</li> <li>• Inner Page 170 GSM color printing art paper with per bookbinding complete in all respects.</li> </ul>					
		1 – 99 Pages					
		100 – 199 Pages					
		200 – 299 Pages					
		300 – 399 Pages					
		400 – 499 Pages					
		500 – 599 Pages					
		<ul style="list-style-type: none"> <li>• Size :A4</li> <li>• Paper thickness-170 GSM with all paper glossy Lamination (Inner &amp; Cover Paper)</li> <li>• Printing in four colors on all pages</li> </ul>					
		1 – 99 Pages					
		<ul style="list-style-type: none"> <li>• Size : 8.5 x 11 inch</li> <li>• Cover Page 170 GSM color Page with Glossy Lamination and spot UV.</li> <li>• Inner Page 90 GSM Art Paper with per bookbinding complete in all respects.</li> <li>• Printing in four colors on all pages</li> <li>• Centre Pin Binding</li> </ul>					
		1 – 99 Pages					
		100 – 199 Pages					
		200 – 299 Pages					
		300 – 399 Pages					
		400 – 499 Pages					
		500 – 599 Pages					
		<ul style="list-style-type: none"> <li>• size 8.5 X 5.5 inch</li> <li>• cover pages 120 GSM color Page with Glossy Lamination</li> <li>• Inner Pages 90 GSM Art Paper with Single Color printing &amp; center pin binding</li> </ul>					
		0 - 14 Pages					
		15- 30 Pages					
		<ul style="list-style-type: none"> <li>• Size A4</li> <li>• Cover page 300 GSM art Paper Four color print with Glossy lamination</li> <li>• Inner page 170GSM art Paper black and white printing with transportation</li> </ul>					
		1 – 99 Pages					



**NATIONAL LAW INSTITUTE UNIVERSITY**  
**Kerwa Dam Road, Bhopal-462044**

		100 – 199 Pages					
		200 – 299 Pages					
		300 – 399 Pages					
	<b>GST</b>						
		%					

We agree to print and deliver the books complete in all respect to the satisfaction of authorities of NLIU, Bhopal at the unit rates quoted above for the duration of the contract. We also agree to print books on pro-rata/ derived rates for any number of pages which are not covered above.

(Name and Signature of Authorized Signatory with Seal of the Vendor)

Date:

--XXXX--



