

NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044 Email: nliu@nliu.ac.in
Contact us: +91-755-2840234

NIQ DOCUMENTS FOR

Name of work: Printing of NLIU Brochure



Handwritten signature and date: 04/8/2015

NECESSARY INFORMATION TO THE BIDDERS

1. The bidder shall have to submit self-certified copies of valid PAN, and 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 and sums shall have to be quoted in both 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 columns 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.
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 the date and time stipulated in the Notice Inviting Quotations 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 within 07 days.
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 the works.
15. The decision of acceptance of tender/quotation will Comply with the competent authority of NLIU, who does not bind itself to accept the lowest tender and reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
16. **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.**
17. 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 what purpose, or if for any other reason, it



Annexure -I
Price Bid

A. NLIU Brochure Specification

- Size :A4
- Paper thickness-**210 GSM** with all paper glossy Lamination (Inner & Cover Paper)
- Printing in four colours on all pages
- Centre Pin Binding
- Designing, Editing, Printing and Supply complete work in all respect of NLIU Brochure

S.N	Pages	Quantity "a"	Rate for Each NLIU Brochure "b"	Amount {axb}	GST@ __%	Total Amount (Inclusive of GST)in Rs.
1	08	500				
		1000				
		1500				
		2000				

Name of the Firm: _____

Contact No: _____

Seal of the Firm: _____

Authorized Signature: _____

