

NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL

Tender Enquiry Number: NLIU/Admin/Jan-01

Date: 23/01/2026

E-TENDER NOTICE FOR

Name of the work: Hiring of Tent, Lighting Work, Flower Decoration work and DG Set for the convocation

AT

NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL



NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL

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

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



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal - 462044

TENDER NOTICE- NLIU/Admin/Jan-01

Estimated cost of work (exclusive of GST)- Rs. 4,00,000/-

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 appropriate class of firms/contractors/event management agency of repute:

S. No	Tender Specification No.	Particulars	Tender Cost including GST @18% (Non - Refundable)	EMD (in Rs.)	Date of Downloading the Tender Documents and Last Date of submission of Tender Document	Due date of opening of tender*
1	NLIU/Admin/Jan-01	Hiring of Tent, Lighting Work, flower Decoration work and DG Set for the convocation on the campus of NLIU, Bhopal.	2,980	19,500/-	23.01.2026 To 03.02.2026	04.02.2026

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://www.mptenders.gov.in> & also on university website <http://www.nliu.ac.in/tenders> 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) If any of the above happen to be a holiday, the next working day will be the due date.



Online Composite Item Rate Tenders are invited from the reputed contractors who have done the convocation of National Institutes or similar level event for any Government organization for the work of "Hiring of Tent, Lightning, Flowering and DG Set for the convocation on the campus of NLIU, Bhopal".

Cost of Tender Document is **Rs. 2500/- (NON-REFUNDABLE)** including GST @18% which should be deposited electronically. Bidder has to pay the cost after calculating the GST amount. Tender Documents without 'Cost of Tender Document' will be summarily rejected. Tender Documents without requisite EMD will be summarily rejected.

Eligibility Criteria -

Contractors who fulfil the following requirements shall be considered as eligible bidders:

1. Experience of having successfully completed works during the last three years ending previous day of last date of submission of tenders.

Three *similar works each of value not less than 40% value of Estimated Cost

or

Two *similar works each of value not less than 50% value of Estimated Cost

or

One *similar work of value not less than 80% value of Estimated Cost.

*** Similar work shall mean: 'Convocation of National Institutes or similar level event for any Government Higher Educational Institutes'. Agency has to enclose the work completion certificate in support of their technical eligibility.**

2. Valid Firm registration certificate in local government.
3. GST No.
4. PAN No.

The tender document (consisting of a schedule of quantities of various types of items to be executed, the set of terms and conditions of the contract and other documents, if any) can be downloaded from the university **website www.nliu.ac.in/tenders or www.mptenders.gov.in**. *The University shall not be responsible for any delay/difficulties/inaccessibility of downloading facility for any reason whatsoever. In case of any discrepancy between the documents downloaded from the internet. No claim on this account will be entertained.*

Tender should be submitted as per the prescribed format within the specified date and time failing which the offer shall be summarily rejected. **Bid Validity period is 90 Days** from submission of bid. Bid will be opened on **04/12/26 at 03:00 pm**. The University reserves the right to reject any tender without assigning any reason thereof.



V
23/11/2026
Registrar
On behalf of NLIU, Bhopal

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 Tenderer shall visit and inspect the site and obtain all information on his own responsibility and at his own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions and local information shall be accepted after awarding the contract. All costs, charges & expenses that may be incurred in connection with the preparation of his tender shall be borne by him and the University accepts no liability whatsoever therefore. Failure by the tenderer to have done all the things, which in accordance with his condition he is deemed to have done shall not relieve the successful tenderer of the responsibility for satisfactory completion of the work as required. If there is any clarification required, the tenderer shall submit the queries in writing 03 (Three) days before the last date & time of submission of the tender, to the Registrar, NLIU, Kerwa Dam Road, Bhopal. Access to the site will be granted, if necessary, to the party with the prior permission of the University.
3. The time for completion of work is **04 Days** & will be reckoned from the date mentioned in Work Order.
4. **Payment:** The payment shall be made for only for items and quantities actually executed. The University shall have full discretion to decide the items and quantity to be used/executed.
5. 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 completion of the work.
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.
7. During continuance of the Contract, the Contractor and his sub-Contractors shall abide at all times by all existing labour enactments and rules made there under, regulations, notifications and bye laws of the State or Central Government or local authority and any other labour law (including rules), regulations, bye laws that may be passed or notification that may be issued under any labour law in future either by the State or the Central Government or the local authority. Salient features of some of the major labour laws that are applicable to construction industry are given in the Contract Data. The Contractor shall keep the Employer indemnified in case any action is taken against the Employer by the competent authority on account of contravention of any of the provisions of any Act or rules made their under, regulations or notifications including amendments. If the Employer is caused to pay or reimburse, such amounts as may be necessary to cause or observe, or for non-observance of the provisions stipulated in the notifications/byelaws/Acts/Rules/regulations including amendments, if any, on the part of the Contractor, the Engineer/Employer shall have the right to deduct from any money due to the Contractor including his amount of performance security. The Employer/Engineer shall also have right to recover from the Contractor any sum required or estimated to be required for making good the loss or damage suffered by the Employer. The employees of the Contractor and the Sub-Contractor in no case shall be treated as the employees of the Employer at any point of time.
8. It shall be the responsibility of the Contractor to safeguard the site and ensure that no illegal encroachments are made by outside elements within the area allotted to the contractor. Upon completion of the work or earlier as required by Engineer-in-Charge, the contractor shall vacate the land totally without any reservation.
9. Agencies Black listed and suspended from carrying out business by any Government offices, Autonomous bodies, Educational and/or research institutes, PSUs etc need not submit their quote. Suppression of information in this regard will be taken seriously.
10. The contractor is solely responsible for compliance of all labour laws and other associated statutory obligations applicable for the work. NLIU, Bhopal will not be responsible for any of the compliances or lapses in respect of the aforesaid.



11. The cost w.r.t. stamp duty will solely be with the bidder i.e. cost to be borne by the successful bidder.
12. The items and schedule of quantities mentioned in the Financial Sheet are indicative in nature only. The works which has to be executed will be decided by the university at the same time and contractor has to be prepared well in advance for that. Payments will be done only for the items and quantity executed on the actual basis.

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 **90 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. 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. Financial bids of those bidders shall be opened who qualified in the Technical Bids.
19. 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.

ADDITIONAL CONDITIONS OF CONTRACT

- 1 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.
- 2 Contractor has to remove all the debris from the site of execution and dispose of them at suitable places shown by the Engineer or his authorised representative at the site.
- 3 All temporary arrangements, staging, working platforms etc. are to be provided by the tenderer at his own expense to the satisfaction of the University. The University will not, however, be liable to pay any compensation due to accident, injury to the contractor's workmen or any account whatsoever.

Irrespective of rates quoted by the bidder, the contractor shall be solely responsible for payment of *Minimum Wages* as stipulated by the Government from time to time.



Bill of Quantity

(To be submitted online)

Name of the Work: Hiring of Tent, Lightning Work, Flower Decoration work and DG Set for the convocation at National Law Institute University, Bhopal.

Name of the Firm/Agency:

Sr. No	ITEM DESCRIPTION	UNIT	QTY.	UNIT RATE	TOTAL AMOUNT
1	Backdrop Print and Installation - Black Out Star Flex Medium, Installation on scaffolding structure 1 ft. away from wall. Size 16 Ft x 24 ft with Black Masking on two sides of structure	384	Sqft		
2	Head table front with flex, Logo for Podium on 4X Sheet	1	L.s		
3	Signage Branding 8 x 4, 04 Nos.	128	Sq.ft		
4	Flex Gate 15 Ft clear Ht 20 Ft with 4 x 4 - 2 nos Pillar	1	L.S		
5	Satin Flags with NLIU Logo On 20 Ft Pole	50	Nos.		
6	Natural Flower Decoration with Carnation, Orchids, Lilium, Chrysanthemum with support greens (Four Types) on stage front head table, Podium	90	Rft		
7	Artificial Flower Decoration with Carnation, Orchids, Lilium, Chrysanthemum with support greens (Four Types) on stage front head table, Podium	50	Rft		
8	Cloths Scalps and drops on both sides of stage back drop	30	Rft		
9	Generator 125 KVA with Change Over and 50 Ft Cable Without Diesel	1	Nos.		
10	Building Lighting- Convention Centre Main gate, Central Islands in front of main gate Both Sides Road to Auditorium, Samadhan Bhawan, Admin Building, Tree Uplighters	1	L.S		
11	Tent (White) Covering with Carpet for lunch - at two different venues- 1500 pax	4000	Sqft		
12	Food Stall Covering	5250	Sqft		
13	Carpet for Food Area	10000	Sqft		
14	Cloth Masking 8 Ft Height 250 Ft for Passage	250	Rft		
15	Round Table with 06 Chairs Each for lunch	15	Nos.		
16	Tables with Sheet and Frill for Lunch	10	Nos.		
17	Live Streaming using 03 camera, Video Mixer, Web presenter, Recorder, taliback System, 3 laptop, convertord, Kramer Switch with Live Video Editing by a Technical Expert- Internet will be provided by NLIU	1	L.S		
18	Still Photography- 02 Nos. Without Editing	02	Nos.		
19	Red Carpet (New) for passages and Stage	1000	Sqft		



	Front				
20	Seating Signages in hall 10 Nos with stand 3 ft	10	Nos.		
21	Sound System- JBL, 6 tops, 4 Podium Mic, 6 additional Mics with Stand, 2 Cordless Mics with delay and 03 monitors	1	L.S		
22	VIP Lounge for Hi-Tea including Sofa seating arrangements for 16 persons	1	L.S		
23	Flex Branding at main Gate 10 x 15 02 Nos.	300	Sqft		
24	Photography Zone and Media Riser	160	Sqft		
25	Que Manager	6	Nos.		
26	Branding on Display Board of 2 x 4 ft in Main Hall	32	Nos.		
27	Drop Down 2 x 4 ft Branding in Main Hall and Between Pillars at Porch Area	26	Nos.		
28	Air Balloon, optional item	1	Nos.		
29	Jumbo Cooler Fan, optional item	4	Nos.		
30	Light Arrangements on Stage, optional item	1	L.S		
31	Red Carpet for Stage.	1650	Sqft		
32	Extra Cloth masking for passages, optional item	143	Rft		
33	Tent for Registration Desk & Food Counter, optional item	1775	Sqft		
34	Hiring of L.E.D. Plasma Television 4K L.E.D. Display i/c remote and wall/table top accessories complete in all respect, optional item	02	Nos.		
35	Hiring of Interactive Panel LED Screen, optional item	384	Sqft		
36	Movable I.P Digital Screen, optional item	02	Nos.		
	TOTAL				
	Add GST @18%				
	GRAND TOTAL				

Note:- The items and schedule of quantities mentioned above are indicative in nature only. The works which has to be executed will be decided by the university later and contractor has to execute the work as per the scope of work decided by the university. Payments will be done only for the items and quantity executed on the actual basis.

