



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF HOTELS AT NATIONAL LAW INSTITUTE UNIVERSITY, BHOPAL.

EOI No. NLIU/Admn/Hotels/EOI/2026-27/03

Dated: 10/06/2026

EXPRESSION OF INTEREST

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for "Empanelment of Hotels for Boarding, Lodging as per the requirement of the University". Bidders can download this document from University Website (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 "Empanelment of Hotels for Boarding, Lodging as per the requirement of the University" 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 24/06/2026 up to 02:00 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 Empanelment of Hotels for Boarding, Lodging as per the requirement of the University in an effective and efficient manner.

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


Sd/-
Registrar

National Law Institute University





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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.
6. 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".
7. Both Envelope I & II should be placed in large envelope which should be super-scribed As "EOI for Empanelment of Hotels" and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
8. Work order will be issued in advance after checking the availability and in case the Agency / Hotel fails to conduct the programme as per the above specifications and scope of work, the contract of Agency / Hotel will be liable to be terminated.
9. In case of unsatisfactory service provided by the Agency / Hotel or due to other administrative reasons, if the period of stay at the hotel is terminated before the completion of the programme, payment will be released to the hotel / Resort on Pro-rata basis for the actual period of stay of the participants.
10. There is no minimum guarantee of work to any vendor against this empanelment.
11. More than one vendor may be empaneled for this work.
12. NLIU reserves absolute right to take services of any empaneled vendors based on its requirements. No further communication shall be entertained in this regard.
13. NLIU may add or remove any vendor during the empaneled period on its requirement and performance.
14. Further, work may be allocated to one or more than two agencies on the requirement of the university.
15. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.





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16. **Deadline for submission of Bids:** Bids must be received by the Purchaser at the address specified under commercial bid not later than 02:00 PM on 24/06/2026.
17. 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.
18. Any defect found in the work carried out by the Agency / Hotel will have to be rectified free of-cost by the Agency / Hotel.

19. 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.

20. 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. The bidders will be pre-qualified in technical bid, who fulfills the following criteria:
 - 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 submitted Technical Bid.
- v. The rate contract shall be valid for one year which can be further extended for two more years based on mutual consent and the satisfactory services.
- vi. The delivery period should be strictly adhered failing which NLIU reserves the right to cancel the order without assigning any reasons whatsoever.

21. Hotel Accommodations/Booking of Rooms:

- i. To provide accommodation on Single/ Double occupancy/ Twin Sharing basis in well-appointed standard accommodation with amenities inclusive of facilities like air conditioning, 24-hour hot water and cold water facility and power supply, cleaned pressed bed sheet, bath towel, hand towel, each day to each occupant / s.
- ii. The check-in time as on or after 12:00 noon and the check-out time from the hotel are before 12:00 noon. Flexibility of check-in / out timing should be considered subject to exigencies.
- iii. NLIU Bhopal shall book different categories of rooms on the basis of its requirement.
- iv. Complimentary Wi-Fi facility must be provided in every room.





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- v. Requirement of rooms may vary from time to time and depends on the requirement of NLIU Bhopal. Rooms for guest on single / double occupancy or Rooms in bulk quantity for participants of any programme may be booked.
- vi. NLIU Bhopal will pay only for the lodging for the Guests / participants as per the approved rate only. Any personal expense would be borne by the individuals only and to be collected by the Hotel / Resort.
- vii. Complimentary use of facilities like Gym, Swimming Pool and other amenities available at Hotel / Resort premises, if any, needs to be mentioned by Agency / Hotel.
- viii. The Hotel accommodation must have the facility to provide first aid and doctor on call facility for medical emergencies.

22. Eligibility Criteria: -

- i. Agency / Hotel / Resorts should be located and functioning in Bhopal city, having valid licenses and sanctions and qualified experience in the field of Hotel accommodation and catering services. must be submitted along with the technical bid in this regard.
- ii. The Agency / Hotel should have Trade License issued by the appropriate Authority to carry out the business of Hotel.
- iii. The Firm should have PAN Number and GST Registration.

23. Payment

- i. Billing will be on actual check-in / check-out basis for bookings of rooms or on Program basis as per the written instruction provided by NLIU Bhopal.
- ii. Payment shall be made on the basis of actual rooms occupied.
- iii. Payment will be made after the completion of the program. Payment shall be made on the basis of actual rooms occupied.
- iv. The bills raised by the Hotel shall clearly mention the billing components (basic tariff, taxes etc.) Check-in, Check-out details of guest(s).
- v. NLIU Bhopal will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the Agency / Hotel will not charge any penalty or interest to NLIU Bhopal.
- vi. The payment under this contract shall be made on satisfactory completion of job contract services to be certified by the Administration / concerned department, through NEFT / RTGS / IMPS (online transfer). The final payment shall, however, be made only after adjusting all the dues / claims of the NLIU Bhopal.
- vii. Bill to be made in the name of National Law Institute University Bhopal. TDS / Income Tax etc. are to be deducted at source from the bills of Agency / Hotel as per rule.
- viii. Rates of all items should be inclusive of all taxes, duties and service charges except GST. GST shall be paid extra as per actual.





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- ix. No Retention Charges / Surcharges are payable by NLIU Bhopal.
- x. NLIU reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
- xi. NLIU reserves the right to allot fully or partially work order to different vendors according to its requirement.
- xii. The Vice Chancellor & Head, NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
- xiii. All legal disputes will have the jurisdiction of Bhopal City only.





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Annexure: A

TECHNICAL BID

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

Copies of all supporting documents duly signed and stamped by the bidder in support of below particulars must be attached along with this checklist

1.	Name of the Agency / Hotel:(In Block Letters)
2.	Registered Office Address:(with telephone no. & email address)
3.	Address of property at Bhopal: (With telephone no. & email address) As Applicable
4.	Status of the organization : Proprietary / Partnership / Pvt. Ltd. /Public Ltd. Company
5.	Year of incorporation / constitution of : Agency / Hotel
6.	Registration No. / Trade License No. ::
7.	PAN No. ::
8.	GST No. ::
9.	Authorized Signatory Details : Name: _____ Designation: _____ Mobile No: _____ Email: _____
10.	Details of Single Point Contact for All: Name: _____ Purpose: Designation: _____ Mobile No: _____ Email: _____





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11.	Total No. of Year of Similar Experience :	
12.	Annual Business turnover for last three financial years, duly certified by the Chartered Accountant	FY 2024-25 Rs. _____ (in Lakhs) FY 2023-24 Rs. _____ (in Lakhs) FY 2022-23 Rs. _____ (in Lakhs)
13.	Website, if any :	
14.	Details of Infrastructure available at Bhopal :	
15.	Name of the cities where Agency / Hotel / Firm / Company is having branches :	
16.	Category of Hotel :	
17.	No of Rooms Twin Sharing = Two separate Single Bed Double Bed = One King Size Double Bed If the double beds are convertible into two single bed, please write "Y" for Yes and "N" for No, in the Box.	Deluxe Room (Twin Sharing): Deluxe Room (Double Bed): Whether double beds are convertible into two single beds? Yes/ No Super Deluxe Room (Twin Sharing): Super Deluxe Room (Double Bed): Whether double beds are convertible into two single beds? Yes/ No
18.	Whether the Agency / Hotel faced any: litigation with any organization earlier, if yes, kindly furnish the same with name of the organization and brief details of litigation.	

Verification:

The details furnished in the application are true and correct to the best of my / our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by NLIU, Bhopal, if it deems fit.

Signature of authorized signatory

Name:





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EOI ACCEPTANCE LETTER

(On the letter head of the Agency/ Firm/ Hotel)

To

Date:

The Registrar,
National Law Institute University
Kerwa Dam Road
Bhopal- 462 044

Sub: Acceptance of Terms & Conditions of EOI for 'Empanelment of Hotels for Boarding and Lodging
vide EOI Ref No: NLIU/Admn/Hotels/EOI/2026-27/03

Dear Sir,

I/We have downloaded / obtained the EOI document(s) for the above mentioned "Work" from the web site(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the EOI documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this EOI has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the EOI conditions of above mentioned EOI document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of NLIU Bhopal is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the Agency / Firm / Company.
6. I/We certify that all information and data furnished and attachments submitted with the application by our Agency / Firm / Company are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our bid or terminate our contract, without prejudice to any other rights or remedy.

Yours Faithfully,





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MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

The Registrar,
National Law Institute University
Kerwa Dam Road
Bhopal- 462 044

Sub: Authorization for release of payment / dues from National Law Institute University, Bhopal through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Firm/Company/Institute:

2. Address of the Firm/Company/Institute:

City _____

Pin Code _____

E-Mail ID _____

Mob No: _____

Permanent Account Number _____

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alphanumeric code)			
Account Type	Saving	Current	Cash Credit
Account Number:			

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, National Law Institute University Bhopal responsible. I also undertake to advise any change in the particulars





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of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Firm/Company/Institute:

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

**N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please
TICK wherever it is applicable.**





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FINANCIAL BID

(To be submitted on the letterhead of the Agency/ Firm/ Hotel)

EOI: For Empanelment of Hotels for Boarding and Lodging services as per university requirement.	
EOI Ref. NO: NLIU/Admn/Hotels/EOI/2026-27/03	
Name of the Agency / Hotel:	

Sl. No	Item	Qty.	Unit	Rate In (Rs.)	Amount in words
1.	Deluxe Room (Single Occupancy)	1	For 24 Hours		
2.	Deluxe Room (Double Occupancy)	1			
3.	Deluxe Room Extra Beds Charges	1			
4.	Super Deluxe Room (Single Occupancy)	1			
5.	Super Deluxe Room (Double Occupancy)	1			
6.	Super Deluxe Room Extra Beds Charges	1			

GST, if any _____

Agency Charges, if any _____

Complimentary Provisions, if any:

i.

ii.

Note:

- The financial proposal should be expressed both in words and figures. If any discrepancy is found between figure and words in the financial proposal, the value in words shall prevail.
- No of Persons for special occasion program may vary and will depend on the nature of the program and requirement of the institute. No of persons may increase / decrease by 10-20%.

Place: (Signature with stamp of the Agency / Hotel)

Date:

Special Instructions: Agency may use separate sheets for submitting details of each hotels.



