



NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

**EXPRESSION OF INTEREST (EOI) FOR PRINTING AND SUPPLY OF STUDENT
PERSONAL FILE COVER, ADMISSION CARDS AND ID CARDS AT NLIU, BHOPAL.**

EOI No. NLIU/Admn/File covers/EOI/2026-27/7

Dated: 10/06/2026

EXPRESSION OF INTEREST

Description of Work: Rate Contract for Printing and supply of Student Personal File Cover, Admission cards and ID cards .

Sealed Expression of Interest (EoI) is hereby invited from the interested bidders for rate contract for **"Printing and supply of Student Personal File Cover, Admission cards and ID cards "** at NLIU, Bhopal- 462-044, Madhya Pradesh. 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 **"EOI for Printing and supply of Student Personal File Cover, Admission cards and ID cards "** 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 26/06/2026 **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 **Printing and supply of Student Personal File Cover, Admission cards and ID cards** 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]


10/06/2026
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. I 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 and supply of Student Personal File Cover, Admission cards and ID cards**" 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 empaneled vendors 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 02.00 PM on 24/06/2026.
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





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Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

15. Printing and supply of Student Personal File Cover, Admission cards and ID cards on urgent basis may be required and the vendor must be ready to execute the work as per the requirement of the university.
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 work
 - b. The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
 - c. The Supplier 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 Supplier should have its local office in Bhopal.
 - e. The Supplier Firm should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department, undertaking to be provided on letter head.
 - f. The Firm should have registration with state or local authorities for under taking the profession (Copies of all such registrations to be enclosed).
 - g. Copy of Sales/ Service Tax Registration (TIN No.) and **PAN Number** must be enclosed with the quotation
 - h. Applicant Firm must have a **VAT/GST.(Attach Copy).**





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





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Annexure: A TECHNICAL BID

Details For Rate Contract for Printing and supply of Student Personal File Cover, Admission cards and ID cards

1.	Type of Organization	Brief profile of the agency to be enclosed.
2.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
3.	Do you possess trade / business license issued by Competent authority? Authorities in India? If so, please enclose a copy.	
4.	Name of Proprietor / Director and other officers with designation who will be directly concerned with this work.	Name: Phone/Mobile: Email:
5.	Furnish following particulars of the Registered Office:	
	a. Complete Postal Address	
	b. Telephone No./ Mobile No.	
	c. E-Mail Address	
6.	Furnish following particulars of the Local Branch Office, if any.	
	a. Contact Person	
	b. Complete Postal Address	
	c. Telephone No. / Mobile No.	
	d. E-mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	GSTIN No. (Attach Attested Copy)	
9.	Year of establishment and length of experience	(Copy of registration of the firm to be enclosed)
10.	Legal status (attach copy of original document defining the legal status): a) Limited company or corporation firm b) Pvt. Ltd. Firm c) Proprietary firm d) Partnership firm e) An individual	(Copy of registration of the firm to be enclosed)
11.	Information on any litigation in which the applicant was involved during the last 05 (five) years including any current litigation.	





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12. Give details of the major clients – NLUs/IITs/ IIMs/ NITs / IISERs, all Central University, NITTR, NCERT and similar level educational Institutions/Universities, Government / Semi Govt. Departments, Research Organizations and Pvt. Companies to whom services of printing of personal file, registers and ID Cards provided in the last five years in the following format.

Sl. No.	Name and address of the client with details- Name of the contract person, phone no. email-ID	Particular of work	Work order No. and date	Value of work order or work done amount
i)				
ii)				
iii)	The agency should not have been blacklisted or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc			
iv)	Additional information, if any (Attach separate sheet, if required)			

Note: - Bidders are requested to completely fill all the space provided. If it leaves blank, it will be read as N.A.

Place:

Date:

Signature of Proprietor/Partner/Director
Office Seal





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ANNEXURE-B

Name of Work: Printing and supply of Student Personal File Cover, Admission cards, Attendance Register and ID cards for NLIU, Bhopal.

Name of the Agency/Firm: -

Sr. No.	Name of the Item	Specifications	Rate (In INR)					
			50	100	200	300	500	1000
1.	Student Personal File In all Colors i.e., Pink, Yellow, Blue, Green, White	- Size- 13x21 inch 300gsm colour card sheet - Front & inner side single-color printing - Front side glossy lamination inner page non-laminated - Inner side one pocket - Topside 2 holes with eyelets - With plastic file clip & design						
2.	Student Admission card	300 GSM color card sheet - Size 13.5 x 17 cm - Front and back Single color Printing						
3.	Attendance Register	52 Page Register 80GSM Lager Paper Green (With One Color Printing) 350 GSM Hard card sheet with one color printing - Binding						
4.	Student ID Card	- PVC ID Card (Front and Back Printing) - Size 86 x 54 mm 400 micron PVC						
5.	Multi color Printed Lanyard (Both Side with NLIU Logo Full Name and hook)	- Width- 20mm - Material Satin, polyester - Metal Dog Hook - Approx 36 inch						

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

Date:



