NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044 Email: nliu@nliu.ac.in
Contact No.:+91-755-2696965

Date:31.10.2026
Tender fee-Rs.500/-+GST

NOTICE INVITING TENDER (Technical and Financial)

Printing and Supply of Answer Books to NLIU, Bhopal

Estimated Cost of work: ₹ 3,50,000/- (Rupees Three Lakh Fifty Thousand only-) inclusive GST

Last Date & Time of Submission	:	12/11/2026 Up-to 03:00 P.M.
Date & Time of Opening Technical Bid	:	13/11/2026 at 03.30.P.M.

NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal - 462044

TENDER NOTICE- NLIU/Admn-Printing/October-01

A. NOTICE INVITING TENDER

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 by the University.

Sr. No	Tender Number	Particulars	Tender Cost (In Rupees) Non - Refundable	EMD (In Rupees)	Date of start of downloading the document and the Last date of submission of tender document.	Due Date of opening of Technical Bid
1	NLIU/Admn-Printing/October-01	Printing and Supply of Answer Books to NLIU, Bhopal.	500 + 18 % GST	8,000/-	31.10.2026 To 12.11.2026	13.11.2026

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 at e-portal** https://mptenders.gov.in. Details of the tender document are also visible on the website www.nliu.ac.in/tenders

(3) The bid documents should be filled online and the documents that are to be uploaded by the bidders should be submitted online within the time schedule (Key Dates).

(4) The relevant portion of the tender that the bidder has to fill online would be available on the above website as per the date mentioned in the tender document. The university reserves the right to reject any or all the tenders 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 bid 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 portal

(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 a valid Earnest Money Deposit except for MSME. At the time of opening of tender, if 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 the opening of the tender will be published on the website: https://mptenders.gov.in. & also on the university website www.nliu.ac.in/tenders and will not be published in newspapers. Hence, participant bidders are advised to regularly visit the websites for the 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 the Technical Bid shall be the date of opening of tender for all purposes.

(10) The Tender document will be available on the portal https://mptenders.gov.in from 31.10.2026 to 12.11.2026 **till 03:00 hours.** The interested bidders are advised to regularly visit the portal for this purpose.

(12) If any of the above dates happen to be a holiday, the next working day will be the prescribed date.

(13) The Tender is on "Turn Key Basis" L-1 (Lowest Rate) will be calculated on the Total Amount of all items.

Estimated Cost of work: Rs. 3,50,000/- inclusive GST.

Online Item Rate Tenders are invited from the contractors for the work of Printing and supply of Answer Books at NLIU, Bhopal.

The cost of the Tender Document is **Rs. 500/-(NON-REFUNDABLE)** excluding GST @18% which should be deposited electronically. The 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 bidder:

1. Bidder should be in printing business Company/Partnership firm/ Proprietary firm/ Agency and operational for at least 03 (Three) years as onthe close date of tender. A copy of the registration certificate shall be attached.
2. Self-attested copy of GST Number.
3. Self-attested copy of PAN Number.
4. Self-attested copy of Aadhar Number
5. Have completed similar nature of work in central/state/PSUs/department & Autonomous bodies/similar level highly reputed organisations as given below:

   01 work of 80% of the estimated cost
   or
   02 work of 50% of the estimated cost
   or
   03 work of 40% of the estimated cost.

6. A copy of the Purchase Order (PO) in support of fulfilling the above criteria shall be submitted with the bid.
7. Undertaking by the bidder that the firm is not blacklisted in any state/central government/department/organisation. A declaration on 100/- judicial Stamp paper.

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 /tenders or www.mptenders.gov.in from 31.10.2026 at 03:00 pm**. *The University shall not be responsible for any delay/difficulties/inaccessibility of the downloading facility for any reason whatsoever. In case of any discrepancy between the documents downloaded from the internet and the master copy issued by the University, the letter shall prevail for all purposes. No claim on this account will be entertained.*

Tenders should be submitted as per the prescribed format within the specified date and time failing which the offer shall be summarily rejected. **The bid Validity period is 90 Days** from the date of opening of bid. The bid shall be opened on 13.11.2026 **at 03:30 pm**. The University reserves the right to reject any tender without assigning any reason thereof.

31/10/2026

Registrar
On behalf of NLIU, Bhopal

B. INSTRUCTIONS TO BIDDERS

1. Attention of the bidder 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 Bidder shall visit and inspect the site and obtain all information about the work on his own responsibility and own cost, which may be necessary for the purpose of quoting and submitting the tender. No excuse or ignorance as to site conditions, requirements related to the work 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 bidder to have done all the things, which in accordance with his condition he is deemed to have done shall not relieve the successful bidder of the responsibility for satisfactory completion of the work as required. If there is any clarification required, the bidder shall submit the queries in writing upto 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 bidder shall complete the supply and printing of the Answer Books within 15 days of receiving approval of the final copy from NLIU and shall submit an undertaking to this effect.
4. The Earnest Money received shall be refunded to the unsuccessful bidders without any interest, after the finalization of the Contract. The Earnest Money Deposit (EMD) of the successful bidder shall be refunded after the completion of the work.
5. Earnest Money Deposit (EMD) will be forfeited in the following cases –
    a. If the bidder withdraws/modifies his tender during the period of Bid Validity.
    b. If the bidder does not accept the correction of arithmetical errors of his tender.
    c. If the bidder after awarding of work, does not start the work within the stipulated time period as per Letter of Acceptance / Work Order.
6. 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.

C. GENERAL CONDITIONS OF CONTRACT

1. The bidder shall have to submit self-certified copies of valid PAN, GST registration and Aadhar number.
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 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, 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 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 bidder must address his enquiry in writing in duplicate to Registrar, National Law Institute University, Kerwa Dam Road, Bhopal – 462044.
10. The online 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 University does not bind itself to accept the lowest offer.
14. Payment shall be made after the satisfactory completion of work and the EMD of the successful bidder shall be refunded after the date of completion of work.
15. No advance payment will be made and any offer linked with advance payment is likely to be ignored.
16. After winning the tender, if you fail to complete the work your EMD will be forfeited and you will be blacklisted from participating in any future bid/tender.
17. 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.
18. **A penalty of 1% of the total order value will be imposed per week for late completion of work subject to maximum of @10% of the value of work.**

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

20. NLIU Bhopal shall be entitled to make any variation of the 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 the power to order the contractor to do and the contractor shall do any of the following:

    i. Increase or decrease the quantity of any work up to plus-minus 20% of the quantity given in the contract.

21. The tender/contract/purchase order issued under this tender shall be governed by laws of India and shall be exclusive Jurisdiction of the courts at Bhopal (M.P.)

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

3 The Supply shall be made in packets/boxes containing 200 No's Answer Books in each box/packet.

4 The Contractor will be required to replace the Answer books if serial Nos. at top and bottom of the front page are different, the answer book is damaged or the printing is not readable.

(To be on Letter Head)

DECLARATION

1. I/ We hereby declare that no case is pending with the police / court against the proprietor/ firm/ partner or the company (Agency). Also I/We have not been suspended / blacklisted by any PSU / Government Department (Central / State) / Autonomous Organisation/ Educational Institution/ Court.
2. I/We will ensure that quoted price is not more than the price offered to any other customer in India to whom this particular item(s) has/have been sold recently, particularly to Educational Institutions and other Govt. Organizations.

(Signature & Seal of the Bidder)

Place:
Date:



(To be on Letter Head)

NO DEVIATION CERTIFICATE

Notwithstanding anything mentioned in our bids, I/We hereby accept all the terms and conditions of this tender and I/We do not have any deviation to this tender enquiry. I/We hereby undertake and confirm that I/We have understood the scope of work properly and the same shall be carried out as mentioned in this tender enquiry.

(Signature & Seal of the Bidder)

Place:
Date:



TENDER FORM,

Document Check List
Printing & Supply of Answer Books to NLIU, Bhopal

Sl.No	Documents	Yes/No
1	Tender Form fee	
2	EMD	
3	Bidder should be a Company/Partnership firm/ Proprietary firm/ Agency and operational for at least 03 (Three) years as of the close date of tender. A copy of the registration certificate shall be attached.	
4	Self-attested Copy of PAN Card	
5	Self-Attested Copy of Aadhar Card	
6	Self-Attested Copy of GST Registration	
7	Copies of purchase order for having completed similar nature of work in central/state/PSUs/department & Autonomous bodies/similar level highly reputed organisations as given below: 01 work of 80% of the estimated cost or 02 work of 50% of the estimated cost or 03 work of 40% of the estimated cost.	
8	Undertaking/Declaration for Non- Blacklisted Certificate	
9	Self attested copy of Shop Establishment (Gumasta)	
10	No Deviation Certificate	

TENDER FORM, PART- I : TECHNICAL BID

SPECIFICATIONS FOR PRINTING & SUPPLY OF ANSWER BOOKS TO NLIU, BHOPAL

S. No.	Name of the Item	Pages	Specifications of Required Product	Complied Yes / No
1	Answer Book - A	**20**	• Size- 15.5 inch x 10.5 inch • Paper – 80GSM • Binding-Centre pin with one hole at top corner • Answer Book number at top and teared bottom portion of the front page place (Both the numbers should be same) for the Answer Book • Printed front page comprising examination information, student information, instructions, table for marks obtained and other information. • Front page of Answer Book B (Supplementary Answer Book) to have printing on top of the page • Page Numbering on each page • Two Colour Printing (Black& red)-Front Page • University Logo at Top left Corner of Front page • Clearly black lines for writing with margin space on left of the page	
2	Answer Book - A	**12**		
3	Answer Book - B	**08**		

Date:-……..

Place:-……...

Signature of Bidder/Firm

Name of Bidder/Firm……

Address……

Mobile Number:-……

FINANCIAL BID

BILL OF QUANTITIES

Sl.No.	Name of the Item	Pages	Specification	Unit rate *(In INR)*	Quantity (No. of Answer Books)	Total Amount With GST as applicable (In INR)
1.	Answer Book-A-20	20	As per the specification given in the bid document		20,000	
2.	Answer Book-A-12	12			20,000	
3.	Answer Book-B-8	08			2,500	
Total						
Grand Total (IN INR) In Figures						
Grand Total Amount In Words:						

Name of the Bidder/Firm: _____

Seal of the Bidder/Firm: _____

Authorized Signature _____