NATIONAL LAW INSTITUTE UNIVERSITY

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NIQ DOCUMENTS FOR

Name of work: Printing of Anti-Drug Awareness Posters



18/11/2016



NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal - 462044

NOTICE INVITING QUOTATION- 01/Admin/November/NLIU

Sealed item rate quotations are invited from reputed firms for the Printing and supply of Anti-Drug Awareness Posters/Flex

General Terms and Conditions:

1. The following documents self-attested must be enclosed with the price bid.
    a. Registration of firms
    b. Copy of PAN, Aadhaar
    c. GST Certificate
2. The firms must quote the price in the Performa given the Bid Document along
3. All required documents must be enclosed with the price bid any of them not enclosed with the price bid in case any of them not enclosed shall be disqualified.
4. **Important Dates:**

Sl.No.	Work	Date
a.	Bid Document Opening Date	19 ~~17.11.2026~~
b.	Last date to Bid submission	26 ~~20.11.2026~~ till 03:00 p.m.
c.	Bid opening	26 ~~20.11.2026~~ till 03:30 p.m.

5. Sealed Bid duly mentioned in Price Bid for Printing of above-mentioned work
6. Bid shall be submitted in the office of the Registrar, NLIU, Kerwa Dam Road on or before the date given above.
7. The Price shall include the Printing and supply of the Anti-Drug Awareness Posters/Flex
8. All matters will be deal with in the jurisdiction of Bhopal District.

Eligibility Criteria

Contractors who fulfil the following requirements shall be considered as Eligible Bidder:

1. The Bidder must be in the business of Printing for at least the last 3 (three) years. **(Enclose Proof)**
2. Bidder must have a registered office in Bhopal (Madhya Pradesh) like: Gumasta
3. Must have registration of the firm for the business of printing work.
4. Bidder must Quote all items per the specifications in annexure-I.
5. Bidder must have to submit a self-attested Photocopy of PAN card.

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. Quotation document must be submitted with the rates for all the items of work involved and any incomplete 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.
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 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:

    a) Increase or decrease the quantity of any work up to plus-minus 20% included in the contract.

    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
18. **The bid shall be decided on the bids of the bottom total as prescribed in the financial bid.**

REGISTRAR

Annexure -I

Sl.No	Item Description	Qty	Amount Including GST
1.	**Poster Printing** • Size :2 x 3 feet • PVC Vinyl Printing with 5mm Sunboard pasting with iron framing and Transport	22	
2.	• Poster Printing • Size:1.5 x 2 feet • PVC Vinyl Printing with 5mm Sunboard pasting with iron framing and Transport	22	

Name of the Firm:_____

Contact No: _____

Seal of the Firm:_____

Authorized Signature:_ _____