

**EXPRESSION OF INTEREST
FOR
EMPANELMENT OF PRINTING BOOKS (VARIOUS JOURNAL AND BOOKS)
NATIONAL LAW UNIVERSITY, JODHPUR
TOTAL NUMBER OF PAGES: 12 (TWELVE)**

S.no	Particulars	Details
1	Name of the firm	
2	Complete address	
3	Email ID OF FIRM	
4	Mobile Number	
5	Permanent account number (PAN)	
6	GST Number Of Firm	
7	EARNEST MONEY	Rs. 20,000/-
8	EARNEST MONEY DETAILS	BANK NAME:- DD NUMBER:-
9	Date of submission of tender	21.02.2026 till 2.30 PM
10	Authorized Signatory	

National Law University, Jodhpur

Notice-Inviting Expression of Interest for Empanelment of printing books (Various Journal and Books)

Last date of submission of Interest: 21.02.2026 till 2.30 PM.

National Law University, Jodhpur was established by the Government of Rajasthan by way of enactment known as the National Law University Act (Act No22 of 1999) came into existence in 1999. This university is entirely residential, teaches law, management, and related subjects and encourages research in these areas.

National Law University Jodhpur invites applications for empaneling suppliers for printing of books and Journal etc. for a term of three years & further extendable upto one year, with effect from day of empanelment. Expression of Interest with the super script "Expression of Interest for empanelment of book printing 'in sealed cover should be submitted to the following address.

The Registrar,
National Law University, Jodhpur
NH-62, Nagaur Road, Mandore
Jodhpur,
Rajasthan - 342304

Printing, vendors must submit a signed formal application (Annexure I at page No 6), satisfactory service certificate from minimum 2 Central/State universities or Institutes (Annexure II at page No 7), Self-declaration (Annexure III at page No 8), Non-Debarment Certificate (Annexure IV at Page No 9) and other relevant documents, financial bid (Annexure V at Page No.11).

Bidder is required to attach EMD of Rs. 20,000/- along with the documents which will be adjusted against security deposit for successful bidder it will be returned for unsuccessful bidders. A sample copy of bidder is attached (Annexure V at page No 11).

The short-listed vendor is need to deposit a sum of Rs.100000/- (Rs. One Lakh) in favour of **"The Registrar, National Law University, Jodhpur"** towards a refundable security deposit. Interest shall not be paid on security deposit by the University.

The university reserves the right to postpone, cancel, or reject tenders without reason, and bidders should be aware of potential rejections if their information is inaccurate. The university's decision is final and enforceable.

Registrar
National Law University,
Jodhpur

PART A

National Law University, Jodhpur

Notice-Inviting application for Empanelment for printing of books & Journal of the National Law University, Jodhpur

Terms and Conditions

A: Instructions for application:

1. Vendors can submit the application form for printing books & Journal, (Annexure I at page No 6), satisfactory service certificate from minimum 2 Central/State universities or Institutes (Annexure II at page No 7), Self-declaration (Annexure III at page No 8), Non-Debarment Certificate (Annexure IV at page No 9) and other relevant documents. in sealed envelope. The envelope must be clearly labelled with the phrasing "EOI for empanelment of book printing".
2. The application form, along with each page of requisite documents, should be signed by the authorized representative of the vendor(s) with their full name and the official seal of the company.
3. Multiple bids by one vendor shall not be considered. Vendor can only submit one Eoi.
4. Incomplete and conditional applications will not be considered.
5. The participating vendor is expected to examine all instructions, Terms & Conditions as specified in the application document. Failure to furnish all requisite information or submission of an application not substantially responsive to the conditions laid down shall be at the risk of the participating vendor and may result in the rejection of the application.
6. National Law University Jodhpur reserve the right to modify the documents before last date, either on its own or in response to a clarification requested by a potential vendor. Notification of such amendments will be published only on the university website vendors are advised to visit the university website time to time for any amendments.
7. National Law University Jodhpur will not consider the Eoi's that are received beyond the specified deadline. The Expression of Interest will be opened on the same day in the presence of the participating vendor(s) or their authorized representative(s) if they desire so. The representative must show an authorization letter from their company in order to participate in the opening of Expression of Interest process.
8. The National Law university Jodhpur reserves the right to reject/cancel any or all applications without assigning any reason thereof. EMD deposited with documents will be returned for unsuccessful bidders.
9. Bidder is required to attach EMO of Rs. 20,000/- along with the documents which will be adjusted against security deposit for successful bidder it will be returned for unsuccessful bidders.
10. The Successful vendors (the empaneled) will be required to submit a security deposit of Rs. 100000/- (Rs One Lakh) (refundable) as a security deposit with National Law University, Jodhpur. However, no interest shall be paid by the university on security deposit.

B: Eligibility

Vendors who apply for empanelment must fulfill the following conditions for eligibility:

1. Should have an annual financial Gross turnover of minimum ₹ 10 Lakhs or above during the three financial years out of last 5 years (2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025) a certificate duly validated by a chartered accountant is required to be attached with the EoI.
2. Should have PAN issued by the Income Tax Department. (Attach a copy of PAN card)
3. Should have GST Number. (Attach a copy of GST Number)
4. Should have supplied printed books to prestigious educational institutions such as National Law Universities (NLUs), Indian Institutes of Technology (IITs), Indian Institutes of Management (IIMs), National Institutes of Technology (NITs), or Central / State Universities, Supreme Court and high courts, Institutes of National Importance. Satisfactory performance certificate from two Institution where the vendor has supplied books is required. A copy of the purchase order is not sufficient evidence to confirm the delivery of books to an institution. (Attach copy of satisfactory certificate from minimum two university/ institutes as mentioned above) Annexure (II)
5. Self-Declaration certificate (Annexure III)
6. Should provide a declaration stating that they have not been blacklisted or debarred by any of the above-mentioned organizations for the provision of books in the past three financial years (Annexure V).

C. Financial Bid and Evaluation of EOI

1. Bidder are required to submit financial bid as (Annexure V at page No 11) in a separate sealed envelope.
2. Open financial bid with other documents shall not be considered.
3. Financial bid of only those bidders will be considered who fulfill the eligibility criteria as per part B of this document.
4. The successful bidder shall be calculated on the basis of lowest quote as Annexure II

D. General Terms and Conditions

1. The tenderer must sign and stamp all pages of the tender documents, including the Proforma for minimum discount rates, which they submit.
2. The tenderer must read and understand the terms and conditions.
3. The University's Competent Authority has the authority to accept or reject any tender before the contract is awarded
4. The empanelment period will be for the three years & further extendable upto one year, starting with effect from the date of empanelment order with the possibility of being extended for a year with the same terms and conditions if required.
5. Subletting of empanelment will not be permitted.

Part B

Terms and Conditions for the vendors after empanelment.

A: Purchase Orders:

1. The supply for Printing of books& Journal must be made in accordance with the purchase orders.

B: Printing of Books & Journals:

1. The rate quoted shall be inclusive of freight, insurance and any other charges.
2. Consignee and Mode of Dispatch: Books should be sent to the National Law University, Jodhpur
3. Every supply should be accompanied by a delivery challan that clearly states the terms and titles of the supply, as well as their amount and price.
4. In case of late supply /deficiency in quality The National Law University Jodhpur reserves the right reject the whole supply and to cancel the order.
5. Printing of books & Journell's supplied should be in good shape. Misprint books & Journals must be replaced at no additional expense of the University.

C: Time frame for supply and cancellations:

The printed book(s)& Journals shall be delivered within 10 days after receipt of the order.

D: Invoicing procedure

1. Raise your invoice to "The Registrar, National Law University, Jodhpur."
2. Only one invoice should be raised in response to a single purchase order.
3. Invoice should be submitted after the supply of all books mentioned in supply order.

E: Undertaking: Every invoice should certify the following

The printed books& Journals supplied against this order have been checked against defects in collation, binding and condition and for other physical conditions. If any defects are detected later, the defective books will be replaced without any payment by the National Law University Jodhpur The vendor will be liable to arrange for supply of replaced books at the destination of supply.

F: Billing and Payment:

1. That supplier must include his GST number on the bill.
2. Those taxes will apply in accordance with the rules.
3. All payments to suppliers shall be made using cheque/RTGS, for which they must provide the following information: Name of the Bank with Address, Bank Account Number, and IFSC Code.

G: Payment

Payment will be paid in Indian rupees only via cheque/e-payment as early as possible, ascertaining the books are in good condition and there are no discrepancies of any kind.

H: Termination of empanelment:

1. A vendor's empanelment may be terminated/dropped/black-listed from the panel of Suppliers at the occurrence of any of the following event:
 - (i) If the vendor fails to deliver on time.
 - (ii) In case of breach of any terms of agreement, or unsatisfactory/inefficient working on the part of the vendor.
 - (iii) If at any time it is found that the information provided by the vendor in any form about certificates, services and related matters are incorrect and result in losses in any form to the Institute.
 - (iv) In such case(s), the University will be at liberty to terminate the empanelment without giving any prior notice to the vendor/supplier, and the Institute reserves the right to claim the amount of loss occurred to the Institute, from the security deposit submitted by that vendor / supplier.
 - (v) The Institute reserves the right to change or modify or amend or substitute any clause in the terms and conditions that are listed above if required, at any time.
2. Security amount deposited with the university shall also be forfeited.

I: General Terms and Conditions

1. Return of Damage Books: If a book does not meet specifications or is not in good condition, the supplier must take return it at their expense and replace it within time provided by the university or the order will be cancelled. If such books are not returned and replaced within the specified time frame, the library will not accept responsibility for them.
2. Printed Books must be supplied exclusively in accordance with the supply/purchase order.
3. The supply of printed books will be at the risk of the vendor until they are accepted by the University
4. The vendor must provide the printed books in a single delivery according to the supply order, without splitting it into multiple shipments
5. In case the delivery of printed books & Journals is made beyond the scheduled date or extended date with the permission of competent authority, the vendor shall be charged a **penalty as may be decided by the university** of the billed amount.
6. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, preferably by email.

J. SETTLEMENT OF DISPUTE:

1. All disputes pertaining to the work contract is limited to the jurisdiction of the courts at Jodhpur District, Rajasthan.
2. Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

I/ We are ready to supply the printed books& Journals on terms conditions given above kindly include my firm /us in the panel for the supply of books to your library.

(Signature &Seal)

Name:

Date

Address:

Place

National Law University, Jodhpur

Application Form for Empanelment to supply print books

(STRIKE OFF WHICHEVER IS NOT APPLICABLE)

(Please read the terms and conditions carefully

Before filling the form)

1 Name of the Firm: -----

2 Address of Head Office -----

Branches (if any)

Contact person and Contact numbers

Email ID, Website, if any

3 Registration Numbers

4 If Proprietorship, Name of Managing
Director/Proprietor

5. If partners Name of the Partners

Signature with seal

Name: -----

Annexure II

List of Universities, National Level Educational Institutions and Research Institutions with repute, where the vendor has supplied printing books and satisfactory supply certificate is attached.

Sr. No.	Name of Institution	Period of Association	Reference to Librarian/Administrative authority		Copy of satisfactory certificate attached or not
			Email ID	Contact No.	
1					Yes/No
2					Yes/No
3					Yes/No

Place:

Signature and seal:

Date:

Name:

DECLARATION

1. I/We_____(name of the Managing Director/Proprietor /Partners) do hereby declare that the entries made in this application form are true to the best of our knowledge.
2. I/We further declare that all matters pertaining to National Law University, Jodhpur will be handled in a confidential manner and that no information will be disclosed to third parties without the express consent of the relevant authority.
3. Mr._____whose signature is presented below, is an authorized representative of this firm.
4. I/We also accept responsibility for informing you of any further modifications to the firm's operating procedures or constitution.
5. I/We hereby declare that we have carefully reviewed, understood, and willingly agree to adhere to the terms and conditions of National Law University, Jodhpur as stated in this agreement.

Place:

Signature and seal:

Date:

Name:

DECLARATION REGARDING BLACKLISTING/ DEBARRING FOR TAKING PART IN
TENDER/EoI

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-non judicial stamp paper by the Tendered]

1. I/We__of M/s_____hereby declare that our company_____having registered address at

has never been blacklisted/debarred by any State/Central Government Department/Organization till date nor we are facing/filed any Litigation proceeding regarding debarring (blacklisting) with either of the above said agencies

OR

1. I/We__of M/s_____hereby declare that our company_____having registered address at-----

Was blacklisted or debarred by State/ Central Govt, Department /Organization from taking part in tenders for a period of-----Years. With effect from---- to -----The period is over on ----- and now the firm/company is entitled to take part in tenders.

2. 2. In case of above information found false, I/we are fully aware that the tender/contract will be rejected/cancelled by National Law University, Jodhpur, and EMD/Security deposit shall be forfeited.

3. 3. In addition to the above National Law University, Jodhpur will not be responsible to pay the bills for any completed /partially completed work/supply.

DEPONENT

ATTESTED:

(Public Notary/executive Magistrate)

NAME: -

Address: -

CHECKLIST BEFORE applying EoI

Copy of GST Registration	Yes/No
Certificate from Chartered Accountant for having turnover of Rs. 10 lac or above in. Three financial years 'annual turnover out of last 5 years (2020-2021, 2021-2022, 2022-2023, 2023-2024, 2024-2025)	Yes/No
Copy of PAN card	Yes/No
An affidavit on non-judicial stamp paper worth Rs.100/-stating that you have not been placed on a blacklist by any Universities, National Level Educational Institutions and Research Institutions or government agencies.	Yes/No
Applicants signed copy of every page of terms and conditions thereby accepting the willingness to accept the conditions set by the NLUJ.	Yes/No
performance certificate from Minimum 2 reputed Institutions (NLU, IIT, IIM, Central Universities, State universities, Supreme Court, High Courts etc. where the vendor has supplied books	Yes/No

Annexure "V"

FINANCIAL BID

Name of firm:

Address of firm:

Contact number & email address:

GST number of firm:

Date:

S. No.	Specification	Pages	Qty. (Books)	Rates Tax paid
01	Size: 24 cm x 18 cm Paper quality: Inside – 100 GSM Art Paper (off white) in single color Cover page – Multi color 300 GSM Art Card Matt Finish, Laminated, Journal logo and name in sport UV. Binding: Section swing and perfect binding – pasting.	150 pages	50	
02	Additional pages multi color printing charges per page			
03	Additional pages single color printing charges for per 8 pages and further calculation of 8 pages group counting further.			

Eligibility for participation:

1. Firm must having minimum 7 years experience for printing books and having 10 lacs annual turn over.
2. Firm is required to deposit Ten Thousand Rupes as security deposit through DD in favor of Registrar, National Law University, Jodhpur payable at Jodhpur.

Terms and Conditions

1. Rates should be FOR University. (On Contract of 3 years)
2. Items should be supplied as per the above-mentioned specification and sample only.
3. Firm will be required to supply ordered items within 15 days' time.
4. Payment shall be made only after satisfactory supply as per sample and specification.
5. The University reserved its rights to reject any quotation/item/qty.
6. Rate should be quoted in figures as well as in words. In case of any difference in both the rates for whatsoever reasons, lower rate shall be treated as final.
7. The firms are required to submit samples of similar books printed by them to ensure the quality service which is of paramount importance.
8. The firm may be called for any clarification; university may proceed accordingly.
9. The University does not bind itself to accept lowest bid.