

EXPRESSION OF INTEREST (EOI)



**INVITING EOI FOR PHOTOCOPYING AND PRINTING SERVICES AT THE CAMPUS
OF MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR**

EOI No. MNLUN/2025/EOI/02

MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR

**INVITING EOI FOR PHOTOCOPYING AND PRINTING SERVICES AT THE CAMPUS
OF MAHARASHTRA NATIONAL LAW UNIVERSITY, NAGPUR**

EOI No.: MNLUN/EOI/2025/02

Date: March 26, 2025

Maharashtra National Law University, Nagpur invites EoI for Photocopying and Printing Services at the Campus of Maharashtra National Law University, Nagpur

Sr. No.	Particulars	
1.	Name of the Service	Providing Photocopying Service and Printing Service
2.	Date of issue EoI	March 26, 2025
3.	Last date receipt EoI	April 04, 2025
4.	Date and time of opening of Expression	April 08, 2025
5.	Duration of Contract	Initially for One (1) Year (extendable for one more year based on performance of the Services).
6.	Contact Details	Registrar, Maharashtra National Law University, Nagpur +91-712-2812605; Email: registrar@nlunagpur.ac.in
7.	Address for Submission	The Registrar, Maharashtra National Law University, Waranga, Butibori, Nagpur-41108

1.0 Introduction

Maharashtra National Law University, Nagpur was established by the Maharashtra Government vide the Maharashtra National Law University Act, 2014. The University takes pride in being the nineteenth National Law University in the country. The University is making rapid progress towards its objective of achieving excellence in the field of legal and justice education.

Presently, the University has around 1100 students and scholars, more than one hundred members of University Services at the campus. Being a fully residential University, photocopy and printing services are required to serve the students, faculty members, non-teaching staff, and visitors of the University.

2.0 Scope of Work

The scope of work, covers Photocopy and Printing services to the Students and Staff of the University on chargeable basis. It shall not be treated as office requirement. Services shall be served as per the Standard Fixed Prices approved by the University. The University will provide a dedicated space for the Photocopy and Printing services preferably in academic block with all necessary requirements. The service provider has to arrange all machines, computers, printers and furniture for the Photocopy and Printing services.

3.0 Expression of Interest

- (i) Interested Bidder should personally visit at Waranga campus of the University to ascertain the requirements of the work, before submitting their proposal. He / she should hold an authority letter issued by the partner / managing director / owner / proprietor (as the case may be) during the visit. After the visit He / She should obtain certificate from the Registrar Office, about the visit and attach the certificate with proposal.
- (ii) The University reserves the right to accept or reject the EoI without assigning any reason whatsoever.
- (iii) The bidder is required to submit sealed envelope of duly filled in documents for Technical Evaluation (given as **Annexure-I**).
- (iv) All EoI shall be evaluated by the Scrutiny Committee of the University.
- (v) The Financial Bid shall be evaluated on the basis of Rent quoted for the Infrastructural Facilities, the highest quoted rent will be awarded.
- (vi) Only those Financial Bids shall be considered and opened for evaluation, whose Technical Bids are found eligible by the Technical Scrutiny Committee.
- (vii) The University reserves the right NOT to award the contract to the successful bidder without assigning any reason.
- (viii) The responsiveness of a bid is determined during the bid evaluation process based on compliance of all instructions, supply of information and necessary proof in the prescribed format given in the Annexures and requisite conditions given in this tender document.
- (ix) The successful bidder shall execute an agreement as per the draft of the University within fifteen days of the receipt of the 'Letter of Award' of the Contract.
- (x) The bidder is required to read the EoI document carefully, carry out a detailed survey and undertake a comprehensive assessment of risks, costs, and obligations associated with the performance of the Contract.
- (xi) While quoting the rate, the bidder is advised to consider all applicable taxes such as

GST and duties on purchases and any other applicable taxes and duties levied by the State and Central Government or local authority.

- (xii) The University reserves the right to amend the EoI in full or any part thereof. Corrigendum to the EoI if any, shall be uploaded on the website of the University and it shall be the sole responsibility of the bidder to verify the amendments carried on, if any, and submit the amended documents on or before the submission date.
- (xiii) The bidder seeking any clarification on the tender may reach out to the Office of the Registrar, Maharashtra National Law University, Nagpur, Waranga, PO - Dongargaon (Butibori), Nagpur-441108, Maharashtra during office hours via Landline: +91-712- 2812602; or Email: registrar@nlunagpur.ac.in .
- (xiv) Bidder should communicate about the bidding to the registrar@nlunagpur.ac.in .

Note:

(a) The base rent towards the available infrastructural facilities is Rs. 10,000/- (Rupees Ten Thousand only) per month including Electricity charges. Housekeeping, waste management and other ancillary expenses shall be borne by the contractor.

4.0 Eligibility Criteria

A bidder shall be eligible for bidding only if the bidder satisfies the eligibility criteria given below:

- I. The bidder must have a GST Numbers.
- II. A bidder must have at least three (03) years' experiences in operating such services and relevant documentary proof, such as an experience certificate, issued by the concerned Institutions must be furnished.
- III. The bidder must have a minimum average annual turnover of Rs.10,00,000/- (Rupees Ten Lakhs only) during the preceding three (3) consecutive financial years i.e., FY 2021-22, 2022-23, 2023-24. The bidder shall provide audit reports/certificates duly certified by a Chartered Accountant for the turnover.

5.0 Prominent Terms and Conditions

- I. Initially the contract shall be awarded for a period of One (1) Year from the date of signing the agreement and extendable up to one more year, based on the quality of the Services. The Competent Authority shall assess the performance of the Contractor, from time to time and based on satisfactory performance, the contract may be extended further or renewed with the mutual consent of both the parties or may be terminated if, the performance is found to be unsatisfactory.
- II. The contract may be terminated by the University after giving one month's notice to the Contractor. If desired, the Contractor may terminate the contract by giving a minimum of two months' prior notice to the University.
- III. If at any stage, the involvement of the Contractor or his employee is found in violation of any provision of code of conduct or regulations of the University, inside or outside the premises of the University, which may adversely affect the interest of the students or University, the contract is liable to be terminated by the Competent Authority by giving one (1) month's prior notice.
- IV. The agreement is prepared in two copies and both copies shall be duly signed by both the parties, and each party shall retain one original copy of the agreement. The cost of the

registration of the agreement and other incidental expenses shall be fully borne by the Contractor.

- V. The successful bidder is required to provide a security deposit of 10% of the annual value of the contract.
- VI. The security deposit shall ordinarily be redeemed within Sixty (60) days of completion of all contractual obligations of the Contractor. No interest on security deposit shall be paid by the University. However, in case of any loss or damage caused by the Contractor or his staff, the amount of damages shall be assessed and deducted against the security deposit.
- VII. The premises and precincts for operating Photocopy and Printing Services shall be used only for the purpose, for which the allotment would be made and not for any other purpose, without the written permission of the Competent Authority of the University.
- VIII. No person shall be employed or hired by the Contractor in the Photocopy services at the University, who has any criminal antecedents.
- IX. The Contractor shall comply with the provisions of various Rules/Regulations/Laws of the Government in respect of photocopy services, payment of wages and other benefits to its workers, and statutory liability as to timely filing of returns and payment of taxes and duties, etc.
- X. The Contractor shall be solely responsible for any failure to fulfil any statutory obligation(s) and shall indemnify the University against all such liability, which is likely to arise out of the Contractor's failure to fulfil such statutory obligation(s).
- XI. The workers employed / engaged / hired by the Contractor shall not have any claims whatsoever against the University.
- XII. The workers employed / engaged/ hired by the Contractor shall not act against the interest of the University.
- XIII. The Contractor shall obtain Police verification of all the staff engaged at the University.
- XIV. No Sub-contract shall be allowed for the services rendered by the Contractor under the said Contract.
- XV. The Contractor shall be solely responsible for maintaining hygiene and clean environment in and around specified place allotted for the work.
- XVI. In case, the Contractor fails to perform the terms and conditions agreed upon, he shall be liable for forfeiture of Security Deposit in addition to penalty.
- XVII. The Contractor shall be solely responsible for any injury, damage, or accident to any staff employed by him, or for any loss or damage to the equipment or property belonging to the University, or of any student, scholar, or any member or guest of the University.
- XVIII. The Contractor shall ensure police verification of all the workers employed or hired by him, before deploying them at the allotted premises.
- XIX. The Contractor shall make his own arrangement as to the stay and transportation of the workers deployed by him for the services. No accommodation shall be provided by the University, on and off the campus, for the workers employed or hired by the Contractor.
- XX. The Contractor shall vacate the premises immediately after the termination of the contract.
- XXI. Any dispute or difference whatsoever, arising between the parties out of / under or in

connection with or relating to the Canteen services shall be referred to the sole arbitrator appointed by the University and the award made in pursuance thereof shall be binding on the parties.

- XXII. The Contractor shall operate the Photocopy and Printing services with terms and conditions of the EoI Document. The Competent Authority has right to see the quality, market price and reasonability of the price of items at any point of time.
- XXIII. In case the Contractor is found charging more than the approved rates, the University shall be empowered to terminate the contract with immediate effect with forfeiture of the Security Deposit.
- XXIV. The University shall not be responsible for any type of credit facility between the Contractor and any user for availing the services. In case, the Contractor is honoring the credit facility, he will sort out the issue among themselves without affecting the services and without bringing University into such matter.
- XXV. The Officers of the University shall have the right to visit periodically, or have surprise visits to check. If required feedback from the users can be obtained anytime.
- XXVI. Any addition to the scope of work shall be included only with the prior approval of the Competent Authority of the University.
- XXVII. The Contractor shall ensure to install at least One Photocopy Machine, One Color Printer, Spiral Binding Machine, One Computer for the above mentioned services.
- XXVIII. Timings for operating the services subject to approval by the Competent Authority of the University.
- XXIX. The rates of services shall be approved by the University Administration.
- XXX. The Contractor shall pay the advance rent for the infrastructural facilities on or before 10th day of every month.
- XXXI. The Contractor shall provide sufficient number of skilled workers for the smooth operation / functioning.
- XXXII. The Contractor shall be responsible for fulfilling the welfare needs and measures of the staff necessary to make them efficient at their work.
- XXXIII. The Contractor shall ensure that the staff deployed at the University campus are disciplined and not engage in any activity prejudicial to the interest of the University.
- XXXIV. For any matter relating to direction(s), issue(s) and arrangement(s) relating to services, the Contractor shall coordinate and address to the Registrar of the University.
- XXXV. Store, supply, sale and consumption of drugs, alcoholic drinks, tobacco and cigarettes or any other items of intoxication are strictly prohibited on the University campus.
- XXXVI. The University provides around total 150sq. ft. area for Photocopy and printing services.
- XXXVII. The University will not provide any equipment. The Contractor has to arrange all the necessary equipment on his own for the smooth operation.
- XXXVIII. The Contractor shall manage and control the stocks and inventories according to the requirements.
- XXXIX. Rate list of the items shall be displayed at a conspicuous and convenient place at or near the service area.
- XL. The Contractor or his representative must remain present/ attend the meetings called by university authorities/ respective committees to decide the matters relating to the

services.

- XLI. The University reserves the right to increase or decrease the scope of work.
- XLII. The Contractor shall arrange to obtain security passes from the Security Section of University for all their employees and issue the same to them.
- XLIII. No employee shall stay in the premises of the University after working hours. The Contractor must obtain the necessary written permission from the competent authority to enable overnight stay of their employees in the campus at times of exigencies.
- XLIV. Non-adherence to the University authority's instructions in the above clauses shall be considered a violation of the terms and conditions of the contract and shall invite penalty for the same in the form of imposition of a fine and even termination of the contract unilaterally.

6.0 Penalty Clause

- I. In case of breach of any of the condition of the contract, the University shall have the right to repudiate the contract unilaterally or impose appropriate penalty.
- II. In case, the Contractor fails to carry out his obligations as per the specific terms and conditions of the contract/scope of work, he shall be liable for forfeiture of security deposit in addition to the penalty, damages and compensation arises out of such breach or default.
- III. The Contractor shall pay any such amount of penalty, damage, compensation so determined, within seven (07) working days of imposition of fine through Demand Draft/Cheque in favor of the "Registrar, Maharashtra National Law University, Nagpur" payable at Nagpur.
- IV. In case, the repeated instances of default are reported, and even after written warning and imposing penalty or non-payment of amount as per the above-mentioned clause, the University Administration may cancel the contract unilaterally without notice, and Security Deposit shall also be forfeited.

Annexure- I

Requisite Information and Documentary Proof to be submitted in the prescribed format given in the Annexures of the Tender Document.

Documents for Technical Verification

S. No.	Particulars	
1.	Certificate of Registration of the Firm / Organization etc.	
2.	Type of Organization: Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc.	
3.	Registration of GST	
4.	PAN	
5.	Work Experience of successfully completing contract from an educational institute /University/ PSUs/ company/ organization/ Government Office.	
6.	Copy of Work Orders previous contract	
7.	Turnover: The Firm should have minimum average annual turnover Rs.10,00,000/- (Rupees Ten lakhs only) during the preceding three (3) consecutive financial years i.e., FY 2021-22, 2022-23, 2023-24)	
8.	Undertaking that the Bidder is not blacklisted by any University/ College/Government Department/ PSUs/ Bank / Company etc.	

Annexure- II**Profile of the Bidder/ Organization**

Tender for Providing the “Photocopy and Printing Services at MNLU, Nagpur”		
1.	Name of the Organization	
2.	Address of Head Office / Registered Office/Branch Office	
	Telephone No. / Mobile No.	
	Email	
	Web site (if any)	
	Date of Establishment	
	Address of Local Office in Nagpur, (if any)	
	Address for Communication	
	Telephone No(s.)	
3.	Name of Chief Executive/ Proprietor /Partners with Designation	
	Telephone No(s). /Mobile No.	
	Email	
4.	Name of the Contact Person	
	Telephone No./Mobile No	
	Email	
5.	Type of Organization	
6.	GST Registration No.	
8.	PAN No.	

Annexure – III

**Details of the Completed Contracts
(As Per the Eligibility Criteria)**

S. No.	Name and Address of Organization	Type of Institution/ Organization	Period of contract (Years/ Months/ Days)

Note: If extra sheets are enclosed that should be in above format.

Signature of the Bidder.....

Annexure – IV

**Details of Ongoing Contracts
(As Per the Eligibility Criteria)**

S. No.	Name and Address of Organization	Type of Institution/ Organization	Period of contract (Years/ Months/ Days)

Note: If extra sheets are enclosed that should be in above format.

Signature of the Bidder.....

Annexure -V

	Financial Year		
Particulars	2021-22	2022-23	2023-24
i) Gross Annual turnover			
ii) Profit/Loss			

Balance Sheet, Profit & Loss statement and for the last three financial years, duly verified by the Chartered Accountant

Annexure-VI**Letter of EoI-cum-Undertaking**

**To,
The Registrar,
MNLU, Nagpur- 441108**

With reference to my/our expression of interest for MNLU, Nagpur it is hereby declared that no government agency has deemed me/our (name of firm) ineligible for corrupt and fraudulent practices, either permanently or for a specific amount of time.

I (name of the firm) also declare that all of the information and statements provided herein are accurate, and that there are no contractual constraints, legal disqualifications, or other obligations that would prevent me/us from placing participating in this EoI.

Signature & Address:

Company Seal:

Note:

This declaration should be signed by the authorized representative on their letterhead who is signing the Bid.

Annexure- VII

Financial Bid

Sr. No.	Rent offered for the space of Photocopy and Printing Services (including GST)	Remark

Signature & Name:

Company Seal: