



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**16 MILE SHIMLA-MANDI NATIONAL HIGHWAY**  
**GHANDAL DISTRICT SHIMLA, HIMACHAL PRADESH-171014**  
Ph. 0177-2779802, 0177-2779803, Fax-0177-2779802  
Website: <https://hpnlu.ac.in>

No.HPNLU-B(50)-112(Tender)/2019-1445

Dated 18.12.2025

This limited tender notice invites, for supply of the following items as mentioned below for Himachal Pradesh National Law University, 16 Mile, Shimla-Mandi National Highway, Ghandal, Distt-Shimla-171014(HP). The quotations shall be received at the office of the Registrar, HPNLU, Shimla(HP) during office hours up to 5.P.M. on or before 8<sup>th</sup> January,2026.

Sr No.	Items Description	Quantity Required
1.	Mid Term Examination Answer Sheet (01+07 sheets) Annexure-1) Page Quality-100GSM	25000.
	End-Term Examination Answer Sheet (01+19 Sheets)(Annexure-II) Page Quality-100GSM	25000

**Details of Works/Printing of answer sheets.**

1. The Tender fee of Rs, 590/(including GST) shall be deposited in the form of a Demand Draft drawn in favour of “The Registrar, Himachal Pradesh National Law University “payable at Shimla.
2. Bidder shall have to furnish Rs, 10,000/ as earnest money deposit (EMD) which should be submitted in the form of bank draft/FDR in the name of Registrar, Himachal Pradesh National Law University. However, the exemption in depositing EMD is applicable for MSME-registered firms. The earnest money of the unsuccessful tenderer shall be returned within a reasonable time. No interest will be payable on the amount of the EMD. The EMD of the

successful tenderer shall be returned after he furnishes the requisite Performance Security.

3. **Performance Bank Guarantee:** The bidder shall submit a performance Bank Guarantee amounting to **10% of the total contract value** within **15 days** from the date of issuance of the work award. The performance Bank Guarantee shall remain valid up to **two months beyond the completion of the Contract** with the successful bidder. The performance Bank Guarantee shall be submitted in the form of an **FDR/Bank Guarantee issued by the Nationalized Bank.**

**Detail of Works /Printing of answer sheets.**

4. The bidders will have to print and supply above answer sheets by coding serial numbers to be printed on the pages of the answer books. The Office will offer the requirement for printing and supply of the aforesaid jobs to the firm from time to time.
5. The supply shall be made in packets/boxes containing 500/1000 Nos answer-sheets in each box/packet super-scribed with the serial number of answer sheets contained in the box/packet. **Please Note:- There should be no variation or any kind of error for putting the answer-books in the boxes and serial numbers Super-scribed on the packets/boxes such as** (a) If serial numbers are different (b) If perforation is not proper & track is not readable.
6. If any such discrepancy is found, the same would be treated as serious error and penalty of 0.5% and the maximum deduction is 10% of the contract value price as per the supply order will be imposed which would be

deducted either from the bill of payment. So the firm will have to take the utmost care during the packing of answer-books in the boxes. The packed box of the answer-books must be in moisture proof packing.

7. The delivery of the above answer sheets shall be made in the office of the COE, Himachal Pradesh National Law university, Shimla as per Supply Order.
8. If firm will fail to supply the answer-books within the specified period to COE. HPNLU, Shimla, the penalty of Rs, 1000/- per day on the total amount of the supply order and maximum 25% of the total Contract Value will be imposed for the delayed period.

**Maintaining of Secrecy:**

9. The matter of answer sheet is of very confidential nature as these are used for the purposes of examination. Hence, the firm will have to maintain the secrecy in all respects. The firm will have to print and supply only quantity of answer-books as determined by the office. To this effect, the firm will also submit the certificate to the office stating therein that as per the quantity fixed by the office, the quantity of answer-sheets has been printed and supplied accordingly. There should be no misuse of any answer-books in any place or institution.
10. If such lapses will come in to the notice of the office of Controller of Examination, the contract of printing and supplying of answer-sheets awarded to the firm will be cancelled and the firm will be blacklisted. Besides this, the amounts of all bills submitted shall also be forfeited. The firm which will be selected for this job, will have to complete this sensitive work itself by maintaining the

entire secrecy and will not assign/transfer to any other firm.

**Terms and Conditions:**

11. The rates should be quoted as shown against the items and should be inclusive of GST/taxes/transportation or other charges, applicable at any point of time.
12. The tender document shall consist of two covers:  
Technical Bid and Financial Bid. Envelope -1 shall contain the Technical Bid documents, including the tender fee and EMD. Envelope -2 shall contain the Financial Bid.
13. The sealed envelope contains two envelopes 1) technical Bid and 2) Financial bid and should bear the following subheading on the top: **with reference to Notice Inviting Tender No. HPNLU/20(50)-112(Tender)/2019-1445 Dated 18.12.2025 and should be addressed to the Registrar, Himachal Pradesh National Law University, Ghandal,16 Mile, Shimla-Manali National Highway, Shimla-171014(HP).**
14. The undersigned/COE reserves the right to accept or reject any quotation without assigning any reason thereof.
15. Each Firm must have **GST Registrations, PAN Card**. A copy of the same must be submitted alongwith the Quotation/Tender.
16. Any indulging in malpractices or adopting unfair means will be debarred from working with the University.

Sd/-  
**Registrar**  
**HPNLU, Shimla**

**Enclosures:**

1. Mid Term Examination Answer Sheet.
2. End Term Examination Answer Sheet.
3. New Logo.