

National University of Study and Research in Law, Ranchi

Ref. No- NUSRL/RNC/2019/ 8735-

Date: 02/01/2019

TENDER NOTICE

The Registrar, National University of Study and Research in Law, Ranchi, At- Nagri, P.O.- Bukru, Kanke Pithoria Road Kanke, Ranchi- 834006 invites sealed tenders for the Purchasing of Stationery items for the next semester -2019 at NUSRL Campus, Ranchi. Last date of submission of tender is 08 January, 2019 by 11 AM.

Suppliers/Venders should have a minimum of 02 years of experience of providing similar service.

Scope of work

For the Purchasing of Stationery items for the next semester -2019 at NUSRL Campus, Ranchi. For further information contact the office of the Store & Establishment on week days between 11 AM to 5 PM.

Offer may be submitted in sealed envelope containing Tender Enquiry number- Marked clearly on the top of the envelope.

Cost of Tender document: The bidders will be required to deposit cost of Tender amounting Rs. 1,000/- (Rupees One Thousand Only) in the form of separate DD in favor of "Registrar", NUSRL, Ranchi payable at Ranchi. This Amount is non refundable.

The Tenders will be opened on 08 January, 2019 at 3:00 PM onwards in the office of the Registrar. The Tenderers or his authorized representatives are allowed to be present at that time.

The undersigned reserves the right to accept/ reject any of the tender paper.

By the order

M. Murthy
02/01/19
Assistant Registrar (In-charge)
NUSRL, Ranchi

Assistant Registrar (in-charge)
NUSRL, RANCHI

National University of Study and Research in Law, Ranchi

PROFILE OF THE TENDERER

(For the purchasing of Stationery items)

1. Name of the Firm.....
2. Name of the Owner of the Firm.....
3. Address.....
.....
4. Telephone NoMobile No

Following document must be attached.

1. Copies of Income Tax return for past 3 years.
2. Copy of the PAN CARD of the Proprietor/ Partner/ Company.
3. Copy of Registration under Service Tax/ GST.
4. Details of experience with documentary, evidence.

Signature of Tenderer

National University of Study and Research in Law, Ranchi

(Financial Bid)

(For the purchasing of Stationery items)

Sl. no	Items Description	Quantity	Rate/Each
1.	A4 size paper 75 gsm (Century)	200 Pkt	
2.	Ruled register no- 04 (Pg- 128)	25 Nos	
3.	Ruled register no- 06 (Pg- 192)	20 Nos	
4.	Ruled register no- 08 (Pg- 256)	10 Nos	
5.	Ruled register no- 10 (Pg- 320)	15 Nos	
6.	Cello tape transparent 1" 40 mtr (Wonder)	60 Nos	
7.	Cello tape transparent 3" 40 mtr (Wonder)	20 Nos	
8.	Glue stick 15 gm (Camlin/Oddy)	50 Nos	
9.	Marker pen white board (Luxar)	100 Nos	
10.	Table duster	20 Nos	
11.	Binder clip 25 mm (Oddy/Infinity)	40 Pkt	
12.	Binder clip 32 mm (Oddy/Infinity)	30 Pkt	
13.	Arch file	75 Nos	
14.	Eraser (Natraj)	50 Nos	
15.	Gum bottle 700 ml (Camel)	05 Nos	
16.	Scale 30 Cm (Natraj)	20 Nos	
17.	Compatible cartridge 3401/2161 (Formujet/Print it)	25 Nos	
18.	Compatible cartridge hp 88a	15 Nos	
19.	Envelope with office address printed size 10" x 4.5" white color	1,000 Nos	
20.	Envelope with office address printed size 12" x 10" white color	800 Nos	
21.	Whitener Eraz-Ex (Kores)	35 Nos	
22.	Paper weight square	10 Nos	
23.	Page marker paper (Oddy/ Infinity)	30 Pkt	
24.	Folder file (Office name & address printed)	1,000 Nos	
25.	OHP bold marker pen (Luxar & Camlin)	40 Nos	
26.	Attendance register BC- 01	20 Nos	
27.	White board duster	20 Nos	
28.	Pencil HB (Natraj)	50 Nos	

29.	Stapler pin no- 10 (Kangaro)	60 Pkt	
30.	Stapler pin no- 24/06 (Kangaro)	40 Pkt	
31.	Stamp pad (Ashoka)	05 Nos	
32.	Stamp pad ink (Ashoka)	05 Nos	
33.	Ball pen (Blue)	200 Nos	
34.	Ball pen (Red)	200 Nos	
35.	End term examination sheet (08 Leaf)	10,000 Nos	
36.	Continuous assessment examination sheet (06 Leaf)	10,000 Nos	
37.	Book sticker A4 (Oddy)	05 Pkt	
38.	Letter head 100 gsm Rx bond multicolor A4 for University and Hon'ble V.C	2,500 Nos	
39.	Duplicate book 1/6 size	02 Nos	
40.	Cash book three coloum no- 06	04 Nos	
41.	Register issue- 170 Leaf	20 Nos	
42.	Canon cartridge 331BH color-7200	04 Nos	
43.	Canon cartridge 331C color-7200	04 Nos	
44.	Canon cartridge 331M color-7200	04 Nos	
45.	Canon cartridge 331Y color-7200	04 Nos	
46.	Canon toner NPG-56-IR-4245 ADV	05 Nos	
47.	Highlighter (Faber castell pointed)	30 Nos	
48.	Cartridge canon laser- 925	10 Nos	
49.	Cartridge canon- 78 a	05 Nos	
50.	Envelope yellow color laminated size 16''x12'' (Office name & address printed)	100 Nos	
51.	Dispatch register no- 06	05 Nos	
52.	Color paper for printing question paper (05 Color)	25 Pkt	
53.	Requisition slip pad	100 Nos	

Terms & Conditions:

1. GST (Inclusive/Extra):
2. Payment Terms:
3. Delivery Period:

Signature Tenderer