



# **National University of Study and Research in Law, Ranchi**

## **TENDER NOTICE**

The Registrar, National University of Study and Research in Law Ranchi, At Nagri, PO Bukuru, Kanke Pithoria Road, Kanke -834006 invites sealed tenders for Stationery items for next semester of 2018 at NUSRL Ranchi University Campus. Last date of for submission of tender is 20<sup>th</sup> December,2017 by 11 am.

### **Scope of work**

For supply of “Stationery items” in NUSRL Ranchi. For further information contact the office of the Store & Establishments on week days between 11 am to 5 pm.

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

Venders should have a minimum of 2 year of experience of providing similar services.

The Quotation will be opened at 4:00 pm on 20<sup>th</sup> December, 2017 in the office of the Registrar. The Tenderers or his authorized representative are allowed to be present at that time.

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

By the order

Assistant Registrar ( In – Charge )  
NUSRL, Ranchi

**National University of Study and Research in Law, Ranchi**

*PROFILE OF THE TENDERER*

*(For Stationery items)*

1) Name of the Firm.....

2) Name of the Owner of the Firm.....

3) Address.....  
.....  
.....

4) Telephone  
No.....Mob.No.....

Following document must be attached.

1. Copies of Income Tax /Service Tax returns for the latest Three Assessment 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 the Tenderer

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## **Financial Bid**

<b>Sl. no</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Offer Rate</b>
1.	Glue stick (Oddy/Bambalio) 15gm	50 Nos	
2.	Envelope with office address printed size 10" x 4.5" white color	2000 Nos	
3.	Envelope with office address printed size 12" x 10" white color	1000 Nos	
4.	Arch file	50 Nos	
5.	Highlighter (Faber castell)	20 Nos	
6.	Envelope yellow color laminated with office address printed Size 16" x 12"	200 Nos	
7.	Ruled register no- 06 (Pg- 192)	10 Nos	
8.	Pencil (Natraj)	100 Nos	
9.	Ball Pen (Blue)	250 Nos	
10.	Ball Pen (Red)	250 Nos	
11.	Eraser (Natraj)	50 Nos	
12.	Stapler No-10 (Kangaro)	10 Nos	
13.	A4 Size paper 75 gsm (Century)	200 Pkt	
14.	Scale 30 Cm (Natraj)	10 Nos	
15.	Folder file (Office name printed)	1000 Nos	
16.	Stapler pin No-10 (Kangaro)	40 Pkt	
17.	Cello tape transparent 1" 40 mtr	20	

	(Wonder)	Nos	
18.	Marker pen white board (Luxar)	100 Nos	
19.	Stapler No- HP45 (Kangaro)	05 Nos	
20.	Compatible cartridge 3401/2161 (Formujet)	10 Nos	
21.	Binder clip 25mm (Oddy)	120 Nos	
22.	Canon cartridge 331- BH Color- 7200	05 Nos	
23.	Canon cartridge 331- C Color- 7200	02 Nos	
24.	Canon cartridge 331- M Color- 7200	02 Nos	
25.	Canon cartridge 331- Y Color- 7200	02 Nos	
26.	Canon toner cartridge NPG-56-IR 4245 ADV	05 Nos	

**Terms & Conditions:-**

1. GST (Tax):
2. Payment terms:
3. Delivery period:

**Signature of the Tenderer**