

# National University of Study and Research in Law, Ranchi

Ref. No: NUSRL/RNC/2019/ 9490

Date: 26/08/2019

## 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 of this semester -2019 at NUSRL Campus, Ranchi. Last date of submission of tender is 31 August, 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 of this 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.

Tender should be accompanied with a demand draft for Rs. 5,000/- (Rupees five Thousand Only), as security deposit, in favour of "Registrar" National University of Study and Research in Law, Ranchi. The draft will be refunded to unsuccessful tenderers and no interest will be paid on this.

The Tenders will be opened on 31 August, 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

  
Assistant Registrar (In-charge)  
NUSRL, Ranchi

**Assistant Registrar (I/c)**  
**N.U.S.R.L., Ranchi**

# National University of Study and Research in Law, Ranchi

## PROFILE OF THE TENDERER

(For the purchasing of stationery items of this semester -2019 at NUSRL, Campus)

1. Name of the Firm.....
2. Name of the Owner of the Firm.....
3. Address.....  
.....
4. Telephone No .....Mobile 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 of this semester -2019 at NUSRL, Campus)

Sl. no	Items Description	Quantity	@ Each/Pkt
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)	10 Nos	
6	Cello tape transparent 1/2" 40 mtr (Wonder)	12 Nos	
7	Cello tape transparent 1" 40 mtr (Wonder)	40 Nos	
8	Cello tape transparent 3" 40 mtr (Wonder)	15 Nos	
9	Marker pen white board (Luxar/Camlin/Reynolds)	200 Nos	
10	Arch file	100 Nos	
11	Eraser (Natraj)	50 Nos	
12	Sharpener (Natraj)	50 Nos	
13	Scale 30 Cm (Natraj)	30 Nos	
14	Compatible cartridge 3401/2161 (Samsung/Formujet/Print it)	15 Nos	
15	Envelope with office address printed size- 10" x 4.5" white color	2,000 Nos	
16	Envelope with office address printed size- 12" x 10" white color	1,000 Nos	
17	Folder file (Office name & address printed)	500 Nos	
18	Pencil HB (Natraj)	50 Nos	
19	Ball pen (Blue)	200 Nos	
20	Ball pen (Red)	200 Nos	
21	Letter head 100 gsm Rx bond multicolor A4 for University	1,500 Nos	
22	Highlighter (Faber castell pointed)	50 Nos	
23	Cartridge canon laser- 925	10 Nos	
24	Cartridge canon laser- 78 a	15 Nos	
25	Envelope yellow color laminated size- 16" x12" (Office name & address printed)	100 Nos	
26	Dispatch register no- 06	06 Nos	

27	Calculator MJ- 120D (Casio)	02 Nos
28	Ruled cash book. no- 06	04 Nos
29	Pen stand with date & pen (Kebica/Whig)	10 Nos
30	Grade card size- 11" x 08" on blue century board	10,000 Nos
31	Punching machine no- 800 (Kangaro)	01 No
32	Register issue- 140 Leaf	12 Nos
33	Carbon blue size- 210 mm x 330 mm (Kores/Camel)	100 Nos

**Terms & Conditions:**

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

Signature Tenderer