

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

## **Annual Rate Contract for supplying Stationery**

### **Notice Inviting Quotations**

National University of Study and Research in Law, Ranchi (NUSRL) requires office stationery on Annual Rate Contract basis for the year 2024-25. A detailed list of estimated quantity of item to be supplied is enclosed herewith. Interested parties may submit their offer in a sealed cover in the office of Registrar before due date on the following terms and conditions latest by 5<sup>th</sup> July 2024 on or before 5:00 pm, along with Tender Fee Rs.1000/- and Earnest Money Deposit of Rs.2500/- (refundable) by DD/Pay order in favour of Registrar, National University of Study and Research in Law, Ranchi (NUSRL), payable at Ranchi. Tender will be opened on 9<sup>th</sup> July 2024 at 11:00 A.M.

#### **Terms & Conditions:**

- Purchase order may be sent by fax, E-mail or communicated to you by telephone;
- Delivery should be made within one week after receiving order from NUSRL, Ranchi;
- No delivery charges will be paid extra;
- Tax shall be paid as applicable;
- Payment will be made within 10-15 days after receiving the items as per specifications, in good conditions and verification of the same;
- Rate offered shall remain firm for a period of one year;
- In - complete and without Earnest Money Deposit, quotation shall not be entertained.
- Quotation in sealed envelopes, mentioning “Quotation for Electrical Consumable Items” on the envelopes is to be submitted in the office of Registrar before due date.
- University reserve the right to cancel any Tender
- University reserves the right to select any Bidder, being the “Lowest Bidder (L1)” is not the selection criteria.
- Vendor should not be lobbying with any insider
- Party should not submit any dummy bid
- Under no circumstances father and his Son(s) or other close relative who has business dealing with one another be allowed to Tender/Bid for the same contract as separate competitors. A breach of this condition will render the Tender/Bid of both the parties liable for rejection.

**Assistant Registrar(I/c)**  
**NUSRL ,Ranchi**

#### **Encl:**

1. List of Stationeries
2. Profile of the Bidder



PROFILE OF THE BIDDER  
(for Stationery items )

- 1) Name of the Firm.....  
2) Name of the Owner of the Firm.....  
3) Address.....

National University of Study  
and Research in Law  
Ranchi

- 4) Telephone No..... Mob.No.....  
5) Demand Draft No of Tender Fee (Rs. 1000/-) ----DD number \_\_\_\_\_ DD Date \_\_\_\_\_  
Bank \_\_\_\_\_  
6 Demand Draft No of EMD Rs.2500/- -- DD number \_\_\_\_\_ DD Date \_\_\_\_\_  
Bank \_\_\_\_\_

Following documents must be attached.

1. Copies of Income Tax/Service Tax returns for the latest Three Assessment Years.
- 2) Copy of the PANCARD of the Proprietor/Partner/Company.
- 3) Copy of Registration under Service Tax.
- 4) Details of experience with documentary, evidence.
- 5) Demand of Tender Fee and EMD

Signature of the Bidder

## National University of Study & Research in Law, Ranchi

### List of stationery items for Annual Supply Contract – Year 2024-25

S.I.NO	Items Description	Required Qty
1.	A4 size paper 75 gsm (Century)	250 Pkt
2.	Ruled register no- 04 (Pg- 128)	26 Nos
3.	Ruled register no- 06 (Pg- 192)	26 Nos
4.	Ruled register no- 08 (Pg- 256)	23 Nos
5.	Ruled register no- 10 (Pg- 320)	24 Nos
6.	Stapler no-10 (Kangaro)	60 Nos
7.	Cello tape transparent 1” 40 mtr (Wonder)	80 Nos
8.	Cello tape transparent 3” 40 mtr (Wonder)	25 Nos
9.	Brown tape 3” 40 mtr (Wonder)	10 Nos
10.	Glue stick 15 gm (Camlin & Bambalio)	140 Nos
11.	Table duster	80 Nos
12.	Binder clip 19 mm (Oddy & Infinity)	12 Pkt
13.	Binder clip 25 mm (Oddy & Infinity)	12 Pkt
14.	Binder clip 32 mm (Oddy & Infinity)	13 Pkt
15.	Arch file	100 Nos
16.	Sharpener (Natraj)	85 Nos
17.	Eraser (Natraj)	85 Nos
18.	Gum bottle 700 ml (Camel)	12 Nos
19.	Scale 30 Cm (Natraj)	25 Nos
20.	Note pad (Office name & address printed)- 160 Pg	125 Pad
21.	Envelope with office address printed size 10” x 4.5” White color	1,000 Nos
22.	Envelope with office address printed size 12” x 10” white color	800 Nos
23.	Whitener Eraz-Ex (Kores)	20 Nos
24.	Punching machine no- DP 480 (Kangaro)	32 Nos
25.	Page marker paper (Oddy & Infinity)	60 Pkt
26.	Folder file (Office name & address printed)	800 Nos
27.	Paper cutter (Big)	20 Nos
28.	Stapler no HP- 45 (Kangaro)	10 Nos
29.	Marker pen permanent (Luxar)	10 Nos
30.	OHP bold marker pen (Luxar & Camlin)	45 Nos
31.	Attendance register BC- 01	15 Nos
32.	White board duster	80 Nos
33.	Cover file (Office name & address printed)	65 Nos
34.	Pencil HB (Natraj)	165 Nos
35.	Stapler pin no- 10 (Kangaro)	160 Pkt
36.	Stapler pin no- 24/06 (Kangaro)	65 Pkt
37.	Stamp pad (Ashoka)	05 Nos
38.	Ball pen (Blue)	200 Nos
39.	Legal size paper 67 gsm (JK Paper)	10 Pkt
40.	Ball pen (Red)	150 Nos
41.	Pen stand with date & pen (Kebica & Whig)	10 Nos
42.	Un- print cash book. no- 06	01 Nos
43.	Highlighter (Faber castell pointed)	75 Nos
44.	Scissor	28 Nos
45.	Compatible cartridge 3401/2161	25 Nos

46.	Compatible cartridge hp 88a	10 Nos
47.	Cartridge canon- 78 a	15 Nos
48.	Cartridge canon laser- 925	15 Nos
49.	Canon Cartridge 331BH color-7200	04 Nos
50.	Canon Cartridge 331C color-7200	04 Nos
51.	Canon Cartridge 331M color-7200	04 Nos
52.	Canon Cartridge 331Y color-7200	04 Nos
53.	EPSON Cartridge 005	04 Nos
54.	EPSON Cartridge 003	04 Nos
55.	Canon Cartridge NPG 56	04 Nos
56.	Punching machine no- 800 (Kangaro)	01 No
57.	Gumming Sheet	10 Pkt
58.	Red Ink	05Nos
59.	Calculator	05 Pcs
60.	Service Book	40 Nos
61.	Gumming Sheet	10 Pkt
62.	Bond Paper 100gsm	20Pkt
63.	Plastic File Transparent	200 Nos
64.	Color Paper	10 Nos