



National University of Study and Research in Law, Ranchi

Ref/ NUSRL/RNC/2025/1128477 (8)

Date: 06/06/25

TENDER NOTICE (Annual Rate Contract for Supply of Stationery Items)

The Assistant Registrar (In-Charge), National University of Study and Research in Law Ranchi, At Nagri, PO Bukuru, Kanke Pithoria Road, Kanke -834006 invites sealed tenders for Annual Rate Contract for Supply of Stationery Items at NUSRL, Ranchi.

Suppliers with a minimum experience of 01 years in same field may submit tender with specification, term and condition. Last date for submission of tender is 19/06/2025.

Offers may be submitted in two separate sealed envelopes — one containing Profile of the firm (Technical bid) and other with price bids — 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 favour of "**Registrar, NUSRL, Ranchi**" payable at Ranchi. This amount is non-refundable.

Tender should be accompanied with a demand draft for Rs. 2500/- as security deposit, in favors of "**Registrar, NUSRL, and Ranchi**". The draft will be refunded to unsuccessful bidders and no interest will be paid on this.

The draft of the successful bidder will be retained as part of security deposit and will be refunded on expiry of contract after deducting dues on University, if any.

Bidders should have a. Minimum of 1year of experience of similar services.

The Tender will be opened on 25.06.25 01:00 PM in the office of the Registrar. The Bidders or his representatives are allowed to be present at that time.

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

By the order

Assistant Registrar (In-Charge),
NUSRL, Ranchi

slr

NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW,RANCHI

Technical Bid (for Annual Rate Contract for Supply of Stationery Items)

1.	Name of Work	(Annual Rate Contract for Supply of Stationery Items)
2.	Cost of the tender documents	Rs. 1000/- (Non-refundable) to be paid Rs. 2500 EMD/Security
3.	Period of Supply	15 Days
4.	Appropriate Category	Criteria - Subject to fulfilling the Eligibility Criteria mentioned below: 1. Supplier office must be in Ranchi.
5.	Eligibility Criteria	A. <u>Bidders fulfilling following minimum criteria shall only be considered as eligible for tendering: -</u> Successfully completed Supplier of similar nature of Work during last 1years in Government Organizations/Semi-Government Organizations/Autonomous Bodies/ PSU's
	General term and condition	• Payments should only be processed after bill verification by the relevant departments.

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BIDDER PROFILE

(Annual Rate Contract for Supply of Stationery Items)

- 1) Name of the Firm.....
- 2) Name of the Owner of the Firm.....
- 3) Address.....
.....
.....
- 4) Telephone No.....Mob No.....
- 5) No. of year of experience in the field with reference and certificate
.....
- 6) PAN No.....
- 7) Establishment Certificate.....
- 8) Income tax Return for 3 years.
- 9) Balance Sheet for 3 years.
- 10) Bank Draft no

Signature of the Bidder

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Financial Bid (Annual Rate Contract for Supply of Stationery Items)

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

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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

Signature of the Bidder