



National University of Study and Research in Law, Ranchi

Ref: NUSRL/RNC/2025/11287001

DATE: 12/12/2025

TENDER NOTICE (Supply of University Dairy and calendar. Etc.)

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 **Supply of University Diary, Wall Calendar, Table Calendar, and Branded Pens.**

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 20/12/25.

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.

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

The Tender will be opened on 22/12/25 03:00 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

NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW,RANCHI

Technical Bid (Supply University of Dairy and calendar. Etc.)

1.	Name of Work	Supply of University Diary, wall calendar Table Calendar and Branded Pen etc.
2.	Cost of the tender documents	Tender Fee : Nil EMD/Security : Nil
3.	Period of Supply	15 Days
4.	Appropriate Category	Criteria - Subject to fulfilling the Eligibility Criteria mentioned below: 1. The supplier must have a shop in Ranchi
5.	Eligibility Criteria	A. <u>Bidders fulfilling following minimum criteria shall only be considered as eligible for tendering: -</u> Successfully completed Supply of similar nature of Work during last 1 years in Government organizations/Semi-Government Organizations/Autonomous Bodies/ PSU's B. GST Registration C. PAN D. ITR of Last 3 financial years ie: 24-25,23-24 and 22-23
6	General term and condition	1. Payments shall be processed only after verification of bills by the relevant departments. 2. The tender shall remain valid for a period of not less than 90 days from the date of opening of the bid. 3. Any delay by the supplier in the delivery of items shall attract liquidated damages @ 0.05% per week or part thereof, subject to a maximum of 10% of the purchase order value. Such charges shall be deducted at the time of payment. 4. Any attempt by a bidder to influence the purchaser in its decision regarding bid evaluation or placement of the purchase order may result in rejection of the bidder's offer. 5. Notwithstanding the above, the purchaser reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issuance of the purchase order. 6. Any legal dispute arising out of this tender shall be subject to the jurisdiction of Ranchi only.
7.		

Note: Before quoting the price, the vendor/supplier may visit the University and approach the P.R.O. Office to inspect the sample, design, color, and clarify any queries between 10:00 AM to 05:00 PM during working days.

NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW,RANCHI

BIDDER PROFILE

(Supply of University Dairy and calendar. Etc.)

- 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) GST No.....
- 8) Tender Fee (DD no.).....
- 9) EMD fee (DDno.).....

Signature of the Bidder

(With Seal)

NATIONAL UNIVERSITY OF STUDY & RESEARCH IN LAW,RANCHI

Financial Bid (Supply of University Dairy and calendar. Etc.)

S.I.NO	Items Description	Required Qty	Amount
1.	Wall Calendar 2026 Description: •Size: 14x19 inch •7 leaves, both sides multi coloured •170 gsm art paper •Wiro binding	500 nos	
2.	Desk Calendar 2026 Description: •Size: 20.5x20.5 cm •13 leaves, both sides multi colour •300 gsm art paper •Wiro binding with stand	500 Nos	
3.	New Year Diary 2026 Description: •Size: 18x24 cm •Pustani/End Pages: 8 pages on 120 gsm maplitho •Text: 2 pages multicolour, 372 B/W pages (80 gsm) •PU GEL Cover with Embossing	500 Nos.	
4.	Diary along with Pen (with Branding, in Box) Description: • High-quality pen • University name/logo branding on both the diary and the pen	300 nos.	
5.	Bag with University Logo & Branding Description: •Carry bag (fabric/PU/other material) •University logo + full branding	100 nos.	
	Total Amount		

Signature of the Bidder

(With Seal)