

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 20th 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 20th 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

National University of Study and Research in Law, Ranchi

Financial Bid

Sl. no	Item Description	Quantity	Offer Rate
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