



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**  
**16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL**  
**DISTRICT SHIMLA, HIMACHAL PRADESH-171014**  
**Ph. 0177-2779802, 0177-2779803, Fax: 0177-2779802**  
**Website: <http://hpnl.u.ac.in>**

**No. HPNLU/Accounts/Stationary/Electronic/Sanitary/2021-73**

**Dated:- 16/08/2021**

### **NOTICE INVITING QUOTATIONS**

This notice invites quotations for selection of vendors for supply of stationery items enclosed at Annexure- 1 to the Himachal Pradesh National Law University, Shimla for the Financial Year 2021-22 from 01/08/2021 to 31/03/2022. The same will be received at the office of the Registrar, HPNLU during office hours up to 05:00 pm on or before 30/08/2021. Quotation opening date and time will be notified in the University website [www. Hpnlu.ac.in](http://www.hpnl.u.ac.in). The Quotationer or their authorized agents may remain present at the time of opening of the quotations. Quotationer are advised to view the website regularly for update.

#### **List of items is enclosed at Annexure- 1 (Stationery)**

#### **Terms and Conditions: -**

1. The rates should be quoted as shown against the items/ articles and should be inclusive GST/Taxes applicable at any point of time.
2. The sealed envelope should bear the following 'superscription' on the top:  
"The Registrar, Himachal Pradesh National Law University, Shimla.
3. The Quotation in favour of Registrar, Himachal Pradesh National Law University.
4. The Quotationer to whom work would be allotted will have to execute a bond/undertaking as per University rules.
5. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.
6. Any deviation of terms and condition shall invite cancellation of Quotation. Tender/Bills etc. and forfeiture of security deposit.
7. Each firm must have GST registration, Trade License, Income Tax Clearance certificate, Pan Card. A copy of the same must be submitted along with the Quotation.
8. Bills must be submitted along with necessary work order and a copy of challan etc. within seven days from the date of delivery of goods for payment, otherwise no payment shall be made.
9. The work may be allotted to one or many suppliers depending upon the urgency of the work, time factor, quality of works and past record of the firms in doing delivery works within due time.
10. In case there is no approved rate of any item, the supplier has to supply the same at reasonable price but not more than the Maximum Retail Price/Market Price, whichever is less.
11. In case lowest rate is quoted by one firm for same item and by other firm for other items then the firms will have to assure their willingness/submit consent letter to supply any

or all of the materials as above, as per approved rates of the undersigned. If the lowest quoted rate is higher than the MRP/ Market Price, then payment will be made as per the MRP/ Market Price.

12. Any firm/ supplier indulging in any malpractice or adopting any unfair means will be barred working the University.
13. The Contract will be cancelled at any time, if the quality of supplied materials is not as per standard or the order is not supplied on time.
14. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.

Stationery item details					
Sr. No.	ITEM NAME	QTY		Unit Price	Unit Price in words
1	A4 Sheet Ream	1000	Nos.		
2	A5 Sheet Ream	20	Nos.		
3	File Cover	2000	Nos.		
4	Index File	100	Nos.		
5	File Board	500	Nos.		
6	Spring file Cover	200	Nos.		
7	White Board marker	200	Nos.		
8	Blue Pen	500	Nos.		
9	Red Pen	200	Nos.		
10	Pencil	200	Nos.		
11	Black Pen	50	Nos.		
12	Green Pen	20	Nos.		
13	White Board Duster	50	Nos.		
14	White Board marker Ink	20	Nos.		
15	Highlighter	50	Nos.		
16	Ruled Register	50	Nos.		
17	Meeting pad	300	Nos.		
18	Noting Pad	50	Nos.		
19	L-Shape Folder	500	Nos.		
20	Coloured Flags	100	Nos.		
21	Envelope Yellow Small & Big	1000	Nos.		
22	Envelope White small & Big	1000	Nos.		
23	Stamp Pad & ink	50	Nos.		
24	Stamp Pad	50	Nos.		

25	Stapler Pin Big	100	pkt		
26	Stapler Pin Small	200	pkt		
27	Stapler Small	50	Nos.		
28	Stapler Big	50	Nos.		
29	Single Punching Machine	20	Nos.		
30	Double Punching Machine	20	Nos.		
31	Tags Small	2000	Nos.		
32	Shorthand Note Book	100	Nos.		
33	CD writer Marker	20	Nos.		
34	Stock Register	10	Nos.		
35	Paper Cutter	10	Nos.		
36	Accounting Vouchers	50	Nos.		
37	Receipt Book	20	Nos.		
38	Cash Book	4	Nos.		
39	Ledger fee Register	2	Nos.		
40	Answer Sheets Mid Term	3500	Nos.		
41	Answer Sheets End Term	3500	Nos.		
42	Steel Scale	20	Nos.		
43	Scissors Small & Big	20	Nos.		
44	Bond Paper Ream	20	Nos.		
45	Legal Paper Ream	10	Nos.		
46	Glossy Paper	5	Pkt		
47	Binder Clips Small	50	Nos.		
48	Paper Clip	10	Pkt		
49	Drawing Pin	10	Pkt		
50	Double Tape	10	Nos.		
51	Permanent Marker	10	Nos.		
52	Sponge	20	Nos.		
53	Poker	50	Nos.		
54	Paper Wait	20	Nos.		
55	Cello Tape Brown Big 2'inch	100	Nos.		
56	Cello Tape transparent Big 2 inch	100	Nos.		
57	Cello Tape 1" inch	20	Nos.		
58	Cello Tape 1/2" inch	20	Nos.		

59	Fevicol	10	Bottle		
60	Glue Stick	50	Nos.		
61	Gum Bottle	10	Nos.		
62	Parker Pen (VIP)	100	Nos.		
63	Zip Folder	100	Nos.		
64	Eraser	20	Nos.		
65	Sharpener	20	Nos.		

**Sd/-**  
**Registrar**