



**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://hpnlul.ac.in>**

**Dated :- 15/09/2021**

### **NOTICE INVITING QUOTATIONS**

This notice invites quotations for selection of vendors for supply of Stationary items enclosed at Annexure- 1 to the Himachal Pradesh National law University, Shimla for the Financial Year 2021-22 from 15/09/2021 to 30/09/2021. The same will be received at the office of the Registrar, HPNLU during office hours up to 05:00 pm on or before 30/09/2021. Quotation opening date and time will be notified in the University website [www. Hpnlul.ac.in](http://www.Hpnlul.ac.in). The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations. Tenderer are advised to view the website regularly for update.

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

#### **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/Tenderer would have to deposit the Tender Fee of Rs. 1000 and Earnest money of Rs. 10,000/- in the form of Demand Draft in favour of Registrar, Himachal Pradesh National Law University, The EMD will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as Security Deposit till completion of contract period.
4. The Quotationer/Tenderer 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 tender 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/Tender.
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, and the security deposit will be forfeited.
14. Past record of the firms/suppliers/contractors will be duly considered while awarding the work.
15. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.
16. Quantity can be Increased or decreased as per requirement.

Sr. No.	ITEM NAME	Qty		Rate	Amount
1	A4 Sheet Ream (75 GSM)	1000	Nos.		
2	A5 Sheet Ream (75 GSM)	20	Nos.		
3	A3 Sheet Ream (75 GSM)	10	Nos.		
4	File Cover (Simple) with Printing	2000	Nos.		
5	Box File Hard Cover	100	Nos.		
6	Spring file A4 Size	200	Nos.		
7	White Board marker	200	Nos.		
8	Pilot Pen Black	50	Nos.		
9	Pilot Pen Green	20	Nos.		
10	Pilot Pen Blue	50	Nos.		
11	White Board Duster	50	Nos.		
12	White Board marker Ink (15ml)	20	Nos.		
13	Highlighter	50	Nos.		
14	Ruled Register (480 Pages)	10	Nos.		
15	L-Shape Folder	500	Nos.		
16	Coloured Flags 3" / 1"	100	Pkts		
17	Stamp Pad & ink (25 ml)	50	Nos.		
18	Stamp Pad (110x70mm)	50	Nos.		
19	Stapler Pin Big (24/6")	100	pkt		
20	Stapler Pin Small (No. 10)	200	pkt		
21	Stapler Small (No. 10)	50	Nos.		
22	Stapler Big (HD-45")	50	Nos.		
23	Punching(Single Hole) Machine (FP - 20)	20	Nos.		
24	Double Punching Machine(DP-600)	20	Nos.		
25	Tags Small	2000	Nos.		
26	CD writer Marker	20	Nos.		
27	Correction Pen		Nos.		
28	Cello Tape Brown Big 2"	100	Nos.		
29	Cello Tape transparent Big 2"	100	Nos.		
30	Cello Tape 1" inch	20	Nos.		
31	Cello Tape 1/2" inch	20	Nos.		
32	Favicol (200g)	10	Bottle		

33	Favicol (22.5g)	50	Bottle		
34	Glue Stick (8g)	50	Nos.		
35	Gum Bottle (150ml)	10	Nos.		
36	Parker Pen (VIP)	100	Nos.		
37	Zip Folder (with printing)	100	Nos.		
38	Eraser	20	Nos.		
39	Sharpner	20	Nos.		
40	Stock Register (8 quire)	5	Nos.		
41	Stock Register (3 quire)	5	Nos.		
42	Stock Register (6 quire)	5	Nos.		
43	Paper Cutter	10	Nos.		
44	Day Book (8Quire)	2	Nos.		
45	Cash Book (8Quire)	2	Nos.		
46	Cash Book(3Quire)	2	Nos.		
47	Ledger (8Quire)	2	Nos.		
48	Answer Sheets Mid Term	3500	Nos.		
49	Answer Sheets End Term	3500	Nos.		
50	Steel Scale (12")	20	Nos.		
51	Scissors Big (210mm)	20	Nos.		
52	Scissors Small (166mm)	20	Nos.		
53	Bond Paper Ream (90GSM)	20	Nos.		
54	Legal Paper Ream (8.5 x 14)	10	Nos.		
55	Glossy Paper (180Gsm)	5	Pkt		
56	Binder Clips 25mm	50	Nos.		
57	Binder Clips 32mm	200	Nos.		
58	Binder Clips 51mm	50	Nos.		
59	Paper Clip (U Shape)	10	Pkt		
60	Drawing Pin/Notice Board Pin	10	Pkt		
61	Double Tape (1")	20	Nos.		
62	Permanent Marker	10	Nos.		
63	Spong	10	Box		
64	Poker	50	Nos.		
65	Paper Wait (glass round shape)	20	Nos.		
66	Transparent Table Top(38.1 x 30.5 x 1 Centimeters)	4	Nos.		
67	Notice Board Color Green (2x3 ft)	2	Nos.		
68	Notice boards (2x4 ft)	2	Nos.		
69	Acrylic Name Plate Table & Desk (8")	20	Nos.		

**Sd/-  
Registrar**