



No. HPNLU/Adv./Tenders/2022-23/10

Dated: -19/09/2022

NOTICE INVITING TENDERS FOR THE SUPPLY OF STATIONERY ITEMS FOR HPNLU, SHIMLA

Sealed tender is hereby invited for the supply of the stationery items to the Himachal Pradesh National Law University. The detailed terms and conditions as well as the list of items proposed to be covered under the rate contract are enclosed herewith.

The interested agencies may submit their offers through registered post or deliver personally on the appropriate format and forward the same to the University with a non-refundable processing fee of INR 500/- (Rupees One Thousand Only) and Earnest Money Deposit for INR 5000/- (Rupees Five Thousand Only) in the form of Demand Draft in favor of Registrar, Himachal Pradesh National Law University, Shimla.

The last date for the receipt of the tender /bids is 27/09/2022 up to 11.00 AM in the office of the undersigned. The bids are opened on 28/09/2022 at 3.00 PM. The finalized bidder will have to enter into a legal contract/ agreement with the university before rendering its service to the university.

Critical Information

Submission of bid in response to this tender notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Sr. No.	Information	Details
01	Tender Number and Date	HPNLU/Adv./tenders/2022-23/10
02	EMD Amount in the form of Demand draft in favor of Registrar, Himachal Pradesh National Law University payable at Shimla	Rs.5000/-
03	Tender Fee in the form of Demand draft in f/o Registrar, Himachal Pradesh National Law University payable at, Shimla	Rs.500/-
04	Last date for submission of Tender:	26-09-2022 up to 11.00 A.M
05	Address at which tender to be submitted:	The Registrar, Himachal Pradesh National Law University, Ghandal, Distt-Shimla
06	Date and time for opening of Technical Bid	28-09-2022 at 3.00 P.M.
7.	Performance Security Deposit in the form of Demand draft/FDR in favour of Registrar, Himachal Pradesh National Law University, Payable at Shimla.	Rs. 5000/-

A. Instruction to bidder:

1. DEFINITIONS

- “HPNLU” means the Registrar, Himachal Pradesh National Law University
- “The Bidder” means Firm/Dealer/Suppliers of Stationery Items who will participate in the tender and submit bid.
- “The Services” mean all activities related to conduct & performance of contractual obligations under the contract.
- “The Letter of intent” means the intention of HPNLU to place the Purchase order on the bidder.
- “The Purchase Order ” means the order placed by HPNLU on the successful Bidder signed by HPNLU including all attachments and appendices thereto and all documents incorporated for reference therein. The purchase orders shall be deemed as “Contract” appearing in the document.
- “The Contract Price ” means the total amount payable to the successful bidder under the purchase order for supply and installation of Stationery and satisfactory performance of contractual obligations.
- “Acceptance” is a process of accepting satisfactory services rendered by “successful bidder” by HPNLU.

2. COST OF BIDDING

The bidder shall bear all costs associated with the preparation and submission of the bid. HPNLU will, in no case, be responsible or liable for these costs, regard less of the conductor out come of the bidding process.

3. Preparation of Bids:

1. Bids Form:

- a) The bidder shall submit the bid form in their own stationery and by using only prescribed format. Use of any other format, the bid may be liable for rejection.
- b) Each bidder shall submit only one Bid. Bidder shall not contact other bidders in matters relating to this tender.

2. Bids Price:

- a) The bidder shall give rates FOR stores, HPNLU for requirements detailed in the financial bid.
- b) The prices shall be inclusive of all levies and taxes. However, basic unit price and all other components of the price needs to be individually quoted as per price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) “DISCOUNT, if any, offered by the bidders shall not be considered unless they are

specifically indicated in the price schedule. Bidders desiring to offer discount shall therefore modify their offers suitably while quoting and shall quote clearly net price taking all such factors like discount, free service, etc. into account”.

e) The Total Contract price accepted by the HPNLU will be inclusive of Levies and taxes.

4. Bid security/EMD

EMD of Rs 5000 /- (Rs Five Thousand Only) in the form of Demand Draft of a nationalized bank infavor of “The Registrar, Himachal Pradesh National Law University, Ghandal, payable at Shimla valid for 90 days from the last date of Submission of Bid. Any technical bid if found without the demand draft(s) of earnest money deposit will be rejected. The EMD of unsuccessful Bidders shall be returned within Four weeks, only after the successful completion of the Bid process. No interest is payable on this amount. The Earnest Money Deposit of the successful Bidder shall be released after the submission of the performance security No interest is payable on this amount.

5. Forfeiture of the EMD

The earnest money deposit by the bidder shall be forfeited in the following events namely:

- a modification or withdrawl of tender after the deadline for submission of tenders and during the validity period;
- refusal by the bidder(s) to accept an arithmetical error or otherwise
- appearing on the face of tender;
- failure on the part of the successful bidder(s) to sign the contract in accordance with the terms and conditions stipulated in the tender documents;
- failure on the part of successful bidder(s) to provide performance security, if demanded, for the execution of the contract;
- failure on the part of the successful bidder(s) to execute the contract as per terms and conditions stipulated in the tender document; and
- failure on the part of the successful bidder(s) to supply the goods of the quality, quantity and specifications agreed as per tender or the contract and within the stipulated period.

6. Period of validity of bids:

- i) Bid shall remain valid for a period not less than 90 days after the deadline date specified for submission.
- ii) In exceptional circumstances, HPNLU may request the consent of the bidder for an extension to the period of bid validity. The request and the response there to shall be made in writing. The bid security/EMD provided shall also be suitably extended. A bidder accepting the request and granting extension will not be permitted to modify his bid.

7. Submission of Bids:

SEALING AND MARKING OF BIDS: The bidder shall wax seal the EMD, the Technical Bid and the Financial Bid in separate envelopes and keep them in a bigger wax sealed envelope.

The envelope containing the EMD shall bear the name "EMD for TenderNo.....". The envelope containing the Technical Bid shall bear the name "TECHNICALBID forTenderNo ". The envelope containing the Financial Bid shall bearthe name "FINANCIAL BID for Tender No" on the envelope for avoiding any mismatch.

The bigger envelope containing EMD, technical bid and financial bid in separate envelopes shall be: Addressed at the following address:

The Registrar, Himachal Pradesh National University, Ghandal, District Shimla, Himachal Pradesh (171014) .

- (a) All the envelopes shall bear the Tender name, the tender number and the words 'DO NOT OPEN BEFORE' (due date & time).
- (b) The envelopes shall indicate the name and address of the bidders to enable the bid to be returned unopened in case it is declared 'late' or rejected.
- (c) Bids shall be delivered in person or shall be sent by Registered/Speed Post. Bids sent by COURIER will not be entertained. The Purchaser shall not be responsible if the bids are delivered elsewhere.
- (d) Venue of Tender Opening: Tender will be opened in the office of The Registrar, Himachal Pradesh National law University, Ghandal, Distt Shimla at 15.00 hrs. on the due date.

8. Late Bids:

Bids received by the HPNLU after the due date and time of submission shall be summarily rejected. HPNLU shall not be responsible for any postal delays. The Bids submitted by the FAX/emails etc. shall not be considered. No further correspondence on the subject will be entertained.

A. Bid Opening, Clarification and evaluation

1. Opening of the Bids:

- a) The Technical bids shall be opened in the presence of bidders or their authorized representatives who choose to attend, at HPNLU, Shimla. The bidder's representatives who are present shall sign in an attendance register. Representatives of firms/dealers/suppliers should provide Authority Letter with attested specimen signature from their respective organizations for participating in the bid. One representative for a bidder shall be authorized and permitted to attend the bid opening. The bidder's names, modifications, bid withdrawals and such other details as HPNLU, at its discretion, may consider appropriate will be announced at the opening.
- b) The date fixed for opening of bids if subsequently declared as holiday by HPNLU the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.
- c) The financial bid will be opened only for bidders declared eligible and selected after

technical evaluation. The financial bid will be opened on a date fixed after evaluation of technical bids and will be intimated to all eligible bidders at least two days in advance.

2. Clarification of the bids:

In case any Bidder(s) require any clarification on the specification, test parameters, quality assurance, end use, they are free to submit their query(s) on or before last date of submission of bids or date given in the tender document. All interested bidders shall follow the Universities website at regular intervals for clarifications/ corrigendum if any. University shall bear no responsibility in-case of any oversight by the bidder in relation to Corrigendum / any notification with respect to Bid/ or clarification or amendment subsequently issued published on HPNLU website.

3. Evaluation of Bids:

3.1 Evaluation of Technical Bids:

a) In evaluating each Technical Bid, HPNLU shall use the criteria as listed in Section-VI: Eligibility Conditions. HPNLU shall examine the Technical Bid submitted in accordance to eligibility conditions in Section-VI. Only the Technical Bids evaluated to be substantially responsive after technical evaluation shall be considered for opening of Financial Bids on the date and time to be fixed and intimated to the successful bidders by HPNLU. b) The duly constituted tender Committee shall evaluate the bids and is empowered to take appropriate decisions on minor deviations. The decision of the tender Committee on technical evaluation(s) shall be final and binding on all the bidders. c) Samples of only those bidders shall be evaluated who are declared technically qualified.

3.2 Evaluation of Financial Bids:

HPNLU shall notify on the website the date, time, and place of the Financial Bid opening. The Financial Bids shall be opened and rates shall be announced in the presence of the concerned bidders present during the Financial Bid Opening. HPNLU shall correct arithmetical errors on the following basis:

a) if there is a discrepancy between the unit price and the total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

b) if there is an error in a total corresponding to the additions or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected and

c) if there is a discrepancy between words and figures, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

HPNLU reserves the right to offer the contract to a qualified bidder. HPNLU's decision in regard to evaluation and selection shall be final and binding on the Bidders.

4. Award of the contract:

a) The financial bid of the only technical qualified bidders shall be opened and L1 bidders shall be decided on the basis of maximum number of items quoted at lowest as compared to participating bidders. Therefore, all the bidders are directed to quote prices for all the tendered articles, failing which the bids shall be rejected at financial stability stage.

b) the university reserves the right to enter into parallel rate contract during the scrutiny of tendering process or currency of the contract agreement in the following cases:

i) Where the rates and quality of more than one firm / tenderer is the same.

ii) Where it is observed that a single supplier does not have enough capacity to cater to the entire demand of an item, the University may enter into more than one rate contract with different suppliers for the same item. Such rate contracts are known as Parallel Rate Contracts.

iii) In exceptional circumstances where there is an acute need of parallel Rate contract with more than one firms, and the L2 or L3 firms are not willing to match the price quoted by L1 firm, the University may also agree to conclude RC with L2 or L3 firms at their quoted prices provided their rates are within a reasonable limit of variance from the L1 prices. Reasonableness of the variance in prices will be judged by the University at its best wisdom. In all such cases specific approval of the Vice-Chancellor shall be mandatory.

c) On the basis of time to time requirement during the currency of the contract, purchase order(s) shall be issued to the selected empaneled Bidder(s).

5. Right to accept any bid and to reject any or all bids

HPNLU reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of HPNLU'S action.

6. Jurisdiction:

This tender and or the contract or purchase order issued under this tender shall be governed by Laws of India and shall be exclusive jurisdiction of High Court at Shimla, Himachal Pradesh.

B. General (Commercial) Conditions of the Contract:

1. Application

The general condition shall apply in the contracts made by the HPNLU for the procurement of the goods and related service there to.

2. Performance Security:

On acceptance of tender the firm/bidder shall furnish performance security amounting to Rs. 5,000/- (Rupees Fifty Thousand only) in the shape of Demand draft / FDR/ Bank Guarantee from commercial bank drawn in favor of "The Registrar Himachal Pradesh National Law University payable at Shimla, Himachal Pradesh". The performance Security must be

deposited within 7 days of the award of contract and the Performance security shall remain valid for 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the Stationery Items/goods. The amount of performance security so withheld will be discharged after 60 days beyond the date of completion of all contractual obligation of supplier including warranty obligation for the Stationery Items/goods. If the Supplier fails or neglects any of the bid obligations under the contract it shall be lawful for HPNLU to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure. The proceeds of performance security shall be payable to HPNLU as compensation for any loss resulting from Supplier/ Bidder's failure to complete its obligation under the contract. The performance security shall be extended suitably in the event of extension of period of contract or till all obligations under the contract has been satisfied.

*Performance Security will not carry any interest

3. Payment Terms:

100% Payment will be released after satisfactory delivery and acceptance of stationery items by Stores of Himachal Pradesh National Law University situated at Shimla. No payment will be admissible for goods rejected. Payment shall be released after deducting TDS/GST as per Income Tax Rules and any other deductions as per Government rules.

4. Prices:

The rates quoted for the Stationery Items (inclusive of all taxes) shall be for Stores, HPNLU at Shimla, Himachal Pradesh. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date or award of contract/work order shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the HPNLU by the supplier.

5. Delivery Schedule:

- a) Within 3 days of the placement of confirmed supply order or as stipulated in the Supply Order. Requirements indicated as "Immediate" will have to be supplied urgently not later than 2 days.
- b) In the case of rejected/defective items, the replacement is to be made without any additional cost within 3 days of receipt of information regarding rejection of items.

6. Penalty:

If the selected Agency fails to deliver the stationery items or replace the defected/spurious items within the stipulated date & time, a penalty @ 0.5% per day of the delivered price of Delayed Goods with maximum limit of 10% as penalty and the actual cost paid to an outside agency by the HPNLU, Shimla for the desired stationery items, shall be deducted from the firm's pending bills or Performance Security, as the case may be.

7. Termination for the Default:

HPNLU may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Supplier/ Selected bidder, terminate this contract in whole or in part, if the supplier/ selected Bidder fails to deliver satisfactorily any or all of the goods & services within the time period (s) specified in the contract, or any extension thereof granted by HPNLU. If the Supplier/selected bidder fails to perform any other obligation(s) under the Contract; and if the Supplier/selected bidder, in either of the above circumstances, does not remedy his failure within a period of 15 days(or such longer period as HPNLU may authorize in writing) after receipt of the default notice from HPNLU .In the event HPNLU terminates

the contract in whole or in part to HPNLU may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the Supplier/selected bidder shall be liable to HPNLU for any excess cost for such similar services. However, the Supplier/ Selected bidder shall continue the performance of the contract to the extent not terminated.

8. Rejections:

HPNLU has the right to reject the goods on receipt at site during final inspection, if found deficient in terms of quality, specifications or otherwise, though the goods have already been inspected and cleared at pre-dispatch stage, the HPNLU shall either reject the stores or request the Supplier in writing to rectify the same. The Supplier, on receipt of such notification, shall either rectify or replace the defective stores free of cost within specified time period to the HPNLU. If the Supplier fails to do so, the HPNLU may at his option either:

a) replace or rectify such defective stores and recover the extra cost so involved from the Supplier, or b) terminate the Contract for default as provided under clause 9 above, or c) Acquire the defective stores at a reduced price considered equitable under the circumstances. The provision of this article shall not prejudice the HPNLU's rights.

9. Termination for insolvency:

HPNLU may at any time terminate the Contract by giving written notice to the Supplier/ selected bidder, without compensation to the Supplier/ Selected bidder. If the Supplier/ Selected bidder becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to HPNLU.

10. Price Fall Clause:

Shall mean if at any time during the execution of the contract, the Supplier/empaneled firm reduces the sale price or sells or offers to sell such stores, as are covered under contract of HPNLU to any person/organization including the purchaser or any Department of the Central/State Government at a price lower than the price chargeable under the contract he / she shall forth with notify such reduction or sale or offer of sale to the purchaser and the price payable under the contract for the stores supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced. In no circumstances the rate will exceed the lowest price and in the event of price going down, the rate will be amended and this institute must be informed by the manufacturer and their authorized distributor/dealer/stockiest in writing immediately.

10. Parallel Rate Contracts:

The University may enter into parallel rate contracts in the following cases:

a) Where the rates and quality of more than one firm is same.
b) Where it is observed that a single supplier does not have enough capacity to cater to the entire demand of an item, the University may enter into more than one rate contract with different suppliers for the same item. Such rate contracts are known as Parallel Rate Contracts.
c) In exceptional circumstances where there is an acute need of parallel Rate contract with more than one firms, and the L2 or L3 firms are not willing to match the price quoted by L1

firm, the University may also agree to conclude RC with L2 or L3 firms at their quoted prices provided their rates are within a reasonable limit of variance from the L1 prices. Reasonableness of the variance in prices will be judged by the University at its best wisdom. In all such cases specific approval of the Vice-Chancellor shall be mandatory.

11. Renewal / Extension of the Rate Contract:

The rate contract of the stationery items shall have validity of the one year from the date of the signing of the contract and shall be extendable further upto the one year based on the satisfactory performance of the successful bidder evaluated by the HPNLU or the issuance of the fresh tender for the rate contract of the stationery items whichever is earlier.

C.Special Terms and Conditions of the Contract: -

1. The rates should be quoted as shown against the items/ articles and should be inclusive GST/Taxes and freight & Forwarding charges 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. 500 and Earnest money of Rs. 5000/- in the form of Demand Draft in favor 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 , Pan Card. A copy of the same must be submitted along with the Quotation/Tender.
8. Registered Office/Branch of the agency should be located within a radius of 100Kms from the university. The agency should submit a proof of its office address.
9. The bidders supplying the stationery must strictly adhere to the specification/ brand mentioned in the tender document. In case any item in which the brand not mentioned the same should not be found of low standard other wise the same shall be rejected and returned at the cost of supplier.
10. Bill should be raised in the name of the Registrar, Himachal Pradesh National Law University. Bills must be submitted along with necessary work order and a copy of challan etc. within five days from the date of delivery of goods for payment, otherwise no payment shall be made.
11. 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.
12. 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.

13. 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.
14. Any firm/ supplier indulging in any malpractice or adopting any unfair means will be barred working the University.
15. 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.
16. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.
17. Quantity can be increased or decreased as per requirement of the university.
18. Supply order will be placed as per requirements of the University.

SECTION-VI: ELIGIBILITY CONDITIONS / PRE-REQUISITE QUALIFICATIONS

1. The bidders should never have been black listed by any Government/Semi Government/Board/Corporations/ Autonomous Body during last five years.
A declaration on company /firm letter head has to be submitted by the bidder to this effect (Form attached in Annexure-A).
2. Average Annual Turnover of Bidder should not be less than Rs. 10.00 Lakhs from Stationery business only during the last three F.Y.i.e.2019-20,2020-21 and 2021-22.The bidders should submit the turnover proof, IT Returns, GST Returns,(for this period ,to be attached with the Technical Bid.
3. The bidders are required to submit samples along with Technical Bid of each stationery item for which rates have been quoted (the samples of only Technically Qualified Bidders shall be examined/evaluated).Financial Bids of only approved samples and technically qualified bidders shall be opened.
4. The bidder must attach self-attested copies of its Bank Account, PAN, GST number, Certificate of incorporation/registration.
5. In their own interest the bidders are advised to submit the desired papers/documents with their technical bids as per the Checklist, failing which the bids shall be declared un-responsive.

SECTION-VII: CHECKLIST FOR THE TENDERER

Name of the Firm/Agency: Registered Address:	<u>EMD Details</u> DD No: DD Amount: Dated: Bank Name/Branch:
Telephone No: Mobile No: Email Address:	<u>Tender Fee Details</u> DD No: DD Amount: Dated: Bank Name/Branch:

***Mandatory Supportive Documents to be submitted by the Tenderer.**

S. No	Documentary Proof of	Attached Yes/No	Appendix No. if attached
01	Signed copy of Tender Document		
02	Average annual Turnover for supply of Stationery Items at least Rs.10 Lakhs (Rupees Ten Lacs) of the Preceding three F.Y.(i.e.2019-20, 2020-21&2021-22) , Turnover certificate ,Copy of GST Returns, Income tax returns,		
03	Registration Certificate/Certificate of incorporation		
04	Bank Account details		
05	GST Registration Certificate		
06	Copy of PAN/CIN No. of the Company		
07	Details of minimum three clients for reference with name, designation and contactdetails		
08	Contact Person Name, Designation, Mobile No., Land Line & Email-Id		
09	Similar work completion certificates as demanded vide clause no.4 of Eligibility Conditions.		

Annexture-A

List of Stationary Items					
Sr no	Item Name	Qty	UNIT	Brand	(Price inclusive of GST and all taxes)
1	A4 Sheet Ream (75 GSM) Size 210 mm x 279 mm	500	Ream	JK Red	
2	A5 Sheet Ream (75 Gsm) Size 210 mm x 148 mm)	3	Ream	JK Red	
3	A 3 Sheet Ream (75 Gsm) Size 297mm x 420 mm)	3	Ream	JK Red	
4	File Cover (Simple) with printing (Size 14 x 10")	1000	Nos.		
5	Index file/Box file Hard Cover with printing (1425 Lamination index file and 24T Lever Lock)	200	Nos.		
6	File 2D PVC Board Ring Binder 25mm with printing		Nos.	World done	
7	Spring file (Size 34 cm x 25 cm x 25.50 cm with printing	100	Nos.		
8	File boards Size A4	500	Nos.		
9	White Board marker (different colours)	200	Nos.	Flair	
10	White Board marker ink (15ml) (different colours)	15	Nos.	Flair	
11	Ball Pen Blue	1000	Nos.	LINC Maxa fine	
12	Ball Pen Red	500	Nos.	LINC Maxa fine	
13	Pilot Pen Red (HI-TECPOINT) V7)	25	Nos.	Luxor	
14	Pilot Pen Black (HI-TECPOINT)V7	100	Nos.		
15	Pilot Pen Green (HI- TECPOINT) V7	15	Nos.	Luxor	
16	Pilot Pen Blue (HI-TECPOINT) V7	150	Nos.	Luxor	
17	Steno HB Pencil (Bonded Lead)	250	Nos.	Apsara	
18	Eraser Size 33 x 17 x 10 mm Each	20	Pieces	Doms/Apsara	
19	Sharpner (Size L X W X H - 15 X 10 X 5 CM Each)	20	Pieces	Doms/Assara	
20	Highlighter (2 x 2 x 5 mm)	75	Nos.	Faber-Castell	
21	CD writer Marker Black Fine Tip (1237)	25	Nos.	Luxor	
22	CD writer Marker Blue Fine Tip (1237)	15	Nos.	Luxor	
23	Correction Pen (Size 7ml)	15	Nos.	Luxor	
24	White Board Marker (Multi Colour) Ink (15 ml)	15	Nos.	Flair	
25	Permanent Marker (Multi Colour)	5	Nos.	Luxor	
26	Permanent Marker (Black Colour)	10	Nos.		
27	Round Sponge	10	Nos.		

28	White Board/Chalk Board Duster	25	Pieces	Kores	
29	L-Shape Folder-Paper/ Gutta (size A4)	150	Nos.		
30	Writing pad 50 pages 6/9" (with lines)	150	Nos.		
31	Conference Pad (10 Pages Plain) with 75 gsm paper	150	Nos.		
32	Conference Pad A4 size (50 pages Plain) with 75 gsm paper	150	Nos.		
33	Rules Register (480 Pages)	10	Nos.		
34	Ruled Register (300 Pages)	250	Nos.		
35	Ruled Register (200 Pages)	10	Nos.		
36	Ruled Register (100 Pages)	25	Nos.		
37	Stock Register (8 quire)	5	Nos.		
38	Stock Register (3 quire)	2	Nos.		
39	Stock Register (6 quire)	4	Nos.		
40	Day Book (8 quire)	3	Nos.		
41	Cash Book(8 quire)	3	Nos.		
42	Cash Book (6 quire)	3	Nos.		
43	Ledger (8 quire)	5	Nos.		
44	Log Books	10	Nos.		
45	Noting Sheet Pad (green sheet pad)	250	Ream		
46	Marking Cloth in mtrs	10	Mtrs		
47	Sealing Wax, LAC	5	Pkt		
48	Dispatch Register	15	Nos.		
49	Diary Register	25	Nos.		
50	Staff Attendance register	25	Nos.		
51	Student Attendance Register	25	Nos.		
52	Bond Paper A4 (90GSM)	10	Pkt.	JK Excel	
53	Legal Paper Ream (8.5x14)	4	Ream		
54	Glossy Paper A4 size (180GSM)	4	Pkt.	Oddy	
55	Coloured Flags Multicoloured (Size 3"x1")	30	Pkt	Karani	
56	Sticky Note 3x3- Inches,	10	Pkt.	Bee fly	
57	Stamp Pad (109x67mm)	25	Nos.	Kores	
58	Stamp pad ink (25 ml)	25	Bottle	Kores	
59	Stapler Small (No. 10)	40	Nos.	Kangaro	
60	Stapler Big (HD-45P)	15	Nos.	Kangaro	
61	Stapler Heavy duty (DH-1213)	5	Nos.	Kangaro	
62	Stapler Pin Big (Size 24/6)	25	Pkt.	Kangaro	
63	Stapler Pin Small (No. 10)	70	Pkt.	Kangaro	

64	Stapler Pin Size 23/17-H 17mm(5/8)	10	Pkt.	Kangaro	
65	Punching (Single Hole) Machine (FP-20)	10	Nos.	Kangaro	
66	Double Punching Machine (DP-600)	10	Nos.	Kangaro	
67	File Tags Small	150	Bunch		
68	Paper Holder Poker	15	Nos.		
69	Poker	15	Nos.		
70	Paper Cutter small (18mm)	15	Nos.		
71	Paper Cutter Big	10	Nos.		
72	Scissors Small (166 mm)	25	Nos.	Munix	
73	Scissors Small(210mm)	15	Nos.	Munix	
74	Binder Clips 25mm	25	Nos.	Infinity	
75	Binder Clips 32mm	150	Nos.	Infinity	
76	Binder Clops 51 mm	150	Nos.	Infinity	
77	Paper Clip (U Shape)	10	Boxes		
78	Drawing Pin/Notice Board Pin	10	Pkt		
79	Glue Stick (8G)	25	Stick	Kores	
80	Gum Bottle (150ml)	15	Bottle		
81	Fevi Kwik minni	5	Tube	Fevi	
82	VIP/Special Pen	50	Nos.		
83	Zip Folder (with Logo and HPNLU printing)	100	Nos.		
84	Paper wait (glass round shape)	10	Nos.		
85	Double Tape (Size 1")	10	Roll		
86	Cello Tape Brown Big 2"	100	Roll	Prime	
87	Cello Tape Brown Big 2"	150	Roll	Prime	
88	Cello Tape 1" inch	30	Roll	Prime	
89	Cello Tape 1/2" inch	30	Roll	Prime	
90	Favicol/white Glue (200g)	5	Bottle	Primier	
91	Favicol white Glue (22.5g)	10	Bottle	Primier	
92	Steel scale (12")	20	Nos.		
93	Envelope (Size A4) With Printing	1000	Nos.		
94	Envelope (Size 9x4") with printing	500	Nos.		
95	Envelope (Size 11x5") with printing	500	Nos.		
96	Envelope (Size 12x16") with printing	500	Nos.		
97	Envelope (Size 17x14") with printing	500	Nos.		
98	Envelope (Size 18x14") with printing	200	Nos.		
99	Envelope Polynet (Size 18x14")	200	Nos.		
100	Envelope Polynet (Size 16x14")	200	Nos.		
101	Fax Roll	2	Rolls		

102	Pen Stand	10	Nos.		
103	Tape Dispenser (Size 24x16x7 Cm)	5	Nos.		
104	Tape Dispenser (Size 0.5 to 1 inch)	5	Nos.		
105	All Pin/Paper Pin box	10	Boxes		
106	Magnetic Paper Clip & Pin Holder	10	Nos.		
107	Answer Sheets Mid Term	1000	Nos.		
108	Answer Sheets End Term	1000	Nos.		
109	Calculator Small	20	Nos.		
110	Transparent Table Top (38.1x30.5x1 centimeters)	10	Nos.		
111	Notice Board Colour Green (2x3 ft)	10	Nos.		
112	Notice Boards (2x4 ft)	5	Nos.		
113	Acrylic Name Plate Table &Dest (8")	25	Nos.		
114	White Board (2x3ft)	5	Nos.		
115	Daak Pad	5	Nos		
116	Spiral binding front transparent sheet	5	Pkt		
117	Spiral binding front transparent sheet	5	Pkt		
118	Spiral Rings 10 mm	2	Pkt		
119	Spiral Rings 15mm	2	Pkt		
120	Spiral Rings 20mm	2	Pkt		
121	Spiral Rings 25mm	2	Pkt		
122	Spiral Rings 30mm	2	Pkt		
123	Spiral Rings 40mm	2	Pkt		

Conditions:

1. The above -quoted items must be of Standard /branded quality only. In case any item mentioned in tender document is found of low standard, the same shall be rejected and returned at the cost of the supplier.
2. Himachal Pradesh National Law university, reserves the right to increase /decrease the quantity of the above items as per the requirement.

Signature of Bidder

(With Seal)