



HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA  
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DISTRICT SHIMLA, HIMACHAL PRADESH-171014  
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HPNLU/Store/2024-25/NIT/24.

Date: 11.09.2024

**NOTICE INVITING TENDER**

Sealed quotations are hereby invited for the “**Printing and Binding Work**” related to Book Keeping & Ledger available in the tally accounting software. The records are required to be printed and bind in the book/ledger form.

The detailed specifications for the printing and binding work are as follows:

**1. Printing:**

- (i) **Format:** The data will be printed in A4 size paper.
- (ii) **Quality:** 80 GSM or above,
- (iii) **Printing** with clear text and accurate representation of all data.
- (iv) **Color:** Black and white.
- (v) **Pages:** All the ledgers will consists of a total no. of 13698 pages (approx) including the cover/binding page.
- (vi) **Book/Ledger:** A total no. of seven (07) ledgers and Seven (07) cash book pertaining to the FY 2016-17, 2017-18, 2018-19, 2019-20, 2020-21, 2021-22, 2022-23 are required to be printed.

**2. Binding:**

- (i) **Type:** Hard binding
- (ii) **Cover:** University Logo and inscription of "Himachal Pradesh National Law University Accounting Ledger (Financial Year).

**Last Date of receiving bids/quotations** : 1300 hrs on 18.09.2024  
**Opening of bids** : 1400 hrs on 18.09.2024

**Terms and Conditions:**

1. The quotations should be sent in a sealed cover super scribed “**Printing and Binding Work**” and addressed to :  
“**The Registrar, Himachal Pradesh National Law University, Ghandal, Distt Shimla**”.
2. The rates should be quoted as shown against the item and should be inclusive of GST/taxes or other charges extra as applicable. The bidder should quote their rate including taxes if any, transportation, handling charges, labour charges etc .
3. Each Firm must have **GST Registrations, PAN Card**. A copy of the same must be submitted along with the Quotation.
4. The bid validity should not be less than 90 days.
5. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.
6. Delivery of items must be within one week from the date of issue of the supply order.
7. Govt. Notified Statutory Dues will be deducted from the bill.
8. The total no. of pages may decrease/increase. The qualified bidders are required to quote a rate for (1) page or (1) cover/binding page.
9. If the opening bid day is a holiday, the bids will be opened on next working day.

  
Registrar  
HPNLU, Shimla