

**TENDER FOR PURCHASE OF STATIONERY ITEMS ON AS & WHEN  
REQUIRED BASIS FOR THE F.Y.2025-26**

**IMPORTANT DETAILS**

**(1)LAST DATE FOR SUBMISSION OF BID 25/04/2005 AT 2.00 P.M.**

**(2)DATE AND TIME OF OPENING OF BID IN  
PRESENCE OF BIDDERS/ REPRESENTATIVES OF BIDDER: - 25/04/25 AT  
2.30 P.M.**

**(3)EARNEST MONEY:-Rs.10,000/-**

Name of Firm:

Address of Firm:

Phone No.

PAN No.

GST No.

EMAIL ID :-

DATE:-

Authorized Contact Person's Name & Contact No.:

I hereby submit that the information provided by me are true to the best of my knowledge and belief. Any discrepancy in the document may lead to the cancellation of tender.

**Signature of Authorised Signatory of Firm with Seal**

**Terms and conditions for awarding the Annual Rate Contract.**

- (1). The firm shall quote its rates for a period of one year. The term of annual rate contract may be extended for further on same terms and conditions with the consent of both the parties.
- (2). The firm shall commence the work/supply immediately after awarding the annual rate contract till the specialized date mentioned in supply/work order or extended period if any.
- (3). **Firm/Contractor must submit the Earnest Money of Rs 10,000/-**, in the form of a Demand-draft issued by a Nationalized/Schedule Bank in favour of the Registrar, National Law University, Jodhpur payable at Jodhpur at the time of submission of tender documents. Earnest Money shall be refunded/adjusted against security deposit, if any, after award of work order, as the case may be.
- (4) In absence of earnest money, quotation shall not be entertained in any circumstances.
- (5) In case of claim for exemption from deposit of Earnest money sufficient proof in support of claim for exemption of EMD as prescribed in Govt. of India Notification is to be attached with the bid.
- (6). **Successful bidder shall be required to deposit security money equal to 10%(TEN PERCENT) of amount of approximate consumption/service, for a period of one year**
- (7). In case of non-submission of security deposit by successful bidder, work order/supply order shall stand cancelled and earnest money shall be forfeited by the University. Further, University shall have right to give work/supply order to next bidder, in accordance with the bid.
- (8). In case of non-fulfillment of any condition of work/supply order, University shall have a right to forfeit the security deposit or penalty may be imposed as may be decided by the University.
- (9). The Agencies shall be bound to fulfill all the conditions of the tender.
- (10) Tenders are non-transferable.
- (11) The agency shall quote its rates which shall be inclusive of all taxes, transportation etc. whatsoever. Tax if applicable should be mentioned in quotation clearly. In absence of that price will be treated as inclusive of taxes and any change/rise in price shall not be accepted. The rates should not be higher those quoted in any other organisation/institution or the MRP. Any hike in price during annual rate contract period shall not be entertained for any reason.

(12). Rates should be quoted inschedule of quantity mentioned by university, and it should be signed by authorized signatory.

(13). Rates should be quoted in figures as well as in words, in case of difference in both the rates for whatsoever reason; lower rates mentioned shall be treated as final.

(14). Successful Supplier shall not show their inability to execute work/supply items given as per the tender. In such case, the University may black list/debar the Agency. Agency may not be allowed to participate in any tender in future fro the period as may be decided by the university. The Security Deposit of such Agency shall be forfeited without any prejudice.

(15) Incomplete tender may be rejected.

(16) Conditional tender shall be rejected.

(17). The firm must submit the PAN, GST No. along with tender form, failing which, tender shall be rejected.

(18). Any clarification required by the bidder shall be asked only in writing through e-mail/fax/post and reply of the same will also be communicated only in writing.

(19).All disputes pertaining to the contract is limited to the jurisdiction of Vice- Chancellor,  
NLU, Jodhpur, District Court of Jodhpur and in exceptional cases to the Hon'ble High  
Court of Rajasthan, Jodhpur.

(20). Without prejudice to above, the parties reserve the right to enter into an Arbitration process in accordance with the relevant clause of Arbitration and Conciliation Act, 1996.

(21) The NLU, Jodhpur reserves its right to reject/accept any or reject all tenders at any time without assigning any reason thereof. It shall be without any liability towards the bidder.

(22)Payment shall be made only after submission of original bill with necessary document and after supply of complete items/execution of work.

(23) It shall be responsibility of the firm/agency to ensure the safe, timely reaching sealed envelop to the office of the Registrar, National Law University, Jodhpur, N.H.-65, Nagour Road, Mandore, Jodhpur (Raj.). University shall not be liable for any delay for any reason.

(24). The firm must not have been debarred / blacklisted by any Govt. Deptt, agency, PSUs / institution / agencies / autonomous organisations. The bidder shall submit a self certification by an authorized person duly notarized to this effect.(attach self declaration certificate duly notary attested)in the prescribed format attached as Annexure”A”

(25). The bidders must sign at the bottom of each page of the bid documents at the time of submission in token of unconditional acceptance of the terms and conditions, technical specifications etc.

(26). University reserves its right to modify the bid document/details by way of amendment. **Notification for Such amendment shall be notified only on university website, therefore bidders are advised to visit university website time to time**

(27). **Successful bidder shall be calculated on indivisual basis for items as mentioned in Annexure”B”**

(28)Any losses sustained by Institute due to negligence of agency service in the form of loss/damage of property, will be recoverable from the contractor, as the money value shall be estimated by the Institute. The decision of the institute in this regard will be final and binding on the contractor/firm.

(29)The Contractor/firm will adopt all safety measures /precautions while executing the work. In case of any accident /causality of any personnel, involved in work the complete responsibility will be borne by the contractor/firm himself and University will not be held responsible for any claim/compensation.

(30) In case work/service/items not found as per specifications of the University, whole work shall be rejected and there shall not be any liability towards University for any reason.

(31) University may take clarification from bidder and may take appropriate decision accordingly. The decision of University shall be final and binding to all.

(32)NLU, Jodhpur does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders received without assigning any reason, which shall be without any liability towards the bidder.

(33)If any delay occurred by the executing firm, penalty as may be decided by the University shall be imposed.

(34)The firm/contarctor will adopt all safety measures /precautions while executing the work in relation to all material, equipment and accessories etc.University will not be responsible for any loss, theft, damage etc for any reason.

**(35) In case of any error in calculation, corrected amount will be considered for calculation of lowest bidder**

**(36)** In case of any false statement ,incorrect or false/document submitted by the firm university shall have the right to reject the bid, cancel the work order, impose the penalty, forfeit of EMD or/and security deposit, black listing of firm, withhold of payment for executed work as decided by competent authority ,.

All tenders in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer shall be summarily rejected.

#### ACCEPTANCE

I/We have carefully read and understood the above terms and conditions of the bid and agree to abide by them.

Signature of the bidder with seal

**DECLARATION REGARDING BLACKLISTING/DEBARRING FOR TAKING PART  
IN TENDER**

(To be executed & attested by Public Notary/executive Magistrate on Rs 100/-non judicial stamp paper by the Tendered]

1. I/We \_\_\_\_\_ of M/s \_\_\_\_\_  
hereby declare that our company \_\_\_\_\_ having  
registered \_\_\_\_\_ address \_\_\_\_\_ at  
\_\_\_\_\_ has never been ‘Blacklisted/debarred by any State/Central  
Govt,Department/Organization till date nor we are facing/filed any Litigation proceeding  
regarding debarring (blacklisting) with either of the above said agencies.

OR

1. I/We \_\_\_\_\_ of M/s \_\_\_\_\_  
hereby declare that our company \_\_\_\_\_ having  
registered address at \_\_\_\_\_  
\_\_\_\_\_ was blacklisted or debarred by State/ Central Govt,Department/Organization from  
taking part in tenders for a period of \_\_\_\_\_ years wef \_\_\_\_\_ to  
\_\_\_\_\_.the period is over on \_\_\_\_\_ and now the  
firm /company is entitled to take part in tenders.
2. In case of above information found false, I/we are fully aware that the tender/contract  
will be rejected/cancelled by National Law University, Jodhpur, and EMD/Security  
deposit shall be forfeited.
3. In addition to the above National Law University, Jodhpur will not be responsible to pay  
the bills for any completed /partially completed work/supply.

DEPONENT

ATTESTED:  
(Public Notary/executive Magistrate)

NAME:- \_\_\_\_\_  
Address: \_\_\_\_\_

**LIST OF STATIONERY ITEMS REQUIRED ON AS & WHEN REQUIRED BASIS DURING THE YEAR**

S.no	Description	specifications	Unit	Appro Qty	Price per unit	
					Rate in figures	Rate in words
1	Paper Office A-4	Trident my choice 70 GSM size 210x297 mm weight 2.18 kgs., 500 sheets	Ream	300		
2	Paper Office FS	Trident my choice 70 GSM size 215x345mm weight 2.60 kgs. , 500 sheets	Ream	10		
3	Tags for file	Bundle of 600 tags	Bundle	20		
4	Pen (Permanent Marker)	Luxor	Each	300		
5	Pen ball cello	Fine grip	Each	1000		
6	Tape Transparent 2"	Wonder 60 mtr.	Roll	20		
7	Pen T-max gel	Reynolds	Each	200		
8	Refill pen T-max gel	Reynolds	Each	40		
9	Pen gel octane	Link Executive / Pentonic	Each	700		
10	Pen highlighter	Cello	Each	50		
11	Pen white board marker	Cello, whitemate	Each	80		
12	Whitener/correction Pen	Camlin	Each	10		
13	Duster for classroom	Wodden base with thick felt (Rolex make)	Each	50		
14	Punching Machine	Kangaroo-DP-280	Each	20		
15	Pin Stapler (Big)	Kangaroo size 24x6	Packet	20		
16	Pin Stapler (small)	Kangaroo N-10 munix make	Packet	150		
17	Pin Paper (All Pin)	Zebra Tee head type	Packet of 50 gms.	10		
18	Pin U type PVC coated	Zen ( 100 pins)	Packet	50		
19	Drawing pin for Notice Board	Scholar (Big Head)	Packet	100		
20	Tape Brown 2"	Wonder (60 mtr. Length)	Roll	50		

21	Tape Transparent 1"	Wonder (60 mtr. Length)	Roll	100		
22	Index File (Kangaroo Clip)munix	Lodha	Each	20		
23	Chalk Dustless (100 white chalk in a box)	Apsara size 77mm lgth,8mm dia	Packet	50		
24	Eraser(Rubber)	Natraj,621 plasto	Each	500		
25	Sharpener( Pencil cutter)	Natraj,621	Each	500		
26	Pencil	Natraj,621 HB super bonded lead	Each	500		
27	File Pad	Lodha	Each	20		
28	Glue Stick (15gms)	Fevistick super non toxic	Each	200		
29	Sticker sheet A/4 (100 sheets)	Deshmate	Packet	20		
30	Sticker sheet AST-16 ( 100 sheets)	Deshmate	Packet	5		
31	Stapler -10 (small)	Kangaroo	Each	50		
32	Paper ruled for exam (Dasta paper)	Orient make (size 32.5x40 cms.)	Ream (500 sheets)	60		
33	Binder clip 19mm	Leafbird	Each	100		
34	Binder Clip 25mm	Leafbird	Each	100		
35	Binder clip 32mm	Leafbird	Each	50		
36	Register Ruled 96 Pages Size-8''x13''	White paper 58 gsm hard bound (Jodhana)	Each	70		
37	Register Ruled 144 PagesSize-8''x13''	White paper 58 gsm hard bound (Jodhana)	Each	50		
38	Register Ruled 192 Pages Size-8''x13''	White paper 58 gsm hard bound (Jodhana)	Each	30		
39	Rubber band big size	500 gms. Packet(as per sample)	Kgs.	4		
40	Scale (Ruler) plastic 12''	Natraj,621,transpar-arent scale	Each	100		
41	Scissor Small	Munix (Kangaroo) SL-1143 (108 mm)	Each	10		
42	Scissor Medium	Munix (Kangaroo) SL-1160 (152 mm)	Each	5		

43	Scissor Big	Munix (Kangaroo) SL-1183 (210 mm)	Each	5		
44	Page marker(Sticky flag)	Deshmate (4 colour) size 25mmx75mm	Packet	50		
45	Cutter paper medium	Natraj	Each	50		
46	File Office (Printed NLU Logo)	31 Kg. File Board (Cobra File) Deluxe Clip Spring (as per sample & size)	Each	1,500		
47	Envelopes white small 10"x4.5"	Screen printed NLU logo with address, Surya Brand , No. 120 , (as per sample)	Each	3,000		
48	Envelopes white big 10"x12"	Screen printed NLU logo with address, Surya Brand , No. 120 , (as per sample)	Each	2,000		
49	Envelope yellow laminated 12"x10"	Screen printed with logo and address, Laminated, No. 120 (as per sample)	Each	1000		
50	Envelope bubbled type size 12"x16"	Screen printed with logo and address, Plastic bubble sheet	Each	200		
51	Answer copy 16 page, (midterm exam) hole at left side top corner	Printed on 58 gsm paper Khanna <u>size-18x22/4</u> (as per sample)	Each	4,000		
52	Answer copy 16 page, (supplementary exam) hole at left side top corner	Printed on 58 gsm paper Khanna <u>size 18x22/4</u> (as per sample)	Each	4,000		
53	Answer copy 24 page, (Main exam) hole at left side top corner	Printed on 58 gsm paper Khanna <u>size 18x22/4</u> (as per sample)	Each	4,000		
54	Attendance Register for students	Size 20x30, 70 gsm ledger paper, cover page, 300 gsm Chinarmas art card sheet, and as per sample	Each	350		
55	Folder conference multi color NLU printed size 22X28/2	In 4 colour on 300 gsm chinarmas art card, multi colour page 1 and 4 with two specified size pockets at Page 2 & 3 (as per sample)	Each	1,000		
56	Folder leather Executive quality for conference (mater & NLU logo printed)	As per sample (A/4 size)	Each	500		



57	Writing pad NLU printed 15 sheets	Paste binding prescribed logo in four colour with cover lamination 300 gsm Chinarmas art card on maphlitho paper on 70 gsm with rulling and water mark logo in neat and clean printing (As per sample)	Each	1,000		
58	Writing pad NLU printed 40 sheets	Spiral binding prescribed logo in four colour with cover lamination 300 gsm Chinarmas art card on maphlitho paper on 70 gsm with rulling and water mark logo in neat and clean printing (As per sample)	Each	1,000		
59	Stay out pass for students (Night out pass)	As per sample	Pad (100 sheets)	100		
60	Out pass students (Day hours)	As per sample (in four different colours)	Pad (200 sheets)	300		