



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/STATIONERY-GEN. ITEMS/2022/05/ 366

Date: 03-03-2022

NOTICE INVITING QUOTATION

This notice invites quotations affixed with non-refundable Court fee stamps of Rs. 8.25 for selection of vendors for supply of **Stationery and General Items** enclosed at **Annexure - I** to the National Law University and Judicial Academy, Assam, for the financial year **2022-23** from 01-04-2022 to 31-03-2023. The same will be received at the office of the Registrar, NLUJAA during office hours up to **01:00 PM** on or before **March 24, 2022** and will be opened on the same day at **01:30 PM**. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations.

List of items is enclosed at Annexure - I (Stationery and General Items)

Terms and Conditions:

1. The rates should be quoted as shown against the items/articles and should be inclusive of GST/taxes applicable at any point of time.
2. The sealed envelope should bear the following 'superscription' on the top:
"The Registrar, National Law University and Judicial Academy, Assam".
3. The Quotationer/Tenderer would have to deposit Earnest money of **Rs. 2,000/-** in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam. The EMDs 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 conditions 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 anytime, 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.

Memo No: NLUJAA/ADMIN/F/STATIONERY-GEN. ITEMS/2022/05/ 367-370

Copy to:

1. P.S. to VC for kind appraisal of the Hon'ble Vice-Chancellor.
2. System Administrator, NLUJAA with a request to upload in the University website.
3. Notice Board
4. Office File

Registrar

Date: 03-03-2022

Registrar

Annexure-I

LIST OF ITEMS					
Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
OFFICE STATIONERY AND OTHER GENERAL ITEMS					
1	Ball Pen (Blue, Black & Red)	Cello(Finegrip)/Linc (Zen Dark)/Classmate Crypton	dzn		
2	Gel Pen (Blue, Black & Red)	Cello/Linc/Flair/Montex/Matrix	dzn		
3	Ball pen (Blue, Black & Red)	Cello Max Writer/Montex Black Smooth Flow Ball	dzn		
4	Gel Pen (Blue, Black & Red)	Cello /Classmate/Linc/Flair	dzn		
5	Marker Pen (permanent)	Camlin Bullet Tip	dzn		
6	Marker Pen (permanent)	Sakura Solid	dzn		
7	Marker Pen (permanent)	Rotomech	dzn		
8	Wooden Pencil	A Star	dzn		
9	Wooden Pencil	Apsara	dzn		
10	Wooden Pencil	Natraj	dzn		
11	Sketch Pen	LUXOR	dzn		
12	White Board Marker Pen	Boldmarker (XL)	dzn		
13	White Board Marker Pen	LUXAR	dzn		
14	A4 Paper	J.K. Copier (GSM 75)	1 Carton (10 pkts.)		
15	Legal Size Paper	J.K. 75 GSM	1 Carton (10 pkts.)		
16	Cartridg paper (green paper)	A4, 75 GSM	1 Carton (10 pkts.)		
17	Cartridge paper	Legal / FS (80/85 GSM)	1 Carton (10 pkts.)		
18	Colour Paper (Yellow)	A4, 75 GSM (500 sheets)	1 pkt.		
19	Colour Paper (multi colour)	A4, 75 GSM (500 sheets)	1 pkt.		
20	Lebel Sticker Paper	A4 Size (100 sheets, pkt.)	1 pkt.		
21	A3 Paper	J.K. 80 GSM	1 pkt.		
22	Certificate Paper	A4, 120 GSM (100 sheets)	1 pkt.		
23	Lebel Sticker Paper Multicolour	A4 Size (100 sheets, pkt.)	1 pkt.		
24	Alpin	Steel 1"	1 pkt.		
25	Binder Clip Large Size	30 mm (Premium quality)	1 dzn		
26	Binder Clip	size 15 mm	1 dzn		
27	Binder clip	size 19 mm	1 dzn		
28	Binder Clip	Size 30 MM	1 dzn		
29	Binder Clip Large Size	19 mm (Premium quality)	1 dzn		
30	Binder Clip Large Size	15 mm (Premium quality)	1 dzn		

S No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
31	Binder clips,	Size :25 mm, bell	1 dzn		
32	Binding sheet (plastic)	Back Side A4 Multicolour (100 pcs. pkt)	1 pkt.		
33	Binding sheet (plastic)	Top side A4 transparent (100 pcs. pkt)	1 pkt.		
34	Binding Spring	for 100 pages to above	1 kg		
35	Binding Spring	for 60 to 100 pages	1 kg		
36	Binding Spring	for 30 to 50 pages	1 kg		
37	Binding Spring	for 20 to 25 pages	1 kg		
38	Board Pin / Thumb pin	Plastic top (100 nos. pkt.)	1 box		
39	Bucket 22ltr	22 LTR, Cello	1 pc		
40	Bucket 22ltr	22 LTR, Milton	1 pc		
41	Bussines Card holder	500 Cards capacity, World One, SKU No.BC104	1 pc		
42	Calculator	Casio MJ-120	1 pc		
43	Carbon Paper	A4 Corporate (100 sheet pkt.)	1 Pkt		
44	Chalk Pencil (White)	Kores	1 pkt		
45	Clear Book	10 pocket A4 Size	100 pc		
46	Clear Book	20 pocket Legal Size	100 pc		
47	Clip Board	Plastic (Omega)	1pc		
48	Correction Pen	Camlin	1 dzn		
49	Correction Pen	Nataraj	1 dzn		
50	Cotton Thread Ball	Premium quality	1pc		
51	Dakpad	Good Quality	1 pc		
52	Dak Despatch Register	No.20 (200 Page)	1 pc		
53	Dak Received Register	No.20 (Specify Quantity/Pkt.)	1 pc		
54	Envelope	Laminated A3 Size Multicolor	100 pc		
55	Envelope	White Plain (10x4 1/2)	100 pc		
56	Envelope	Laminated 9 x 4 Multicolor	100 pc		
57	Envelope	A5 Size 16 x 12 (yellow)	100 pc		
58	Envelope	Brown Colour A 3 Size	100 pc		
59	Envelope	Multicolor Colour A 4 size	100 pc		
60	Envelope	Laminated 10'x 8'	100 pc		
61	Envelope	Laminated A4 Size (10x 12)	100 pc		
62	Envelope	With Laminated 10x14 Legal Size	100 pc		
63	Envelope	Yellow Laminated (10X4 1/2)	100 pc		
64	Cloth Binding envelop with plastic quoted	size 16 x 12	100 pc		
65	Cloth Binding envelop with plastic quoted	size A4	100 pc		
66	Cloth Binding envelop with plastic quoted	size 8 x 10	100 pc		
67	Marking Cloth	Best Quality	1 mtr.		

S No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
68	Eraser	Camlin	1 dzn		
69	Eraser	Apsara	1 dzn		
70	Eraser	Nataraj	1 dzn		
71	Executive Bond Paper	Off-white 120 GSM	1 Pkt.		
72	Executive Bond Paper	white 85 GSM	1 Pkt.		
73	Executive Bond Paper	white 100 GSM	1 Pkt.		
74	Fevi Stick	15 GMS	1 PC		
75	Fevi Stik	8 GMS	1 PC		
76	Fiile cover	With center lash. Maruti one Tag hole. File No. 20	100 pc		
77	File Board	Neelgagan No.31, with center belt and lash	100 pc		
78	File Clip (Gems Clip)	packet of 100 nos.	1 pkt		
79	File Cover	Neelgagan No. 55. tag hole on both leaf	100 pc		
80	File Cover 10 leaf	Plastic transparent	100 pc		
81	File Cover 20 leaf	Plastic transparent	100 pc		
82	File Divider sheet (Plastic)	1-10	1 set		
83	File Divider sheet (Plastic)	1-5	1 set		
84	File Divider sheet (Plastic)	A-Z	1 set		
85	File Flag	Small Multi colour	1 set		
86	File Spring	Neelgagan 888	dzn		
87	Folder	Plastic Kolor MineTm KN 9004	dzn		
88	Folder	2 Pocket (PLASTIC)	dzn		
89	Folder	Plastic	dzn		
90	Good Night Mat	Good Night	1PC		
91	Highlighter	Faber Casteel, Luxor Red	dzn		
92	Highlighter	Faber Casteel, Luxor Yellow	dzn		
93	Highlighter	Faber Casteel, Luxor Pink	dzn		
94	Highlighter	Faber Casteel, Luxor Yellow	dzn		
95	Hole Guard White	Printastick	1 Pkt.		
96	Index File Cover	A4 Size, premium brand	100 pc		
97	Index Register	Premium quality (No...)	1pc		
98	ID Card Strip	Nylon good quality Strip with steel lock	100 pcs.		
99	ID Card Holder	Good quality (Transparent)	100 pcs.		
100	Round Tick Seal		1 pc.		
101	Label Writing Pen	Spine	1 pc		
102	Laminatin Sheet for Book Covering	Book sleeves 8" X 24 "	100 sheets		

S No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
103	Laminatin Sheet for Book Covering	Book sleeves 13" X 20 " (Small Size)	100 sheets		
104	Plastic Rope/Twine Rope	Approx. 200 mtr	1 roll		
105	Lamination Pouch	Flim Legal Size	100 pcs		
106	Lamination Pouch Flim	A4 Size (Specify, qty/pkt.)	100 pcs		
107	L type plastic folder	Transperant (A4 size)	1 pkt		
108	L type plastic folder	Transperant (Legal size)	1 pkt		
109	Mug Plastic	1Ltr Suprime	1 PC		
110	Mug Plastic	1 Ltr Milton	1 PC		
111	Mug Plastic	2 Ltr Milton	1 PC		
112	Name Plate stand	Transparent 12 inch	1 pc		
113	Note PAD	Neelgagan (10 leaf)	1 PC		
114	Note PAD Plain	Neelgagan No. 40	1 PC		
115	Hand Held Paper Cutters	Best Quality	1 PC		
116	Paper Cutter Knife (Small)	Nataraj handy Cutter	1 PC		
117	Paper Weght	Square, Corporate or Equivalent	1 PC		
118	Paper Weght	Round Flowery, Corporate or Equivalent	1 PC		
119	Pen Stand	DG-468/SG-468/S604	1 PC		
120	Pen Stand	Executive Pen Stand (good quality)	1 PC		
121	Peon Book	No. 4	1 PC		
122	Kodak Photo Paper High Gloss (180 GSM)	A4 Size (20 sheets)	1 pkt.		
123	Post -IT-PAD	SIX:3'x4' desmat	dzn		
124	Single Punch Machine	Kangaro (SHP-20)	1 pc		
125	Two Hole Paper Punch	Kangaro, DP-280	1 pc		
126	Two Hole Paper Punch	Kangaro, HD-23S-24 (Heavy Duty)	1 pc		
127	Register (Teachers Attendance)	No.2	1 pc		
128	Register	No.12 Ruled ,Deep	1 pc		
129	Register	No.16 Ruled ,Deep	1 pc		
130	Register	No.24 Ruled ,Deep	1 pc		
131	Register	No.6 Ruled ,Deep	1 pc		
132	Register	Register No.8 Ruled ,Deep	1 pc		
133	Register Book	(Delux) Big No. 30	1 pc		
134	Register Book	General single ruled	1 pc		
135	Room Freshner	Premium quality	1 pc		
136	Rubber Band	Small Size	1 Pkt.		
137	Rubber Band	Big Size	1 Pkt.		

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S No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
138	Scale	(Still) Kores	1 pc		
139	Scale	(Plastic) Kores	1 pc		
140	Scientific Calculator	Flair FC-512N	1 pc		
141	Scientific Calculator	CASIO MJ-120	1 pc		
142	Scissor	Stainless Steel Size 8.5"	1 pc		
143	Scribbling Pad	Neelgagan 100 leaf	1 PC		
144	Cello Tape	2" Brown	1pc		
145	Cello Tape	2" Transparent	1pc		
146	Cello Tape (18mm x 13mm)	Invisiable Tape with Dispenser	1pc		
147	Both Side Cello Tape	1 inch	1 pc		
148	Sharpner	LUXOR	1pc		
149	Stamp PAD	Kores or other premium brand	1PC		
150	Stamp PAD Ink	Kores	1bottle		
151	Stapler	(Trendy-35) Kangaro	1pc		
152	Stapler	Big (HP45)	1pc		
153	Stapler	Kangaru (Gold-10)	1pc		
154	Heavy Duty Stapler	Kangaro HD-1213	1 pc		
155	Stapler Pin	24/6	1pkt		
156	Stapler Pin	Gold10	1pkt		
157	Steno Note PAD	(Capital) 152/200 Pages	1pc		
158	Stick File	A4 Neelgagan or Equivalent	100 pc		
159	Stock Register	Book No. 22	1pc		
160	TAG	Nylon	100 pcs		
161	Uniball pen	eye fine, UB157 (blue,black,red, green)	1 pc		
162	White Board Duster	With pen Holder {Boldmarker (XL)}	1pc		
163	Writing PAD	Big (A-5) 40 Sheet, Plain, Make - Desmat	1pc		
164	Writing PAD	Small (A-5) 20 Sheet, Plain, Desmat	1pc		
165	Writing PAD	Small (A-5) 10 Sheet, Plain ,Desmat	1pc		
166	Umbrella (Black)	Mahendra Dutta (big size)	1pc		
167	Paper Shredder	Shredding type - Cross Cut Shredding Capacity - 10 sheets Bin Volume - 15 ltr.	1 no.		
168	Nameplate for office room (Vinyl pasting on sunboard)	18" x 5"	1 no.		
		12" x 5"	1 no.		
		10" x 5"	1 no.		
169	Nameplate for office room (Metallic Name Plate)	12" x 6"	1 no.		
		10" x 5"	1 no.		

No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
169	(Golden letter with Black Background)	14" x 6"	1 no.		
		18" x 6"	1 no.		
170	Torch Light (Rechargeable Torch)	Rock Light Plastic 50W LED	1pc		
171	Car Perfume/Freshner (Make: Ambipur, Godrej,	10 gm,	1 pc		
		45 gm	1 pc		
172	Water Bottle	Aquafina (1 ltr. bottle)	1 pc		
		Kinley (1 ltr. bottle)	1 pc		
		Bisleri (1 ltr. bottle)	1 pc		
		Bisleri (500 ml. bottle)	1 pc		
		Bisleri (200 ml. bottle)	1 pc		
173	Pre ink stamp	Size: 23 x 63 mm	1 pc		
		Size: 23 x 74 mm	1 pc		
		Size: 22 x 50 mm	1 pc		
		Size: 33 x 52 mm	1 pc		
		35 x 54 mm	1 pc		
		32 x 67 mm	1 pc		
		30 x 30 mm	1 pc		
		15 x 15 mm	1 pc		
		16 x 32 mm	1 pc		
		12 x 45 mm	1 pc		
		45 x 45 mm (Round)	1 pc		
		20 x 60 mm	1 pc		
		14 x 70 mm	1 pc		
		50 x 50 mm	1 pc		
		40 x 40 mm	1 pc		
48 x 78 mm	1 pc				
55 x 55 mm	1 pc				
56 x 86 mm	1 pc				
174	General Flex Printing		per sq.ft.		
175	Star Flex Printing		per sq.ft.		
176	Backlit Flex Printing		per sq.ft.		
177	Canvas Flex Printing		per sq.ft.		
178	Vinyl Flex Printing		per sq.ft.		
179	RFID Card	Frequency Supprt:13.56MHz Protocol: ISO 15693 Compliant Type: iCode 2 Compliant Memory Capacity:1024-2528 bits Size: 80mm X 50mm (± 5mm) Integrated Circuit (IC): NXP i-Code-SLIX Data re-write: 100000 times Data Retention: >40 years for each write Anti-collision for Multi read	1 pc.		
180	IP based face and fingerprint recognition biometric attendance system		1 no.		

No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
181	AntiTheft Sticker	Self adhesive paper sticker Oreprinted institute logo Vinyl Printing Dust and water proof	1 pc.		
182	Roller Cassette	TVS/RP/45	1 pc.		
183	Paper Roll	Thermal paper/Label paper/Diameter 180mm,,thickness 55-200g/m, width-57.5+, roll core inner 13mm(min)	1 pkt (24 roll)		
184	Tags for subjects and shelf guides for different sections of library.	Venyl printing	each		
185	Portable stair	3 steps folding ladder with wide step (50 x 48 x 82 cm)	1 no.		
186	Spine Label	Round (white colour) and squire (green colour)	100 pcs.		
187	Spine Label writing pen	Black colour (Pigma Micron Archival Link)	1 dzn.		
188	Numerical Token for property counter	Plastic	1 pc.		
189	Book support stand or Book end	Metal	1 no.		
190	Jute Laptop Bag		1 no.		
191	Jute Laptop Bag		1 no.		
192	Jute Carry Bag	12" x 18"	1 no.		
193	White Board	Size: 3 x 4 ft.	1 no.		
194	White Board Stand revolving	Size: 3 x 4 ft.	1 no.		

DUSTBIN AND BUCKETS

1	Dustbin Big	40 Ltr, Milton	1PC		
2	Dustbin Big	40 Ltr,Nilkamal	1PC		
3	Dustbin Big	40 Ltr, Suprime	1PC		
4	Dustbin Big	32 Ltr, Milton	1PC		
5	Dustbin Big	32 Ltr,Nilkamal	1PC		
6	Dustbin Big	32 Ltr, Suprime	1PC		
7	Dustbin Medium	20 Ltr, Milton	1PC		
8	Dustbin Medium	20 Ltr,Nilkamal	1PC		
9	Dustbin Medium	20 Ltr, Suprime	1PC		
10	Dustbin Small	10 Ltr, Milton	1PC		
11	Dustbin Small	10 Ltr,Nilkamal	1PC		
12	Dustbin Small	10 Ltr, Suprime	1PC		
13	Plastic Bucket	15 Ltr, Milton	1PC		
14	Plastic Bucket	15 Ltr, Milton	1PC		
15	Wheel Dustbin	Nilkamal 120 Ltr Wheel Garbage Dustbin Green	1 PC		

No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
16	Wheel Dustbin	Nilkamal 240 Ltr Wheel Garbage Dustbin Green	1 pc		
17	Stainless Steel Dustbin	20 ltr.	1 PC		

CLOCK AND WATCH

1	Wall Clock	Timax	1PC		
2	Ajanta Wall	Clock model no. 607	1PC		
3	Ajanta Wall Clock	Model no. 487	1PC		
4	Ajanta Wall Clock	Model no.1987	1PC		
5	Ajanta Wall Clock	Model no.577	1PC		
6	Calling Bell	Electronic	1PC		
7	Calling Bell	Ordinary	1PC		
8	Wall Clock	Maxima	1PC		

MAT & MATTRESS

1	Bath Mat	Obsession tufted 2x3 ft	1 PC		
2	Foot Mat Premium quality	2 x 3 ft	1 PC		
3	Door mat (soft)	2 x 3 ft	1 PC		
6	Mattress (Kurl-on)	4 inch thick , 3 x 6.5 ft.	1 PC		
7	Mattress (Sleep well)	4 inch thick , 3 x 6.5 ft	1 PC		
8	Mattress (Sleep Well)	Double Bed (4 inch thick) 4.5 x 6.5 ft.	1 PC		
9	Mattress (Kurl-on)	Double Bed (4 inch thick) 4.5 x 6.5 ft.	1 PC		
10	Mattress (Sleep Well)	King Size (4 inch thick) 6 x 6.5 ft.	1 PC		
11	Mattress (Kurl-on)	King Size (4 inch thick) 6 x 6.5 ft.	1 pc		

BED COVER/BEDSHEET

1	Bed Sheet (white)	Double (Bombay dying)	1PC		
2	Bed Sheet (white)	Single (Bombay dying)	1PC		
3	Pillow (standard size)	Reliance	1PC		
4	Pillow (standard size)	Sleepwell	1PC		
5	Pillow Cover	Bombay dying	1PC		
6	Towel	Big, Bombay dying	1PC		
7	Towel	Small, Bombay dying	1PC		
8	Misquote Net	6.5 ft X 7 ft, premium cooton	1PC		
9	Misquote Net	3.4 ft X 6.5 ft, premium cooton	1PC		

LOCKS

1	Lock (Godrej)	6 lever	1 pc		
2	Lock (Godrej)	7 lever	1 pc		
3	Lock (Harison)	6 lever	1 pc		
4	Lock (Harison)	7 lever	1 pc		
5	Lock (Link)	6 lever	1 pc		

No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
6	Lock (Link)	7 lever	1 pc		
BATTERIES					
1	Battery (AA)	Eveready	1 pc.		
2	Battery (AA)	Duracell	1 pc.		
3	Battery (AAA)	Eveready	1 pc.		
4	Battery (AAA)	Duracell	1 pc.		
5	Battery (AAAA)	Eveready	1 pc.		
6	Battery (AAAA)	Duracell	1 pc.		
7	CMOS Battery	Sony/Maxwell	1 pc.		
8	Microphone Battery	MH-203 (246.850 Mhz) 9v	1 pc.		
9	Rechargeable Battery	Rechargeable Battery (AA)	1 pc.		
10	Rechargeable Battery	Rechargeable Battery (AAA)	1 pc.		
11	9V Battery	Eveready	1 pc.		
CROCKERY & CUTLERY					
1	Cup-plate (6 pair)	Bone china	1 set		
2	Tea Spoon	Milton, Stainless steel	1 Dozen		
3	Water Glass size-Medium (6 Nos)	Borosil	1 Set		
4	Quarter plate	Bone China	1 Dozen		
5	Dinner set	Bone china 6 pcs	1 set		
6	Spoon (dinner)	Milton, Stainless steel	1 Dozen		
7	Fork spoon	Milton, Stainless steel	1 Dozen		
8	Electric kettle philips	1 ltr.	1 no.		
9	Electric kettle philips	1.5 ltr.	1 no.		
10	Prestige Induction Cooktop	PIC 27.0 1200-Watt	each		
11	Philips Induction Cooktop	HD4928/01	each		
12	Tawa (26 cm)	Induction base	each		
13	Tissue/Napkin Paper Holder	Oxten Stainless Steel (15×8×3 cm Size)	each		