

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001

No. NIQ 1.2/2023-24

Date: 27.09.2023

RATE CONTRACT NOTICE FOR SUPPLY OF STATIONARY ITEMS

Sealed Quotations is hereby invited from reliable and bonafide Agencies/ Suppliers for supply of various 'Stationary Articles' as mentioned in 'Annexure-A'. The Stationary articles will be supplied time to time to the office of undersigned accordingly requirement for the financial year 2023-24.

The rate should be quoted in figures in sealed envelope. All rates shall be inclusive of all charges, tax, carriage etc. Applicable taxes will be deducted at source for which Tax Deduction Certificate will be issued accordingly. Once the rates of articles are approved, the same will be valid for a period of six month. PAN & GST No. are to be mentioned clearly along with copy of proof otherwise quotation will be rejected. Bidders will have to quote rates against all items otherwise quotation will be summarily rejected. Sub-standard or inferior quality will not be accepted under any circumstances.

1. Description of Stationary Articles : As mentioned in 'Annexure-A'
2. Date and Time of receipt of Quotation : Latest by 30.09.2023 till 02:00 pm



REGISTRAR
CNLU, Patna

LIST OF STATIONARY ITEMS

Sl. No.	Name of Items	Size	Brand	If other brand, please specify	Qty.	Rate per Unit inclusive of GST
1.	Century A4 Size Paper (Star)	A4 75 GSM	Century or Equivalent		01 Pkt.	
2.	Legal Paper (FS 500 Sheets)	75 GSM	Century or Equivalent		01 Pkt.	
3.	Pens (Red/ Black/ Blue/ Green)		Natraj Mist or Equivalent		01 Pkt.	
4.	Register	½ Qr.	Milan/ Monaf or Equivalent		01 Pcs.	
5.	Register	1 Qr.	Milan/ Monaf or Equivalent		01 Pcs.	
6.	Register	02 Qr.	Milan/ Monaf or Equivalent		01 Pcs.	
7.	Register	03 Qr.	Milan/ Monaf or Equivalent		01 Pcs.	
8.	Register	Receive	Milan/ Monaf or Equivalent		01 Pcs.	
9.	Register	Dispatch / Stock	Milan/ Monaf or Equivalent		01 Pcs.	
10.	Laminated Envelope	6×12	Seesh /Swarn mahal or Equivalent		01 Pkt.	
11.	Laminated Envelope	10×12	Seesh /Swarn mahal or Equivalent		01 Pkt.	
12.	Laminated Envelope	16×12	Seesh /Swarn mahal or Equivalent		01 Pkt.	
13.	Executive Bond Paper	100 gsm	JK or Equivalent		01 Pkt.	
14.	Slip Pad	No.33	Neel Gagan or Equivalent		01 Pcs.	
15.	Peon Book	-----	Milan/ Monaf or Equivalent		01 Pcs.	
16.	Board File		Milan/ Monaf or Equivalent		01 Pcs.	
17.	Cover File		Milan/ Monaf or Equivalent		01 Pcs.	
18.	Index File		Milan/ Monaf or Equivalent		01 Pcs.	
19.	Ring Binder File		Solo or Equivalent		01 Pcs.	
20.	Leaf File		Solo or Equivalent		01 Pcs.	
21.	Cello tape (White & Brown)	1 inch	Wonder or Equivalent		01 Pcs.	
22.	Cello tape (White & Brown)	2 inch	Wonder or Equivalent		01 Pcs.	
23.	Cello tape Dispenser (White / Brown)	1 inch	Wonder or Equivalent		01 Pcs.	
24.	Cello tape Dispenser (White / Brown)	2 inch	Wonder or Equivalent		01 Pcs.	

Sl. No.	Name of Items	Size	Brand	If other brand, please specify	Qty.	Rate per Unit inclusive of GST
25.	Dumper		Oddy or Equivalent		01 Pcs.	
26.	Marker Pen (Luxor)		Luxor or Equivalent		01 Pcs.	
27.	Signature Pen (Faber Castell)		Faber Catell or Equivalent		01 Pcs.	
28.	Emerald Cutter	Big	Kangaroo or Equivalent		01 Pcs.	
29.	Emerald Cutter	Small	Kangaroo or Equivalent		01 Pcs.	
30.	Stapler (Kangaroo)	Big	Kangaroo or Equivalent		01 Pcs.	
31.	Stapler (Kangaroo)	Small	Kangaroo or Equivalent		01 Pcs.	
32.	Stapler Pin (HD-10D/23/17-H)	Big No.10	Kangaroo or Equivalent		01 Pkt.	
33.	Stapler Pin (HD-10D/23/17-H)	Small No.23/17	Kangaroo or Equivalent		01 Pkt.	
34.	Page maker(Re- stick notes)	50×4 colour	Standard		01 Pkt.	
35.	Oddy label Stickers	A4 sheet	Standard		01 Pkt.	
36.	Fevistick/ Glue stick		Fevicol or Equivalent		01 Pcs.	
37.	Whitener Correction Pen/Fluid		Camlin or Equivalent		01 Pcs.	
38.	Duster Cloth		Standard		01 Pcs.	
39.	Plastic Rope		Standard		01 Pcs.	
40.	Natraj Pencil		Apsara or Equivalent		01 Pkt.	
41.	Natraj Eraser		Apsara or Equivalent		01 Pkt.	
42.	Natraj Sharpner		Apsara or Equivalent		01 Pkt.	
43.	Natraj Scale Ruler		Apsara or Equivalent		01 Pcs.	
44.	Stick File		Solo		01 Pcs.	
45.	Transparent Folder		Standard		01 Pcs.	
46.	Box File		Standard		01 Pcs.	
47.	Rubber Bands (Nylons)		Standard		01 Pkt.	
48.	Sharp Point Pins/ Paper Clip		Standard		01 Pkt.	
49.	Board Pin		Standard		01 Pkt.	
50.	Plastic Dustbin	Big	Nature or Equivalent		01 Pcs.	
51.	Plastic Dustbin	Small	Nature or Equivalent		01 Pcs.	
52.	Scale	Big	Natraj Nature or Equivalent		01 Pcs.	
53.	Scale	Small	Natraj Nature or Equivalent		01 Pcs.	
54.	Magnet Notice Board, Size-	Small	Standard		01 Pcs.	

Sl. No.	Name of Items	Size	Brand	If other brand, please specify	Qty.	Rate per Unit inclusive of GST
55.	Push Pin Notice Board	Small	Gems or Equivalent		01 Pcs.	
56.	Paper Weight	Small	Standard		01 Pcs.	
57.	Magnet Duster		Standard		01 Pcs.	
58.	Laminated Envelopes	12×6	Manohar Nature or Equivalent		01 Pkt.	
59.	Punch Machine 700 8 cm		Kangaroo Nature or Equivalent		01 Pcs.	
60.	Coding ink	100 ml	Numex Nature or Equivalent		01 Pcs.	
61.	Binder Clips	19 mm	Oddy Nature or Equivalent		01 Pkt.	
62.	Binder Clips	25 mm	Oddy Nature or Equivalent		01 Pkt.	
63.	Binder Clips	32 mm	Oddy Nature or Equivalent		01 Pkt.	
64.	Binder Clips	51 mm	Oddy Nature or Equivalent		01 Pkt.	
65.	Pencil Battery	AAA	Duracell Nature or Equivalent		01 Pcs.	
66.	Tailors Scissors	No. 10	Munix Nature or Equivalent		01 Pcs.	
67.	A4 Self Stick lebel Sheets	ST-65	Oddy Nature or Equivalent		01 Pkt.	
68.	A4 Self Stick lebel Sheets	Plain	Oddy Nature or Equivalent		01 Pkt.	
69.	Laminated Envelopes	11×5	Manohar Nature or Equivalent		01 Pkt.	
70.	Reynolds (Black /Blue)		Reynolds		01 Pkt.	
71.	Highlighter Pen		Luxor or Equivalent		01 Pkt.	
72.	Marking Cloth		Standard		01 Pcs.	
73.	Lac Sealing Wax		Standard		01 Pkt.	
74.	Candle		Standard		01 Pkt.	
75.	Thread		Standard		01 Pkt.	
76.	Needle		Standard		01 Pcs.	
77.	Paper Cutter (S.S)	Big	Standard		01 Pcs.	
78.	Paper Cutter (S.S)	Small	Standard		01 Pcs.	
79.	Stamp Pad	Blue	Fabercastel or Equivalent		01 Pcs.	
80.	Stamp Pad	Black	Fabercastel or Equivalent		01 Pcs.	
81.	Stamp Pad	Red	Fabercastel or Equivalent		01 Pcs.	
82.	Century Paper	A3	Century Star		01 Pcs.	
83.	Colour Self Adhesive (all Colours)	P-6 (1008 L)	Oddy or Equivalent		01 Pcs.	
84.	Laminating Punch Film (All Size)		Oddy or Equivalent		01 Pcs.	
85.	Pen Stand		Classic or Equivalent		01 Pcs.	

Sl. No.	Name of Items	Size	Brand	If other brand, please specify	Qty.	Rate per Unit inclusive of GST
86.	Calculator		Casio or Equivalent		01 Pcs.	
87.	Plastic Boxes	Medium,	Standard		01 Pcs.	
88.	Clear Sheet protector	A4	One Plus or Equivalent		01 Pcs.	
89.	Board File	No. 51	Neelgagan		01 Pcs.	
90.	Coding Machine Numbering	8 Digit	Oddy or Equivalent		01 Pcs.	
91.	Coding Machine Numbering	6 Digit	Oddy or Equivalent		01 Pcs.	
92.	Water Bottle Plastic	1 Litre	Cello or Equivalent		01 Pcs.	
93.	Water Bottle Plastic	1.5 Litre	Cello or Equivalent		01 Pcs.	
94.	Box File	Medium	Standard		01 Pcs.	
95.	Carbon Paper Blue	A4	Camlin or Equivalent		01 Pcs.	
96.	Carbon Paper Black	A4	Camlin or Equivalent		01 Pcs.	
97.	Stapler Remover		Kangaroo or Equivalent		01 Pcs.	
98.	Box Cutter	Big			01 Pcs.	
99.	Box Cutter	Small			01 Pcs.	
100.	OHP Marker		Luxor or Equivalent		01 Pcs.	
101.	Gum Bottle	250 ml	Camlin or Equivalent		01 Pcs.	
102.	Fevikwik	100 ml	Fevicol or Equivalent		01 Pcs.	
103.	Ledger	3 Qr.	Neel Kamal or Equivalent		01 Pcs.	
104.	Ledger	7 Qr.	Neel Kamal or Equivalent		01 Pcs.	
105.	Index File (Vocuhar)	Small	Neel Kamal or Equivalent		01 Pcs.	
106.	Attendance Register	136 Page	Scholar or Equivalent		01 Pcs.	
107.	Fly leaf SPL Printed	F/S	Standard		01 Pcs.	


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