

# Chanakya National Law University

Nyaya Nagar, Mithapur, Patna-800001, Tel. No. +91-612-2352300, Fax No. : +91 -612-2352315

Website: <https://www.cnlu.ac.in>, E-mail: [registrar@cnlu.ac.in](mailto:registrar@cnlu.ac.in)

NIQ No. 38/2025-26

Date: 12.09.2025

## E-TENDER NOTICE

Through e-procurement mode only <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>			
Chanakya National Law University invites E-Tender in single bid system from reputed Agencies/ Suppliers / Distributor for Rate Contract for supply of Stationary items at CNLU, Patna.			
1.	Name of the Work	:	<b>Rate Contract for Supply of Stationary items at CNLU, Patna.</b>
2.	Estimated Cost	:	<b>NIL</b>
3.	Cost of Document (Non-Refundable)	:	<b>Rs. 750/- (Rs. Seven Hundred Fifty)</b>
4.	EMD	:	<b>Rs. 5000/- (Rs. Five Thousand)</b>
4.	E-Tender Processing Fee	:	As per Eproc2 website
5.	Rate of Contract valid	:	Till 01 Year from the award of work order.
6.	Bid Start Date	:	From 12.09.2025
7.	Date of Pre-bid meeting	:	16.09.2025 (Offline) at the Chamber of Registrar, CNLU, Patna at 01:00 p.m.
8.	Last Date & Time for Uploading of Bids	:	19.09.2025. till 02:00 pm.
9.	Date & Time of Opening of Bid	:	19.09.2025 at 02:30 pm.
10.	Place of Opening of Bid	:	Registrar's Chamber
11.	Periods of Bids Validity	:	120 days.
12.	Officer inviting Bids	:	The Registrar, CNLU, Patna.
13.	For participation in E-tendering process. The contractor shall have to get themselves registered to get User ID, Password & Digital Signature. This will enable accessing the website <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> & download / Participate in E-Tender.		
14.	The tender document can be obtained through our website <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> & <a href="https://www.cnlu.ac.in">https://www.cnlu.ac.in</a>		
15.	(i) Bid Processing Fee to be paid through online mode i.e., Internet payment gateway (Credit/Debit Card), Net Banking, NEFT/ RTGS. (ii) Bids along with necessary online payments must be submitted through e-procurement portal <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a> before the date & time specified in the NIT. (iii) The department does not take any responsibilities for the delay /Non availability of internet connection, Network Traffic / Holidays or any other reasons."		
16.	Bid Document cost should be paid as per <a href="https://eproc2.bihar.gov.in">https://eproc2.bihar.gov.in</a>		
17.	Earnest Money Deposit (EMD) shall have to be paid through e-payment.		
18.	The authority shall have to right to reject the bid without assigning any reason what so ever. For any information department Contact No. 0612-2352300 may be used.		
19.	For queries and clarifications, if any send e-mail to <a href="mailto:registrar@cnlu.ac.in">registrar@cnlu.ac.in</a>		
20.	For support related to the e-tendering process, bidders may contact "e-procurement HELP DESK, mjunction services limited RJ Complex, 2 <sup>nd</sup> Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. -Shastri Nagar, Patna-800014, Bihar, Contact No. 18005726571.		

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## 1. Scope of work:

- i) The scope of work will be as per the work description mentioned in Annexure-II.

## 2. Eligibility Criteria: Bidder having the below mentioned documents shall be eligible for participating in this tender. List of documents are as mentioned below:

- i) Duly signed & stamped scan of document in which Name of the Firm, Address with contact number, FAX, E-mail of the Firm and Firm's Bank Account Details with Bank Name & Address and IFSC / RTGS codes mentioned
- ii) Scan copy of Shop & Establishment Number of authorised Agency / Dealer / Distributor.
- iii) Scan of PAN card (in name of Proprietor in case of Proprietorship Firm) & GST certificate.
- iv) Participating bidder should have local Agency / Dealer / Distributor in Patna.
- v) Scan of the receipt of deposit through NEFT / RTGS for **Cost of Document**.
- vi) Scan of the receipt of deposit through NEFT / RTGS for **EMD**.
- vii) Scan of Affidavit as per Annexure-I
- viii) Scan copy of three experience for supply of stationary items of minimum Rs. 2.0 Lakhs in Govt. Institution / University.
- ix) Scan Copy of last three years ITR.

## 3. Terms and Conditions:

- i) Tender shall not be acceptable through post, courier or any offline mode. Interested bidders are advised to submit the bid only through our e-Tendering portal.
- ii) Contract will be valid for one year from the date of issue of work order. Rate shall remain firm during the pendency of contract. Contract may be renewed for further one year after approval of Higher Authority of CNLU at same rate and terms and conditions.
- iii) Scanned documents as mentioned in Eligibility criteria is mandatory. Bidder should upload all the scan of genuine documents otherwise their technical bid shall be declared non-responsive.
- iv) Original document of Affidavit as per Annexure-I should be submitted by bidder during opening of Bid.
- v) Bidder or their authorised representative should remain present during the Pre-Bid meeting and at the time of opening of Bid. No complaint shall be entertained on this count, if the tenderers are not present on these date and time.
- vi) The price will not vary on any account including revision of taxes, imposition of new tax or any contingency whatsoever.
- vii) **EMD Cost: Rs. 5000/- (Rs. Five Thousand)** and should be submitted through e-payment mode. Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the bid.
- viii) **Cost of tender: Rs. 750/- (Rs. Seven Hundred Fifty)** and should be submitted through e-payment mode. Scan of the receipt of depository should be uploaded on our e-tendering portal while submitting the bid.
- ix) Tender processing fee: As per Eproc2 website.

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- x) Incomplete bid and bid without genuine documents are liable for rejection. No responsibility will be taken for any type of technical glitch while online submission of bid.
- xi) Notwithstanding anything to the contrary in this document, Chanakya National Law University is not bound to accept the lowest bid and reserves the right to accept or reject any bid, to reject bids for some or all items and to cancel the bidding process at any time prior to the award of contract, without assigning any reason whatsoever.
- xii) The item is required to be supplied within the period mentioned against the works i.e. **within 07 days from the award of work order**. It will be reckoned from the date of the issue of work order after agreement. If the supply is not completed within the stipulated completion period liquidated damages @ 0.5% of agreement value per day of delay will be levied (subject to maximum of 10%). If the liquidated damages reach the level of 10% the agreement value the contract is liable to be rescinded.
- xiii) Supply shall be done strictly as per specification and direction of competent authority of CNLU, Patna.
- xiv) Any Suggestions/Clarifications may be put forth in the pre bid meeting or through written letter / e- mail to [registrar@cnlu.ac.in](mailto:registrar@cnlu.ac.in) up to 16.09.2025 at 01:00 pm.
- xv) Dispute, if any, will subject to Patna Jurisdiction only. The decision of Vice-Chancellor, CNLU will be final and binding with both the parties viz: bidder and the University.
- xvi) Price should be quoted in Indian Rupees only. The price will remain firm and fixed during the pendency of Contract and will not be changed for any reason (including revision of taxes & levies whatsoever).
- xvii) Lowest responsive bidder will be considered on the total amount of bids of the respective work.
- xviii) The Agency under these contracts commits himself to use approved materials and assumes full responsibility for the quality of all materials incorporated or brought for incorporation in the work.
- xix) Any deviation in the material and the specifications from the accepted terms may liable to be rejected. The agency need to supply all the goods in the specified form to the satisfaction / specifications specified in the order / contract and demonstrate at their own cost.
- xx) Chanakya National Law University reserves the right to withdraw / cancel / amend the tender at any stage without assigning any reason whatsoever.
- xxi) The tender shall be finalized on the basis of overall lowest rate.

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#### 4. Amendment of Bid Document:

- i) At any time prior to the last three days for receipt of bids, the Chanakya National Law University, Patna may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bid Document by an amendment.
- ii) The amendment will be notified through official website of Chanakya National Law University for all the prospective Bidders.
- iii) In order to afford prospective bidder reasonable time in which to take the amendment into account in preparing and submitting their bids online, the University may, at its discretion, extend the last date for the receipt of the bid.

5. **Payment Terms:** Payment will be released after receipt of the materials.

6. **Mandatory Technical Specification:** As per Annexure-II

**Registrar  
CNLU, Patna**

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## Annexure-I

I / we declare

### Declaration by Bidder on a non-judicial stamp paper of value Rs. 100/-

That my/our company namely

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has not been blacklisted by any Government / Non-Government Organisation nor have any litigation/ enquiry pending and / or initiated by any of Department or Court of Law with regards to the works executed by our company since incorporation. No FIR has been lodged against us. that all the terms & conditions, scope of work & eligibility criteria of **NIQ No. 38/2025-26** dated **12.09.2025** are acceptable to me / us. That the documents annexed along-with the tender / quotation are genuine and not tampered by me / us while copying. If my / our declaration above found fake or forged then:

- i. my tender document shall be rejected
- ii. Letter of Intent / Purchase Order / Agreement, if issued, shall be cancelled and
- iii. FIR shall be inflicted against my / our company / firm by the University and the firm / Bidder /Tenderer shall be blacklisted.

Signature of the tenderer / Authorized Signatory  
(Name & Designation) Seal of the tenderer.

**Place:**

**Date:**

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NIQ No. 38/2025-26

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‘Annexure-II’

## LIST OF STATIONARY ITEMS

Sl. No.	Name of Items	Size	Brand	Qty.	Rate per Unit inclusive of GST
1.	Century A4 Size Paper (Star)	A4 75 GSM	Century	01 Pkt.	
2.	Legal Paper (FS 500 Sheets) Star	75 GSM	Century	01 Pkt.	
3.	Pens (Red/ Black/ Blue/ Green)		Gol dex / Natraj Mist	01 Pcs.	
4.	Register	01 Qr.	Milan	01 Pcs.	
5.	Register	02 Qr.	Milan	01 Pcs.	
6.	Register	03 Qr.	Milan	01 Pcs.	
7.	Receive Register	04 Qr.	Milan	01 Pcs.	
8.	Stock Register	04 Qr.	Milan	01 Pcs.	
9.	Despatch Register	04 Qr.	Milan		
10.	Laminated Envelope	6×12	Seesh Mahal	01 Pkt.	
11.	Laminated Envelope	10×12	Seesh Mahal	01 Pkt.	
12.	Laminated Envelope	16×12	Seesh Mahal	01 Pkt.	
13.	Executive Bond Paper (500 Sheet)	100 gsm	JK	01 Pkt.	
14.	Slip Pad	No.33	Neel Gagan	01 Pcs.	
15.	Peon Book	4 Qr.	Milan	01 Pcs.	
16.	Cover File		Milan	01 Pcs.	
17.	Index File Laminated		Milan	01 Pcs.	
18.	Ring Binder File		Solo	01 Pcs.	
19.	Leaf File		Solo	01 Pcs.	
20.	Cello tape (White & Brown)	1 inch	Wonder	01 Pcs.	
21.	Cello tape (White & Brown)	2 inch	Wonder	01 Pcs.	
22.	Cello tape Dispenser (White / Brown)	1 inch	Wonder	01 Pcs.	
23.	Cello tape Dispenser (White / Brown)	2 inch	Wonder	01 Pcs.	
24.	Dumper		Oddy	01 Pcs.	
25.	Marker Pen (Luxor)		Luxor	01 Pcs.	
26.	Signature Pen (Faber Castell)		Faber Castell	01 Pcs.	
27.	Stapler (Kangaroo)-HP45	Big	Kangaroo	01 Pcs.	
28.	Stapler (Kangaroo)-HD10	Small	Kangaroo	01 Pcs.	
29.	Stapler Pin 24/6	Big No.10	Kangaroo	01 Pkt.	
30.	Stapler Pin-10	Small	Kangaroo	01 Pkt.	
31.	Page maker(Re- stick notes)	50×4 colour	Standard	01 Pkt.	
32.	Oddy label Stickers	A4 sheet	Standard	01 Pkt.	
33.	Fevistick	15 Gram	Fevistick	01 Pcs.	
34.	Whitener Correction Pen/Fluid		Camlin	01 Pcs.	

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Sl. No.	Name of Items	Size	Brand	Qty.	Rate per Unit inclusive of GST
35.	Duster Cloth (Table)		Standard	01 Pcs.	
36.	Duster for Floor				
37.	Plastic Rope		Standard	01 Pcs.	
38.	Pencil		Apsara	01 Pkt.	
39.	Eraser		Apsara	01 Pkt.	
40.	Sharpner		Apsara	01 Pkt.	
41.	Scale Ruler	30 cm	Apsara	01 Pcs.	
42.	Stick File		Solo	01 Pcs.	
43.	Transparent Button Folder		Standard	01 Pcs.	
44.	Box File		Milan	01 Pcs.	
45.	Rubber Bands (Nylons)		Oddy	500 Gram	
46.	Sharp Point Pins T- Type		Standard	01 Pkt.	
47.	Board Pin		Oddy	01 Pkt.	
48.	Plastic Dustbin	45 Litre	Nature	01 Pcs.	
49.	Plastic Dustbin with Pedal	10 Litre	Nature	01 Pcs.	
50.	Scale Steel	12 inch	Standard	01 Pcs.	
51.	Magnet Notice Board, Size-	Small	Standard	01 Pcs.	
52.	Gem Clip	Small	Oddy	01 Pcs.	
53.	Paper Weight (Round/Flat)	Small	Standard	01 Pcs.	
54.	Magnet Duster		Oddy	01 Pcs.	
55.	Punch Machine SH		Kangaroo	01 Pcs.	
56.	Coding ink	100 ml	Numex Nature	01 Pcs.	
57.	Binder Clips	19 mm	Oddy	01 Pkt.	
58.	Binder Clips	25 mm	Oddy Nature	01 Pkt.	
59.	Binder Clips	32 mm	Oddy Nature	01 Pkt.	
60.	Binder Clips	51 mm	Oddy Nature	01 Pkt.	
61.	Pencil Battery	AAA	Duracell Nature	01 Pcs.	
62.	Tailors Scissors	No. 10	Munix Nature	01 Pcs.	
63.	A4 Self Stick label Sheets	ST-65	Oddy Nature	01 Pkt.	
64.	A4 Self Stick label Sheets	Plain	Oddy Nature	01 Pkt.	
65.	Laminated Envelopes	11×5	Manohar	01 Pkt.	
66.	Jetter Pen (Black /Blue)		Reynolds	01 Pkt.	

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Sl. No.	Name of Items	Size	Brand	Qty.	Rate per Unit inclusive of GST
67.	Highlighter Pen		Luxor	01 Pkt.	
68.	Markin Cloth		Standard	01 Metre	
69.	Lac Sealing Wax		Standard	01 Pkt.	
70.	Candle		Standard	01 Pkt.	
71.	Thread		Standard	01 Pkt.	
72.	Needle		Standard	01 Pcs.	
73.	Paper Cutter (S.S)	Big	Standard	01 Pcs.	
74.	Paper Cutter (S.S)	Small	Standard	01 Pcs.	
75.	Stamp Pad	Blue	Fabercastel	01 Pcs.	
76.	Stamp Pad	Black	Fabercastel	01 Pcs.	
77.	Stamp Pad	Red	Fabercastel	01 Pcs.	
78.	Century Paper	A3	Century Star	01 Pcs.	
79.	Calculator MG-120 D		Casio	01 Pcs.	
80.	Clear Sheet protector	A4	One Plus	01 Pcs.	
81.	Board File	No. 51	Neelgagan	01 Pcs.	
82.	Coding Machine Numbering	8 Digit	Oddy	01 Pcs.	
83.	Coding Machine Numbering	6 Digit	Oddy	01 Pcs.	
84.	Water Bottle Plastic	1 Litre	Cello	01 Pcs.	
85.	Water Bottle Plastic	1.5 Litre	Cello	01 Pcs.	
86.	Carbon Paper Blue	A4	Camlin	01 Pcs.	
87.	Carbon Paper Black	A4	Camlin	01 Pcs.	
88.	Stapler Remover		Kangaroo	01 Pcs.	
89.	OHP Marker		Luxor	01 Pcs.	
90.	Gum Bottle	250 ml	Camlin	01 Pcs.	
91.	Fevicol	200 ml	Fevicol	01 Pcs.	
92.	Ledger	3 Qr.	Neel Kamal	01 Pcs.	
93.	Ledger	7 Qr.	Neel Kamal	01 Pcs.	
94.	Attendance Register Special	136 Page	Scholar	01 Pcs.	
95.	Fly leaf SPL Printed Laminated	F/S	Standard	01 Pcs.	
Total Amount inclusive of GST					

**Note: The tender shall be finalized on the basis of overall lowest rate.**

**REGISTRAR**