



GUJARAT NATIONAL LAW UNIVERSITY
(Established Under Gujarat Act No.: 09 of 2003)

NIQ Notice No.: PC- 05/2025

**Notice Inviting Quotations
For
Annual Rate Contract for Supply of Stationery and General
Items for the year 2025-26 at GNLU**

Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba, Koba (Sub P. O.),
Gandhinagar - 382426 (Gujarat), INDIA.

Phone No. : +91-79- 23276611/23276612

Fax: +917878186624, +91-79- 23276613

Email: contact@gnlu.ac.in

Visit us: <http://www.gnlu.ac.in>

Notice Inviting Quotations

Sub: Invitation of sealed tender (two bids) for “Annual Rate Contract for Supply of Stationery and General Items” as per details shown in the Annexure-I.

Dear Sir/Madam,

Gujarat National Law University (GNLU) Gandhinagar invites sealed tender (two bids) for “**Annual Rate Contract for Supply of Stationery and General Items**” as per details shown in the **Annexure-I** on the following general terms & conditions:

The General Terms and Conditions of the tender are as under:

1. The Registrar, GNLU Gandhinagar reserves the right to reject all or any of the quotation and to split up the requirements or relax any of the conditions without assigning any reason.
2. Canvassing in connection with any quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing are liable to be rejected.
3. If the bidder/firm is manufacturer/authorized dealer/sole distributor of any item, the latest certificate to this effect should be signed and submitted along with technical offer.

The Technical offer should include the following detailed information accompanied by related documents as per (a) to (e) and all the documents shall submit as ‘Technical Offer’:

- a) Name of the bidder (As per Registration Certificate), Correspondence address, telephone number and /E- mail id of the bidder shall be filled in Form A.
- b) Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Signed and Stamped Certificate of Incorporation/Company Registration), Copy of PAN and GST Registration No.
- c) List of clients and the value of purchase orders. Were your company ever blacklisted by Central/State Governments/PSUs at any point of time or criminal proceedings/conviction? The certificate in respect to the above shall be submitted in the prescribed format given in Form C.
- d) The tender acceptance letter as per **Annexure-II**
- e) The Bidders should submit copies of suitable documents in support of their reputation, credentials and past performance about the product which they have supplied to premier educational Institution(s) along with technical offer. Without these documents the tender may be rejected by the university.

The ‘Financial Offer’ should include the following detailed information:

- a) The financial offer should include the cost of Stationery and General Items by considering all the requirements. The total cost should be quoted in figures (typed or printed). Amendment should be avoided. Amendments, if any, should be duly initialled, failing which the offers are liable to be rejected.
4. Quotations should be valid for **180** days from the tender due date. The technical offer should clearly indicate the period of delivery, terms etc.
5. The technical and financial offer should be given for the items in the same order as indicated in the tender document.
6. The Bidder must be able to provide the product/items within specified time period as prescribed in the Rate Contract, failing which the EMD will be forfeited. Furthermore, on completion of the stipulated time period, Purchase Order will be cancelled and award will be given to another qualified bidder with the negotiated terms & conditions.

7. In the event of any dispute or difference(s) between the vendee (GNLU Gandhinagar) and the bidder(s) arising out of non-supply of material or supplies not found according to the specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to the concerned authority of GNLU Gandhinagar who may decide the matter himself or may appoint arbitrator(s) under the arbitration and conciliation Act 1996. The decision of the arbitrator shall be final and binding on both the parties.
8. The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
9. All disputes shall be subject to Gandhinagar Jurisdiction only.
10. GNLU Gandhinagar reserves the rights to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
11. After opening the financial offer(s) of the technically qualified bidder(s), the Committee will consider the lowest bidder (L-1) for award of work if the quoted rates and amount are found justified. However, GNLU reserves the right to consider more than one bidders (depend upon the financial standings on individual item) at its sole discretion for awarding of the contract.
12. Any effort by a bidder to influence GNLU tender evaluation, tender comparison or contract/order award decisions may result in the rejection of the bidder's tender and forfeiture of the bidder's EMD.
13. After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
14. The tender/bid (i.e. technical offer) will be opened on **26/11/2025, 11:00 AM** at GNLU Gandhinagar Premises. No separate information shall be given to individual bidders.
 - a) The bidders or their authorized representative may also be present during the opening of the Technical offer, if they desire so, at their own expenses. The required technical specifications for the cited item(s) is mentioned in Annexure-I.
 - b) Only those financial offers will be opened whose technical offers are found suitable by the expert panel/committee appointed for the concerned item(s). The respective dates for opening of financial offer shall be published on University website.
 - c) In incomparable situation, the committee may negotiate price with the technically and financially qualified bidder before awarding the offer.
 - d) The tender committee reserves its right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
15. In case the bidder requires any elucidation regarding the tender document, they are requested to contact to the Procurement section through e-mail, procurement@gnlu.ac.in on or before 17/11/2025, **04:00 PM**. Quires beyond specify date will not be entertained.
16. (a) Online payment of **Rs. 1,000 (Rupees Five Hundred Only)** towards non-refundable tender fee and **Rs. 20,000 (Rupees Nineteen Thousand Only)** towards refundable EMD. Details for online payment:

Beneficiary name: Gujarat National Law University

Bank Name:

Account no:

IFSC Code:

Branch address:

(b) The details of online transfer must be provided at 'Form A' available with this document. In addition, a scanned copy of 'Form A' must be submitted through e-mail to procurement@gnlu.ac.in with a subject line –Tender Fees & EMD for Tender No: PC- 05/2025 on or before 25/11/2025, **05.00 PM**.

17. Valid NSIC and MSE Certificates will be accepted for relaxation of EMD and tender fee.

Presently EMD/Tender Fee exemptions and price preference are applicable to only Micro and Small Industries. In view of the above, if the bidder will claim for EMD/Tender Fee exemptions, the bidder should meet all the criteria's for Micro and Small Industries. The bidder must have to submit the supporting documents like NSIC registration certificate, MSE registration certificate issued by competent government bodies to become eligible for the tender fee/EMD exemptions. **The certificates of the bidder (NSIC/MSE) shall cover the items tendered to get EMD/Tender Fee exemptions.** NSIC certificate shall be valid as on due date/extended due date of the tender. This is not applicable for non NSIC unit.

The **EMD of the successful bidder** will be returned without any interest after execution of the rate contract. The earnest money of **unsuccessful bidders** will be returned to them **without any interest within thirty (30) working days after awarding the offer. For further query regarding the EMD, bidder(s) are required to contact with Procurement Section through e-mail, procurement@gnlu.ac.in.**

18. Samples wherever required as per tender may be requested by the University from the prospective vendors after opening of the sealed tenders.
19. The Financial Offer must be mentioned in the prescribed format as per the **Annexure-I** only. If the financial bid is not in the prescribed format, it will be rejected.
20. The vendor/bidder should download the tender document from the University website (**i.e. <https://gnlu.ac.in/tender>**). The vendor/bidder(s) are required to submit the entire tender document (Page 1 to 18) endorsed by seal and signature as acceptance of terms and conditions of this tender. Incomplete tenders, amendments and additions to tender after opening or late tenders are liable to be ignored and rejected.
21. The quotation for the items should be given in the same order as mentioned in the tender document.
22. If there happens to be a holiday on any date indicated in the quotation, the transaction shall be performed on the next working day.

Qualification Criteria:

- a) The bidder's average annual financial gross turnover in stationery services during the last three financial years, i.e., 2022-23, 2023-24 and 2024-25, duly audited by the CA should not be less than Rs. 10 Lakh. Moreover, the firm/company should not be a loss making unit in two of the last three years.
- b) The bidder should be in a stationery business for a minimum period of five years from the date of publication of this tender.
- c) The bidder should have at least 02 years of experience (from the date of publication of this tender) of providing services to premier educational Institute/ Government funded organizations with annual supply of not less than Rs. 2,50,000 inclusive of GST to each of the institution/organization/institution.
- d) The bidder should have successfully completed at least two contracts of minimum one-year duration for providing stationery services in the last three years to be reckoned from the date of opening of bids. To this effect bidder should submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts, in the form of copies of any of the documents (indicating respective contract number, type and quality of services), such as (i) satisfactory completion/performance report (OR) (ii) proof of release of Performance Security/Guarantee after completion of the contract (OR) (iii) Proof of settlement / release of final payment against the contract (OR) (iv) any other documentary evidence that can substantiate the satisfactory execution of each of the contracts cited above.
- e) The bidder should have a currently active establishment and Warehouse/Godown within **30 kms.** from GNLU Gandhinagar, Gujarat.
- f) Financial Solvency Certificate - The bidder should have a solvency of Rs. 5 lakh (Rupees Five Lakh only). A

certificate to this effect is to be enclosed from the banker.

- g) The bidder should have Valid PAN Number and Valid GST Number.
- h) The Shop/Office/Godown of the bidder should have minimum of five employees on the date of publication of the tender.
- i) If the bidder fails to meet any of the above eligibility criteria/ fails to submit the adequate testimonials in support of the above mentioned requirement will be disqualified.

Registrar,
Gujarat National Law University
Attalika Avenue, Knowledge Corridor,
Koba,Koba (Sub P. O.), Gandhinagar-382426, Gujarat, INDIA

Critical scheduled dates:

EOI Float Date	11/11/2025
EOI document submission Start Date	11/10/2025
EOI Document floated on	www.gnlu.ac.in under Tender Tab
EOI Document submission last Date	25/11/2025
EOI End Date	25/11/2025

For any queries kindly contact us via email only at **procurement@gnlu.ac.in**.

Other Terms & Conditions:

1. Delivery:

- a) All order(s) of the stationery/items will be placed through an official email by an authorized person of GNLU Gandhinagar. The supplier will supply the ordered material within two working days from the date of receipt of the order. However, any urgent requirements will be met by the supplier without claiming any additional charges.
- b) Place of delivery shall be GNLU Gandhinagar – 382 426. No additional freight or any other charges would be payable towards transportation etc.
- c) In case of emergency to use the alternate brand, the writing permission of the GNLU is required. In all cases, only the best quality material will be accepted.

2. Penalty:

If the bidders fails to deliver and place any or all the items or perform the service by the specified date, penalty at the rate of 1% per week of the total order value subject to the maximum of 10% of total order value will be deducted.

3. Payment:

- a) All the invoices will be strictly submitted as per the rates quoted in Annexure-I and no additional charges /price shall be considered during the rate contract.
- b) Payment shall be released within 30 working days on satisfactory receipt of the ordered item/good(s), submission of clear invoice(s) and supporting documents.
- c) Advance payment will not be made under any circumstances.

4. Time Period:

The contract will be initially for a period of one year, which may be renewed on negotiated terms and conditions for one more year by GNLU Gandhinagar depending on requirement of the Institute and performance of the vendor.

5. Rates and Prices:

- 5.1 Bidders should quote **unit price, GST rate and final price** in the prescribed proforma as attached in **Annexure-I**. The quoted **rates must be inclusive of all taxes**. If the financial offer is not in the prescribed format, it will be rejected without assigning any reason thereof.
- 5.2 Incomplete bids will summarily be rejected. All corrections and alterations in the entries of quotation will be countersigned in full by the bidder with date. No erasing or over writings are permissible.
- 5.3 Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall not be permitted in any case.
- 5.4 Unconditional discount shall only be accepted, if offered, and shall be clearly indicated in the items schedules.
- 5.5 Selected Firm/Agency should deliver the items at site at free of cost within a time period of 2 working days otherwise as specified.
- 5.6 The GNLU Gandhinagar will not be bound to accept the lowest quotation and “Rate Contract” can be placed on any other supplier whose samples/items are found superior or as per the requirements of GNLU Gandhinagar. The decision of the GNLU Gandhinagar shall be full and final in this regard.

6. Security Deposit:

The successful bidder(s) will submit a security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand Only) in the form of a Demand Draft drawn in favour of “**GNLU Gandhinagar**” within 07 days from the date of award of the rate contract. The said security deposit will be refunded after three months from the date of satisfactory completion of the rate contract. No interest shall be payable on security deposit. The security

deposit shall be forfeited in case the supplier/firm fails to abide by any of the terms and conditions of the rate contract.

7. Taxes:

- 7.1 The rates quoted in Annexure-I by the bidders shall be inclusive of all applicable taxes and nothing extra shall be paid.
- 7.2 Recoveries as per the University norms shall be made while making payment (if any) without prior intimation to the supplier.

8. Termination:

In case of continuous non-performance and inability to meet product requirements, GNLU Gandhinagar shall reserve the right to terminate the contract after giving 10 days' notice in writing. In the event of discontinuation/withdrawal of the rate contract by the vendor, a prior notice of 60 days in writing must be given to GNLU Gandhinagar.

Form A
PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Availability for demonstration of instruments at GNLU Gandhinagar: Yes / No [Please ✓]
4. Details of the Tender Fee transferred: Yes/No [Please ✓] If yes,
 - a) Name of the Bank_____
 - b) Amount in (₹)_____
 - c) UTR No. _____
 - d) Date of remittance_____
5. Details of Earnest Money Deposit transferred: Yes / No [Please ✓] if Yes,
 - a) Name of the Bank_____
 - b) Amount in (₹) _____
 - c) UTR No. _____
 - d) Date of remittance_____
6. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update GNLU Gandhinagar]
 - a) Full Name :
 - b) Complete Postal Address:
 - c) Telephone No.:
 - d) Fax No.:
 - e) Mobile No.:
 - f) E-mail:
 - g) Website Address:

Form B

**PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER
RTGS/National Electronic Fund Transfer (NEFT) Mandate Form**

1. Name of the Bidder

2. Permanent Account No (PAN)

Particulars of Bank Account

a) Name of the Bank

b) Name of the Branch

c) Branch Code

d) Address

e) City Name

3.

f) Telephone No

g) NEFT/IFSC Code

h) RTGS Code

i) 9 Digit MICR Code appearing on the cheque book

j) Type of Account

k) Account No.

4. Email id of the Bidder

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.

Form C

Undertaking by the Bidder

1. This is to certify that I on behalf of M/s..... before signing this tender have read and fully understood all the terms and conditions of this tender along with clarifications and undertake that M/s will abide by them unconditionally and to the satisfaction of GNLU Gandhinagar.
2. M/s have not been black-listed by Central/ State Governments/ PSUs at any point of time. There have been no criminal proceedings / conviction against the bidder at any point of time.
3. (i) I/We am/are not a relative/blood relation of any key managerial person of GNLU Gandhinagar
(ii) We are not a firm in which any key personnel of GNLU Gandhinagar or his/her relative is a partner;
(iii) I/We am/are not a partner in a firm in which any key managerial person of GNLU Gandhinagar or his/her relative is a partner.

Signature:_____

Name:_____

Business Address:_____

Place:_____

Date:_____

Form D
Checklist for Supply Stationery and General Items.

Checklist – Tender Fee & EMD			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please '✓')	
		Yes	No
1.	Non-refundable Tender Fees transferred online and relevant submission is done as per the clause 16 of General Terms and Conditions of this tender.		
2.	Refundable EMD transferred online and relevant submission is done as per the clause 16 of General Terms and Conditions of this tender.		
3.	Valid NSIC & MSE Certificate(s) as per the clause 17 of General Terms and Conditions of this tender is submitted.		

Checklist – Technical Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please '✓')	
		Yes	No
1.	Original/Endorsed documents submitted as indicated in the tender document a) Name of the bidder (As per Registration Certificate), Correspondence address, telephone number and fax number/E-mail id of the bidder shall be filled in Form A. b) Legal status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation) of the company along with statutory details (Signed and Stamped Certificate of Incorporation/Company Registration), Copy of PAN and GST Registration No. c) List of clients and the value of purchase orders. Were your company ever blacklisted by Central/State Governments/PSUs at any point of time or criminal proceedings/conviction? The certificate in respect to the above shall be submitted in the prescribed format given in Form C. d) The tender acceptance letter as per Annexure-II . e) The Bidders should submit copies of suitable documents in support of their reputation, credentials and past performance about the product which they have supplied to premier educational Institution(s) along with technical offer. Without these documents the tender may be rejected by the Institute.		
2.	Total no. of pages of the technical offer		
3.	Envelop is marked as "Technical Offer"		

Checklist – Financial Offer			
Sr. No.	Particulars	Documents to be attached wherever applicable (Please '✓')	
		Yes	No
1.	Financial Offer of the item as per Annexure-I as applicable and submitted		
2.	Total no. of pages of the financial offer		
3.	Envelop is marked as "Financial Offer"		

Annexure - I

Subject: - Annual Rate Contract for Supply of Stationery and General Items Financial

Bid (Schedule of quantity and price)

Sl. No.	Name of the Items	Unit	Unit Price	Rate of Applicable GST	Quoted Price in Rupees (Inclusive of GST)
				%	(In Figures)
1	Battery (9 Volt) - Dura Cell	1 No			
2	Binder Clip 15 MM – Kores/Gorilla/Infinity	1 Pkt			
3	Binder Clip 19 MM - Kores/Gorilla/Infinity	1 Pkt			
4	Binder Clip 25 MM - Kores/Gorilla/Infinity	1 Pkt			
5	Binder Clip 32 MM - Kores/Gorilla/Infinity	1 Pkt			
6	Butter Paper Utoplex 90-100 - A4 Size	1 Rim			
7	Calculator 12 Digit - Citizen CT 500JS	1 No			
8	CD - Sony	1 No			
9	CD and DVD Cover – Plastic	Pkt of 50 Nos.			
10	CD Mailer	Pkt of 50 Nos.			
11	Cello Tape Double Sided 1"- Deer	1 No			
12	Cello Tape Brown 40 Mtr Transparent 2"- Wonder	1 No			
13	Cello Tape Wonder 40 Mtr Transparent 2" - Wonder	1 No			
14	Cello Tape Wonder 40 Mtr Transparent 2" - Wonder	1 No			
15	Chart Paper - Oddy	1 No			
16	Clutch Pencil 0.9 – Classmate/Faber Castel	1 No			
17	Correcting Ink White -Camlin	1 Bottle			
18	Correcting Pen White -Camlin	1 No			
19	Diary Spiral 240 Pages (A5 Size) - Blit Matrix	1 No			
20	Imagine Products A5 Notebook with Elastic Closure (Black) 80 pages – Luxor	1 No			
21	Diary (Spiral) 2No Cambridge	1 No			
22	Drawing Roll - Natraj	1 No			
23	Dust Free Colour Chalk Box - Kores	1 Box			
24	Dust Free White Chalk Box - Kores	1 Box			
25	DVD - Sony	1 No			
26	Envelopes 10 X 12 100 GSM	1 No			
27	Envelopes 10 X 12 Brown 80GSM	1 No			
28	Envelopes 10 X 12 Cloth 80GSM	1 No			
29	Envelopes 10 X 12 Lamination 80GSM	1 No			
30	Envelopes 10 X 12 Plastic 80GSM	1 No			
31	Envelopes 10 X 8 Brown 80 GSM	1 No			
32	Envelopes 10 X 8 Cloth 80GSM	1 No			
33	Envelopes 10 X 8 Lamination 80GSM	1 No			
34	Envelopes 10 X 8 Plastic 80GSM	1 No			
35	Envelopes 11 X 5 Brown 80 GSM	1 No			
36	Envelopes 11 X 5 Cloth 80GSM	1 No			
37	Envelopes 11 X 5 Lamination 80GSM	1 No			

38	Envelopes 11 X 5 Plastic 80GSM	1 No			
39	Envelopes 11 X 5 V 100 GSM	1 No			
40	Envelopes 11 X 5 V 70 GSM	1 No			
41	Envelopes 11X 15 100 GSM	1 No			
42	Envelopes 15 X 11 Brown 80 GSM	1 No			
43	Envelopes 15 X 11 Cloth 80GSM	1 No			
44	Envelopes 15 X 11 Laminated 80GSM	1 No			
45	Envelopes 16 X 12 Brown 80 GSM	1 No			
46	Envelopes 16 X 12 Cloth 80GSM	1 No			
47	Envelopes 16 X 12 Laminated 80GSM	1 No			
48	Envelopes 16 X 12 Plastic 80GSM	1 No			
49	Envelopes 16X 12 100 GSM	1 No			
50	Envelopes 18 X 14 Cloth 80GSM	1 No			
51	Envelopes 5 X 4 V 70 GSM	1 No			
52	Envelopes 7 X 4 V 70 GSM	1 No			
53	Envelopes 7 X 5 V 100 GSM	1 No			
54	Envelopes 7 X 5 V 70 GSM	1 No			
55	Envelopes 9 X 4 Brown 80 GSM	1 No			
56	Envelopes 9 X 4 V 100 GSM	1 No			
57	Envelopes 9 X 4 V 70 GSM	1 No			
58	Envelopes 9 X 6 V 100 GSM	1 No			
59	Envelopes 9 X 6 V 70 GSM	1 No			
60	Eraser (Non-Dust) -Apsara	Pkt of 20 Nos.			
61	Executive A4 Leather Folder (Brown) with inner velvet cloth and magnet button For BOG Meeting	1 No			
62	Fevicol - 1 Litre	1 Bottle			
63	Fevicol - 500 ML	1 Bottle			
64	Fevistick 15 Gms. -Adhesives	1 No			
65	Fevistick 8 Gms. -Adhesives	1 No			
66	File Button Full Size 10 Pocket -Usha	1 No			
67	Floor Duster 18" X 18"	1 No			
68	Floor Duster 24" X 24" White Delux	1 No			
69	Fountain Ink (Blue, Black) - Camel	1 Bottle			
70	Guest House Register 400 pages	1 No			
71	Gum Bottel Wheel 150 ML - Wheel	1 Bottle			
72	Hard Bound Register 100Pgs - Navneet	1 No			
73	Highlighter – Luxor/ Kores/Stick	Pkt of 5 Nos.			
74	Holder Pouch Leather 202 Pearl Vch Visa Card	1 No			
75	L Folder - Legal Size- Trio/Infinity	1 Pkt			
76	L Folder - A4 Size- Trio/Infinity	1 Pkt			
77	Pencil Lid 0.5 - Classmate	1 No			
78	Pencil Lid 0.7, 0.9 - Classmate	1 No			
79	Memento (Statue of Unity) – Big (With print of GNLU name & Logo)	1 No			
80	Memento (Statue of Unity) – Medium (With print of GNLU name & Logo)	1 No			
81	Memento (Statue of Unity) – Small (With print of GNLU name & Logo)	1 No			

82	Notice Board- 3X3 – Mexico	1 No			
83	Notice Board- 8X6 – Mexico	1 No			
84	Notice Board- 4X3 – Mexico	1 No			
85	Paper - A4 Size Executive Bond - 75 GSM -Bilt Matrix	1 No			
86	Paper (Ledger) Full Size - Bilt	1 No			
87	Paper (Ledger) 17 X 27 10.4 GSM	1 Rim			
88	Paper Cutter Matel 12" -Cello	1 No			
89	Paper Cutter Matel 16"- Cello	1 No			
90	KABEER ART Cutter Knife Auto Lock, 20mm	1 No			
91	Paper Tray (Metal) – Legal Size	1 No			
92	Paper Tray (Plastic) - Omega - Legal Size	1 No			
93	Paper Weight 16 - Pearl	1 No			
94	Pearl File Folder F15- Pearl	1 No			
95	Pen - Pilot Hi-Techpoint-5 -Luxor (Blue, Black, Green & Red)	Pkt of 12 Nos.			
96	Pen - Pilot Pen V -5 Luxor (Blue ,Black, Green & Red)	Pkt of 12 Nos.			
97	Pen (Ball Pen) - Black Jack Regular – Cello	1 No			
98	Pen (Ball Pen) - Cello - Aero Point (Blue, Black & Red)	1 No			
99	Pen (Ball Pen) - Cello - Butterflow (Blue ,Black & Red)	Pkt of 5 Nos.			
100	Pen (Ball Pen) - Cello - Pinpoint (Blue ,Black & Red)	Pkt of 5 Nos.			
101	Pen (Reynolds) Champ (Blue, Black & Red)	Pkt of 5 Nos.			
102	Pen -Add Gel (Achiever) (Blue ,Black, Green & Red)	Pkt of 10 Nos.			
103	Pencil Apsara Black Beauty	Pkt of 10 Nos.			
104	Pencil Apsara Gold	Pkt of 10 Nos.			
105	Pencil Apsara Platinum	Pkt of 10 Nos.			
106	Pencil Drawing Pencil- Apsara	Pkt of 10 Nos.			
107	Pencil -Faber Castel Ole	Pkt of 10 Nos.			
108	Plastic Jacket A4 - Infinity	Pkt of 20 Nos.			
109	Plastic Jacket 555 F\S A4 -Infinity	1 No			
110	Pocker C Metel- Elephant	1 No			
111	Pocker Plastic- Elephant	1 No			
112	Post It Pad 1.5" X 2" – Mangoos/Oddy	1 Pkt			
113	Post It Pad 2" X 3" - Mangoos/Oddy	1 Pkt			
114	Post It Pad 3" X 3" - Mangoos/Oddy	1 Pkt			
115	Post It Pad 3" X 4" - Mangoos/Oddy	1 Pkt			
116	Post It Pad 3" X 5" - Mangoos/Oddy	1 Pkt			
117	Punching Machine 500-Kangaro	1 No			
118	Punching Machine 600-Kangaro	1 No			
119	Punching Machine 700-Kangaro	1 No			

120	Punching Machine 480-Kangaro	1 No			
121	Punching Machine 52-Kangaro	1 No			
122	Punching Machine 280-Kangaro	1 No			
123	Punching Machine 800 Plus-Kangaro	1 No			
124	Punching Machine Medium-Kangaro	1 No			
125	Punching Machine One Hole - Kangaro	1 No			
126	Punching Machine Small-Kangaro	1 No			
127	Register (Rulled) Fullscap 1 Quire 72 Pags	1 No			
128	Register (Rulled) Fullscap 2 Quire 144 Pags Gala	1 No			
129	Scale (Plastic) 12" - Omega	1 No			
130	Scale (Plastic) 18" - Omega	1 No			
131	Scale (Steel) 12" - Ajanta	1 No			
132	Scale (Steel) 18" - Ajanta	1 No			
133	Scissor (Big) (Infinity/Munix)	1 No			
134	Sharpner – Camlin/Faber Castell/Natraj	1 No			
135	Sketchpen 12 per Pkt – Luxor/Faber Castell	1 Pkt			
136	Spring File with Corner Strip	1 No			
137	Stapler Pin No - 10 Kangaro	Pkt of 20 Nos.			
138	Stapler Machine No 24\6 Hp 45 - Kangaro	1 No			
139	Sticker Machine 12\13 Hd - Kangaro	1 No			
140	Sticker Sheet A4 MPL 1 – Novajet	1 Pkt			
141	Sticker Sheet A4 MPL 12- Novajet	1 Pkt			
142	Sticker Sheet A4 MPL 24 – Novajet	1 Pkt			
143	Sticker Sheet A4 MPL 40 – Novajet	1 Pkt			
144	Sticker Sheet A4 MPL 6 – Novajet	1 Pkt			
145	Sticker Sheet A4 MPL 80- Novajet	1 Pkt			
146	Sticker Sheet A4 MPL 8 - Novajet	1 Pkt			
147	Sticky Neon Prompt 25MM X 75MM X 3 (1"X3"X3)	1 Pkt			
148	Transparent Ohp Sheet - Odddy	1 Pkt			
149	U Pin - Elephant	1 Pkt			
150	Visiting Card Folder Type 240 Pockets - Trio	1 No			
151	Visiting Card Folder Type 100 Pockets - Trio	1 No			
152	White Board Duster Magnetic - Alk	1 No			
153	White Board Marker Pen - Camlin	Pkt of 10 Nos.			
154	Pen – (Ball Pen) – Cello Winner	Pkt of 5 Nos.			
155	Cello Pinpoint Ballpen Jar (Blue and Black ink)	Pkt of 25 Nos.			
156	Pentonic Linc Ball Point Pen	Pkt of 10 Nos.			
157	Pen (Ball Pen) – Goldex Klassy	Pkt of 10 Nos.			
158	Calculator Scientific - Casio FX-991EX	1 No			
159	Calculator Scientific - Casio FX-82ES	1 No			
160	Bag (Laptop Bag) Black – Aero Light	1 No			
161	Binder Clip 41 MM - Kores/Gorilla/Infinity	1 Pkt			
162	Binder Clip 51 MM - Kores/Gorilla/Infinity	1 Pkt			
163	Box File - Arrow	1 No			

164	Carbon Paper - Kores	1 Pkt			
165	Cello Tape Double Sided 2"- Deer	1 No			
166	Cello Tape Brown 40 Mtr Transparent 1"- Wonder	1 No			
167	Cello Tape Wonder 40 Mtr Transparent 1" - Wonder	1 No			
168	Clutch Pencil 0.7 – Classmate/Faber Castel	1 No			
169	Rotring Mechanical Tikky Pencil 0.9 mm	1 No			
170	Rotring Mechanical Tikky Pencil 0.7 mm	1 No			
171	Rotring Tikky Hi-Polymer Pencil Lead - 0.9mm - HB Black	1 No			
172	Rotring Tikky Hi-Polymer Pencil Lead - 0.7mm - HB Black	1 No			
173	Diary (Spiral) 3No Luxur - A16	1 No			
174	Diary (Spiral) 4No Luxur A12	1 No			
175	Diary (Spiral) 5No Navneet A8	1 No			
176	Diary (Spiral) 6No Navneet A6	1 No			
177	Diary (Spiral) 7No Navneet A4	1 No			
178	Dustbin Plain - Cello – 8 Ltr	1 No			
179	Dustbin with Lid - Cello (Plastic) – 10 Ltr	1 No			
180	Cello Classic Plastic Pedal Dustbin 1, 6 Liters	1 No			
181	Duster (White) 22" X 23" Thick Glass	1 No			
182	Duster (Yellow) 24" X 27"	1 No			
183	Duster (Yellow) 24" X 18"	1 No			
184	Envelopes 15 X 11 Plastic	1 No			
185	Fevikwik – 5 Gram / 2 Gram	1 No			
186	Floor Duster 22" X 22" Extra Thick	1 No			
187	Gift Paper - Navneet	1 No			
188	Graph Paper - A4 Navneet	1 Pkt			
189	Navneet Youva Register Notebook (216 Pgs) 21x33 cm	1 No.			
190	Navneet Youva Register Notebook (144 Pgs) 21x33 cm	1 No.			
191	Navneet Youva Register Notebook (360 Pgs) 21x33 cm	1 No.			
192	Navneet Youva Register Notebook (504 Pages) 21x33 cm				
193	Classmate Long Book - Unruled, 140 Pages, 297 mm x 210 mm	1 No.			
194	Classmate Pulse Single Line 5-Subject Notebook - 297mm x 210mm, 60 GSM, 250 Pages	1 No.			
195	Classmate Soft Cover 6 Subject Spiral Binding Notebook, Single Line, 300 Pages	1 No.			
196	Luxor 5 Subject Single Ruled Notebook - A5 Size, 70 GSM, 300 Pages	1 Pc.			
197	Name Plate T Shape 3 MM 12"- Kebica	1 No			
198	Paper - A4 Size (Colour Copier Paper) - Bilt Matrix	1 Ream			
199	Paper - A4 Size Executive Bond - 100 GSM - Bilt Matrix	1 No			
200	Paper - A4 Size Executive Bond - 85 GSM - Bilt Matrix	1 No			
201	Paper (Fluorescent) Copy Power 75 GSM	1 Ream			
202	Paper A3 - Challenger - Xerox - 75 GSM	1 Ream			
203	Paper A3 Copy Power Bilt - 75 GSM	1 Ream			

204	Paper A4 - Challenger - Xerox - 75 GSM	1 Ream			
205	Paper A4 Copy Power Bilt - 75 GSM	1 Ream			
206	Pen (Ball Pen) - Cello - Gripper (Blue ,Black & Red)	Pkt of 5 Nos.			
207	Pen -Add Gel (Gelroller Classic) Blue (Blue, Black, Green & Red)	1 No			
208	Pen Drive - 512 GB – Sandisk	1 No			
209	Pen Drive - 256 GB – Sandisk	1 No			
210	Pen Drive - 128 GB – Sandisk	1 No			
211	Pen Drive - 64 GB – Sandisk	1 No			
212	Pen Drive - 32 GB – Sandisk	1 No			
213	Pen Drive - 16 GB – Sandisk	1 No			
214	Pen Drive - 12 GB – Sandisk	1 No			
215	Pen Drive - 8 GB – Sandisk	1 No			
216	Pen Drive - 4 GB – Sandisk	1 No			
217	Pen Stand Metal Round	1 No			
218	Punch Single Nose – Kangaro	1 No			
219	Register (Rulled) Fullscap 3 Quire 210 Pags Gopi/Laxmi	1 No			
220	Register (Rulled) Fullscap 4 Quire 280 Pags Gopi/Laxmi	1 No			
221	Register (Rulled) Fullscap 5 Quire 350 Pags Gopi/Laxmi	1 No			
222	Register (Rulled) - Hardbound - 1 Quire 72 Pgs – Gopi/Laxmi	1 No			
223	Register (Rulled) - Hardbound - 2 Quire 144 Pgs - Gopi/Laxmi	1 No			
224	Register (Rulled) - Hardbound - 3 Quire 210 Pgs - Gopi/Laxmi	1 No			
225	Register (Rulled) - Hardbound - 4 Quire 280 Pgs - Gopi/Laxmi	1 No			
226	Rubber Band 500 Gram -Subham	1 No			
227	Scissor (Small) (Infinity/Munix)	1 No			
228	Semi Log Paper (A4 size) - Navneet	1 Pkt			
229	Stapler Pin 24\6 -Kangaro	1 Pkt			
230	Thumb Pin - Elephant	1 Pkt			
231	Wheel 60Ml Stamp Pad Ink	1 No			
232	White Board Magnetic 4 X 6 -Title	1 No			
233	White Board Magnetic 4 X 8 -Title	1 No			
234	Writing Pad (Spiral) A4 Size – 40 pages - Navneet	1 No			
235	Writing Pad (Spiral) A8 Size – 40 pages - Oddy	1 No			
236	Writing Pad (Spiral) A6 Size – 40 pages - Oddy	1 No			
237	Calculator 12 Digit - Casio MJ-120D	1 No			
238	Calculator 12 Digit - Casio MJ-12GST	1 No			
239	Attendance Register 72 Pages	1 No			
240	Battery (AA) - Dura Cell	Pkt of 6 Nos.			
241	Battery (AAA) - Dura Cell	Pkt of 6 Nos.			
242	Cello Buttergel Superheros Gel Pen (Blue ,Black & Red)	.Pkt of 5 Nos			
243	Cello Tape Brown 40 Mtr Transparent 1/2"- Wonder	1 No			

244	Cello Tape Brown 40 Mtr Transparent 3"- Wonder	1 No			
245	Cello Tape Dispenser -Deer	1 No			
246	OMEGA Tape Dispenser	1 No			
247	Cello Tape Wonder 40 Mtr Transparent 3" - Wonder	1 No			
248	Clutch Pencil 0.5 – Classmate	1 No			
249	Coline 500 ml - Glass and Household Cleaner	1 Bottle			
250	Coline 1 Ltr. (Refil Pack)	1 Pkt			
251	File Folder F33 -Pearl	1 No			
252	OHP Pen Fiber Castle	1 No			
253	OHP Pen Set Fiber Castle	1 No			
254	Paper (Legal Size) Mini Offset – Copy Power	1 Rim			
255	Pen (Fine Writer) - Luxor (Blue, Black & Red)	Pkt of 5 Nos.			
256	Pen -Add Gel (Eins) (Blue, Black, Green & Red)	1 No			
257	Pencil -Faber Castel Tringal	Pkt of 10 Nos.			
258	Pencil- Natraj	Pkt of 10 Nos.			
259	Permanent Marker- Artline 107R (Refillable)	Pkt of 10 Nos.			
260	Register (Inward) 180 Pages	1 No			
261	White Board Magnetic 3 X 4- Title	1 No			
262	White Board Magnetic 3 X 5 -Title	1 No			
263	White Board Magnetic 3 X 6- Title	1 No			
264	White Board Magnetic 4 X 4 -Title	1 No			
265	White Board Magnetic 4 X 5 -Title	1 No			
266	Writing Pad A4 - Bilt Matrix	1 No			
267	Stapler No. 10 (Kangaro)	1 Pc			
268	Scotch Tape – 3M	1 Pc			
269	Scotch Tape Dispensar	1 Pc			
270	Uniball Eye Micro Rollerball Pen(UB-150) (Blue, Red, Black & Green)	1 No.			
271	Yellow file with printing of GNLU Name & Logo and side patti	1 Pc			
272	Spring file laminated 31 KG	1 Pc			
273	Rubber band 500 gm (Naylon)	1 Pkt			
274	Pilot Hi-Tech Point Pen Ink (Blue)	1 Pc			
275	Add Gel Achiever Refil	1 box			
276	Pilot Hi-tecpoint V10 Grip (Blue, Black & Red)	1 No.			
277	Pilot V7 Hi-tecpoint Roller ball pen with Cartridge System	1 No.			
278	Pilot V7 Hi-tecpoint Roller ball pen (Ink Cartridge)	1 Pc			
279	Amkay High Quality Sticky	1 Pkt			
280	Flip Chart	1 Pc			
281	DAK File	1 Pc			
282	Parker Pen Ink	1 Pc			
283	Color Key and Tag Label Keychain (OMEGA)	1 Box			
284	Wall Clock (Ajanta/Opera)	1 Pc			
285	Clip Board (Navneet Youva, Wooden Exam Board, 24x34.5 cm)	1 Pc			
286	Clip Board - Faber-Castell Exam Pad (Assorted) -	1 Pc			

	Navneet				
287	Staple Removers (Kangaro Stapler Remover SR- 300)	1 Pc			
288	Staple Removers (Kangaro Stapler Remover SR- 500)	1 Pc			
289	Kangaro Heavy Duty Stapler DS-23 S 24 FL	1 Pc			
290	Kangaro Stapler Pin 23/24-H	Pkt of 5			
291	Ball Pen (Softek)	Pkt of 20			
292	Tissue Paper – 23 x 23 cm Softouch	1 box			
293	Plastic Sutli – Medium Roll	1 Roll			
294	Jute Folder – A4 size	1 Pc			
295	Green Cover A4 Size	Pkt of 50			
296	Green Cover A3 Size	Pkt of 50			
297	Cotton Threads for answer sheet	1 box			
298	Stamp Pad	1 Pc			
299	Flap File with printing of GNLU Name & Logo	1 Pc			
300	Notepads Office Pads, 70 Sheets, 60 GSM Paper	1 Pc			
301	Notepads Office Pads, 70 Sheets, 60 GSM Paper with printing of GNLU Name & Logo	1 Pc			

Annexure - II

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Item/Equipment / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

2. As per your advertisement, given in the above mentioned website(s).
3. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
4. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
5. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
6. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking/Govt. Autonomous organisations.
7. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore can summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)