



NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

EXPRESSION OF INTEREST (EOI) FOR SUPPLY OF STATIONERY ITEMS. AT NLIU, BHOPAL.

EOI No. NLIU/Admn/Stationery/EOI/2026-27/06

Dated: 18.06.2026

EXPRESSION OF INTEREST

Description of Work: Rate Contract for Supply of Stationery items.

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for rate contract for **"Supply of Stationery items"** at NLIU, Bhopal- 462-044, Madhya Pradesh. Bidders can download this document from University Website (www.nliu.ac.in/tenders) and submit their EOI in the given format duly filled, signed with company seal with required enclosures and documents.

The EOI is to be submitted in a sealed envelope super scribed **"EOI for Supply of Stationery items"** at NLIU, Bhopal" addressed to the Registrar, NLIU, Bhopal or may be placed in the tender box provided at the Reception of the University at NLIU, Bhopal Campus.

LAST DATE FOR SUBMISSION OF EOI 02/7/2026 **up to 02:00 PM**

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be unconditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the University at NLIU, Bhopal Campus, to acquaint themselves regarding the nature and extent of work for **Supply of Stationery items** at NLIU, Bhopal in an effective and efficient manner.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on www.nliu.ac.in/tenders]


Sd/-
Registrar
National Law Institute University





NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Amendment of Bidding Documents: At any time prior to the submission of the bids, the Purchaser may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments. The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. Signing of Bid The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. Submission of Bid
 - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. I super-scribed as "Technical Bid" should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up Annexure "A" with his signature along with all supporting documents and samples.

Envelop No. II super/scribed as EOI for "Financial Bid" and should contain the EOI form duly signed in each page by contractor/authorized signatory along with priced bid. The Individual/firm has to fill up Annexure "B".
6. Both Envelope I & II should be placed in large envelope which should be super-scribed as "EOI for Supply of Jute Bags and Folders" and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
7. There is no minimum guarantee of work to any vendor against this empanelment.
8. More than one vendor may be empaneled for this work.
9. The University reserves the right to place separate Supply Orders/Purchase Orders from time to time based on its actual requirements. The supplier shall supply the items against such orders at the approved rates and under the terms and conditions of the contract during the contract period.
10. The supplier shall complete the supply and delivery of the ordered items within 10 (Ten) days from the date of issuance of the Purchase Order/Work Order. Any delay beyond the stipulated period may attract appropriate action as per the terms and conditions of the order.
11. The supplier shall be responsible for the supply and door delivery of all items to the National Law Institute University (NLIU), Bhopal Campus, Kerwa Dam Road. No additional charges towards transportation, loading, unloading, packing, handling, insurance, or any other incidental expenses shall be payable by the University.
12. NLIU reserves absolute right to take services of any empaneled vendors based on its requirements. No further communication shall be entertained in this regard.
13. NLIU may add or remove any vendor during the empaneled period on its requirement and performance.





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

14. Further, work may be allocated to one or more than two agencies on the requirement of the university.
15. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.
16. Deadline for submission of Bids: Bids must be received by the Purchaser at the address specified under commercial bid not later than 02.00 PM on 02/07/2026.
17. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
18. Supply of Jute Bags and Folders on urgent basis may be required and the vendor must be ready to execute the work as per the requirement of the university.
19. **Penalty:** Compensation of delay of work will @ 1% per week on account of non-completion of work within stipulated period with a maximum of 5% of the value of the work.
20. **Contacting the Purchaser**
No bidder shall contact the purchaser on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.
21. **Evaluation of Bid**
 - i. The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
 - ii. Those bidders who have not enclosed Technical Bid documents & not submitted, In such cases their Envelope II which contains the financial bid will not be considered.
 - iii. Following documents by the bidders are mandatorily to be submitted along with the technical bid:
 - Valid GSTIN no.
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code
 - iv. The envelope II i.e. Financial Bid will be opened for those parties who qualify in the Technical Bid.
 - v. The delivery period should be strictly adhered failing which NLIU reserves the right to cancel the order without assigning any reasons whatsoever.
22. **Eligibility Criteria:** - The bidder who fulfill the eligibility criteria as confirmed by the supporting documents will be considered for financial bid opening:
 - a. The Agency has done similar nature of work i.e., **Supply of Stationery items.**
 - b. The company should be in existence for at least three years (Certificate of Registration/Incorporation should be enclosed).
 - c. The Supplier should have at least three years' experience in successfully handling similar nature of work preferably in Govt./PSU organizations. Preference will be given to bidder who has done similar nature of work in any govt./semi-govt organization of national repute.
 - d. The Supplier should have its local office in Bhopal.





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

- e. The Supplier Firm should not have been placed in defaulter category/blacklisted by any Central/ State Govt. department, undertaking to be provided on letter head.
 - f. Copy of Sales/ Service Tax Registration (TIN No.) and **PAN Number** must be enclosed with the quotation.
 - g. Applicant Firm must have a **VAT/GST. (Attach Copy).**
 - h. The applicant Firm must be an Income Tax Assesses, having filed returns in the last three assessment years. (Attach Copies of Return filed during the last three years).
23. **Payment:** Payment will be made for the quantities executed and accepted by the university. No payment shall be made for the non-acceptable quantities. 100% of the Contract Price for supply of items received shall be paid on the receipt of items at the destination and submission of claim supported by the Acceptance Certificate issued by Purchaser's representative.
24. NLIU reserves the right to reject any or all EOI in full or part thereof without assigning any reason.
25. NLIU reserves the right to allot fully or partially work order to different vendors according to its requirement.
26. The agency will be bound by the rates quoted and shall not ask for enhancement of the rates for during the period of this tender or its extended period, whichever is applicable.
27. Disputes/differences/doubt or question with regard to the interpretation or meaning of any of the terms and conditions of this tender or in respect of the rights, duties and liabilities of the parties hereto or in any way shall be referred to sole arbitration of the person appointed by the Vice Chancellor, NLIU. The decision of the arbitrator shall be final and binding on both the parties to this tender.
28. The designated committee of NLIU may call the bidders for rate negotiation before finalizing the empanelment.
29. The services for one year from the date of executing the agreement in a Rs.100/- non-judicial stamp paper, which can be extended for a further period of two years on year-to-year basis on satisfactory performance on the mutual consent basis on the same rates and terms and conditions.
30. The Vice Chancellor & Head, NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
31. All legal disputes will have the jurisdiction of Bhopal City only.
32. Rate Quoted shall be inclusive of Transportation, Designing & other Charges. GST Shall be paid extra as applicable.





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure: A
TECHNICAL BID

Details For Rate Contract for Supply of Jute Bags and Folders

1.	Type of Organization	Brief profile of the agency to be enclosed.
2.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
3.	Do you possess trade / business license issued by Competent authority? Authorities in India? If so, please enclose a copy.	
4.	Name of Proprietor / Director and other officers with designation who will be directly concerned with this work.	Name: Phone/Mobile: Email:
5.	Furnish following particulars of the Registered Office: a. Complete Postal Address b. Telephone No./ Mobile No. c. E-Mail Address	
6.	Furnish following particulars of the Local Branch Office, if any. a. Contact Person b. Complete Postal Address c. Telephone No. / Mobile No. d. E-mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	GSTIN No. (Attach Attested Copy)	
9.	Year of establishment and length of experience	(Copy of registration of the firm to be enclosed)
10.	Legal status (attach copy of original document defining the legal status): a) Limited company or corporation firm b) Pvt. Ltd. Firm c) Proprietary firm d) Partnership firm e) An individual	(Copy of registration of the firm to be enclosed)
11.	Information on any litigation in which the applicant was involved during the last 05 (five) years including any current litigation.	





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

12. Give details of the major clients – NLUs/IITs/ IIMs/ NITs / IISERs, all Central University, NITTR, NCERT and similar level educational Institutions/Universities, Government / Semi Govt. Departments, Research Organizations and Pvt. Companies to whom Supply of Stationery items provided in the last five years in the following format.

Sl. No.	Name and address of the client with details- Name of the contract person, phone no. email-ID	Particular of work	Work order No. and date	Value of work order or work done amount
i)				
ii)				
iii)	The agency should not have been blacklisted or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc			
iv)	Additional information, if any (Attach separate sheet, if required)			

Note: - Bidders are requested to completely fill all the space provided. If it leaves blank, it will be read as N.A.

Place:
Date:

Signature of Proprietor/Partner/Director
Office Seal





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure-B (Part-I)

S. N.	Name of Items	Qty	Unit	Rate	Gst %
Paper (Rates fixed for 06 Months from the Date of issue of work order)					
01	Plastic Office Paper Tray Single (plastic net) Size 15.5 x 11"(Kebica-2030)	1	Nos		
02	Plastic Office Paper Tray 3-Tier (Solo)	1	Nos		
03	Cloths Duster White (Size 24"x24")	1	Nos		
04	Cloths Duster Yellow (Size 24"x24")	1	Nos		
05	Tea Coaster plastic (Melamine)	1	Nos		
06	Sutly Ordinary Jute (Good Quality) Per Kg.	1	Kg		
07	Sutly Plastic (Good Quality) Per Kg.	1	Kg		
08	A4 Photocopy Paper (JK Copier, Red) (75 GSM)	1	Nos		
09	A4 Photocopy Paper (HP) (75 GSM)	1	Nos		
10	A3 Photocopy Paper (JK Copier, Red) (75 GSM)	1	Nos		
11	Full Scape Photocopy Paper, 75 GSM (JK Copier, Red) (F/S)	1	Nos		
12	A4 Colour Paper (75 GSM) (different 4 colour) Ruchira Tarang (Pink, Yellow, Green, Light Blue)	1	Nos		
13	Register (01 quire) 96 Page (Neelgagan)	1	Nos		
14	Register (02 quire) 192 Page (Neelgagan)	1	Nos		
15	Register (03 quire) 288 Page (Neelgagan)	1	Nos		
16	Register (04 quire) 384 Page (Neelgagan)	1	Nos		
17	Register (05 quire) 480 Page (Neelgagan)	1	Nos		
18	Register (06 quire) 576 Page (Neelgagan)	1	Nos		
19	Attendance Register (Neelgagan)	1	Nos		
20	A4 High Glossy Paper (Photo paper) 210 GSM (Kodak)	1	Nos		
21	Slip Note Pads (Neelgagan No.33)	1	Nos		
22	Spiral Note book (Neelgagan No.66)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
23	Spiral Note book (Neelgagan No.99)	1	Nos		
24	Acknowledgement Book (Peon Book) size 15.5 cm x 19.5 cm (Neelgagan)	1	Nos		
25	Dispatch Register Q5(L-B) (Neelgagan)	1	Nos		
26	Stock Register Q5 (L-B) (Neelgagan)	1	Nos		
27	Assets Register Q5(L-B) (as per GFR 2017 Format)	1	Nos		
28	Consumable Register Q5 (L-B) (Neelgagan)	1	Nos		
29	Letter Receipt Register(L-B) Q5 (Neelgagan)	1	Nos		
30	Assistant Dairy Register (ABD)	1	Nos		
31	Register File movement Q8 (ABD)	1	Nos		
32	Register Section Dairy Q6 (ABD)	1	Nos		
33	Green Note Sheet 80 GSM (each Pkt 100 page) Neelgagan	1	Nos		
34	Cobra File (Spring File No.888) (Neelgagan)	1	Nos		
35	Cobra File (Plastic Coated) (Neelgagan)	1	Nos		
36	Index File No.35 (Neelgagan)	1	Nos		
37	Index File No.100 (Neelgagan)	1	Nos		
38	Dak Pad (Neelgagan)	1	Nos		
39	File Board (51 No.) Neelgagan	1	Nos		
40	Conference pad 20 Page, 14.00 cm x 22.00 cm (Neelgagan)	1	Nos		
41	Pencil Carbon Paper (210 mm x 330 mm) Kores	1	Nos		
42	Short Hand Note Pad Small (Neelgagan)	1	Nos		
43	Plastic Magazine File Holder No. FS 201 (Solo)	1	Nos		
44	Acrylic Writing Desk Table Top (size 21" x 15") Transparent (Kebica)	1	Nos		
45	Paper Khaki for packing Size 23" x 36"(Per Sheet) 100 GSM	1	Nos		
46	CD-R (Make-Sony) with Jewel Case	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
47	CD-RW (Make-Sony) with Jewel Case	1	Nos		
48	DVD-R (Make-Sony) with Jewel Case	1	Nos		
49	DVD-RW (Make-Sony) with Jewel Case	1	Nos		
50	USB Pen Drive 08 GB (HP)	1	Nos		
51	USB Pen Drive 16 GB (HP)	1	Nos		
52	Extension Board (White) 6A Four-Way (Havells)	1	Nos		
53	Uni Ball Pen Micro (EYE UB-150)	1	Nos		
54	Uni Ball Pen Fine (EYE UB-157)	1	Nos		
55	Add Gel Achiever Pen	1	Nos		
56	Add Gel Achiever Refill (GR-20)	1	Nos		
57	Cello Ball Pen (Butter Flow)	1	Nos		
58	Cello Ball Pen Refill (Butter Flow)	1	Nos		
59	Cello Gel Pen (Sprinter Gel)	1	Nos		
60	Cello Gel Pen Refill (Sprinter Gel)	1	Nos		
61	Ball Pen (Cello Techno Tip)	1	Nos		
62	Refill Pen (Cello Techno Tip)	1	Nos		
63	Pilot Pen (Hi-Tech 0.5)	1	Nos		
64	Pilot Pen (Hi-Tec Point V7)	1	Nos		
65	Luxor Sign Pen (No.921)	1	Nos		
66	Reynolds 045 Pen (Ball Pen)	1	Nos		
67	Refill Reynolds 045 Pen (Black/Blue/Green/Red)	1	Nos		
68	Glue Stick 15 gm (Faber-Castell)	1	Nos		
69	Fevi Gum tube 18ml (Pidilite)	1	Nos		
70	Correction Pen (Whitener) (Faber- Castell) 7 ml	1	Nos		
71	Correction Tape 5mm X 6 Mtrs. (Oddy)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
72	Sketch pens (Luxer 920)	1	Nos		
73	OHP Marker Pen (1x5)(Luxor)	1	Nos		
74	High Lighter Pen (Different Colours) (Faber-Castell) (Pkt of 5 pens)	1	Nos		
75	Sharpener (Pack of 20) Nataraj	1	Nos		
76	Eraser Non-Dust (Pack of 20) (Apsara)	1	Nos		
77	Pencil HB 621 (Pack of 10) (Nataraj)	1	Nos		
78	White Board Duster Magnetic (Oddy)	1	Nos		
79	White Board Duster Magnetic (Ikon)	1	Nos		
80	Board Magnets, 30 mm (Push Pin Magnets)	1	Nos		
81	Permanent Marker (1.5 m/m) (Camlin)	1	Nos		
82	White Board Marker 2 m/m (Red, Blue, Black, Green) (Luxor-1223)	1	Nos		
83	Whiteboard Marker Ink, 15 ml (Blue/Black) (Luxor)	1	Nos		
84	Calculator (Citizen CT-555N)	1	Nos		
85	Calculator (CASIO-MJ-120Da)	1	Nos		
86	Plastic Scale 12" (Faber-Castell)	1	Nos		
87	Steel Scale 12" (Kebica-Deluxe)	1	Nos		
88	Transparent White Tape 1/2", 65 mtr. (Premier)	1	Nos		
89	Transparent White Tape 1", 65 mtr. (Premier)	1	Nos		
90	Transparent White Tape 2", 65 mtr. (Premier)	1	Nos		
91	Brown Tape 2" 65 mtrs. (Premier)	1	Nos		
92	Tape Dispenser Big (For Tape 1") (Omega)	1	Nos		
93	Binder Clips (15mm) (Brand-Infinity)	1	Nos		
94	Binder Clips (19mm) (Infinity)	1	Nos		
95	Binder Clips (25mm) (Infinity)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
96	Binder Clip (32 mm) (Infinity)	1	Nos		
97	Binder Clips (41mm) (Infinity)	1	Nos		
98	Binder Clips (51mm) (Infinity)	1	Nos		
99	Stapler Heavy Duty HD 23/17 Large (Kangaro)	1	Nos		
100	Stapler HD 45 (kangaro)	1	Nos		
101	Stapler HP 45 (kangaro)	1	Nos		
102	Stapler HD-10-D (kangaro)	1	Nos		
103	Stapler HD-10 (kangaro)	1	Nos		
104	Stapler Heavy Duty HD 23S20FL Large (Kangaro)	1	Nos		
105	Stapler Pin 23/6 (Kangaro)	1	Nos		
106	Stapler Pin 24/6 (Kangaro)	1	Nos		
107	Stapler Pin No.10 (Kangaro)	1	Nos		
108	Staples Pin 23/17-H, (Kangaro)	1	Nos		
109	Paper Punch Machine (DP 800) (Kangaro)	1	Nos		
111	Single Punch Machine One Hole (FB-20) (Kangaro)	1	Nos		
112	Double Punch DP-600 (Kangaro)	1	Nos		
113	Double Punch (Perfo-20) (Kangaro)	1	Nos		
114	Heavy Duty Staple Remover, SR-300 (Kangaro)	1	Nos		
115	Steel All Pin 100 gm (Bell)	1	Nos		
116	U-Clips/Gem Clip Plastic Coated (Globe)	1	Nos		
117	Pin Container/ Dispenser Pin-up Magnetic - Oscar 2035 (Kebica)	1	Nos		
118	Stamp Pad (Size 110 mm x 69 mm) (Blue/Black) (Faber-Castell)	1	Nos		
119	Stamp Pad Ink (50 ml) blue/Black (Kores)	1	Nos		
120	Post it Pad (3x3) (Brand-3M)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
121	Post It Flag (1x3) (Brand-3M)	1	Nos		
122	Post it Flag Mini Plastic (Brand-3M)	1	Nos		
123	Visiting Card Holder, (480 Cards) (Solo-BC 808)	1	Nos		
124	Fevicol tubes 22 gm (Pidilite)	1	Nos		
125	Rubber Band 6 inch Pack of 500 Gram (High Density Nylon)	1	Nos		
126	Rubber Band 4 inch Pack of 500 Gram (High Density Nylon)	1	Nos		
127	Rubber Band 2 inch Pack of 500 Gram (High Density Nylon)	1	Nos		
128	Rubber Band 1 inch Pack of 500 Gram (High Density Nylon)	1	Nos		
129	Scissors - 207 Queen (16 cm) (Kebica)	1	Nos		
130	Kangaro MUNIX Scissors 178 mm Stainless Steel (RED) GL-2170	1	Nos		
131	Mosquito Repellent Machine (All Out)	1	Nos		
132	Liquid Vaporizer Refill (45 Night) (All Out)	1	Nos		
133	Plastic My Clear Button Bag (Plastic cover for keeping A-4 Size Envelope)(solo MC-112)	1	Nos		
134	Plastic File Folder (Transparent, L- type) (Solo LF-101)	1	Nos		
135	Plastic File Folder (Transparent, L- type) (Solo CH-101)	1	Nos		
136	Ring Binder Folder (Solo 2D RB-412)	1	Nos		
137	Plastic Report File RF 101 A4 (Solo)	1	Nos		
138	Plastic Strip File (Solo)	1	Nos		
139	Dampers – with cap (for Cashier use) (Kebica)	1	Nos		
140	Decorative Toy Globes - Glass Globe (Kebica)	1	Nos		
141	Paper Weight-Glass round-fancy (Kebica)	1	Nos		
142	Treasury Tags (Cotton Tags) (Tag for File Cover) (6") (Per Guchhi -50 Tags)	1	Nos		
143	Gum Bottle 300 ml(Kores)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
144	Name Plate (on table) A-Type (Kebica, (9"x2 ^{1/2})	1	Nos		
145	AA Battery (Duracell) (10 Cell Packet)	1	Nos		
146	AAA Battery (Duracell) (10 Cell Packet)	1	Nos		
147	Cell AA (Eveready Red) (10 Cell Packet)	1	Nos		
148	Cell AAA (Eveready Red) (10 Cell Packet)	1	Nos		
149	Pen Pencil Tumblers – 2059 (Kebica)	1	Nos		
150	Pen Stand Holder-Tumbler Multi Purpose (Oddy)	1	Nos		
151	Drawing Pin, Plastic Coated for Notice Board (Globe)	1	Nos		
152	Brass Drawing Pin, for notice board (Globe)	1	Nos		
153	Double Sided Tapes (Premier DS Tape) (18mm x 6Y)	1	Nos		
154	Paper Cutter Big (Kebica)	1	Nos		
155	Paper Cutters (Ikon)	1	Nos		
156	White Envelops 9"x4" (window) Printed with AUD name & logo (as per sample)	1	Nos		
157	White Envelops 9"x4" (without window) Printed with AUD name & logo (as per sample)	1	Nos		
158	White Envelops 10"x4 ½" (without window) Plain (as per sample)	1	Nos		
159	White Envelops 10"x4 ½" (window) Printed with AUD name & logo (as per sample)	1	Nos		
160	White Envelops 10"x4 ½" (without window) Printed with AUD name & logo (as per sample)	1	Nos		
161	White Envelops 11"x5" (without window) Printed with AUD name & logo (as per sample)	1	Nos		
162	White Envelops A4 size Laminated with Printed (as per sample)	1	Nos		
163	Yellow Envelops A4 size Cloths with Printed (as per sample)	1	Nos		
164	White Envelops A3 size Cloths with Printed (as per sample)	1	Nos		
165	White Envelops A3 size Laminated with Printed (as per sample)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

S. N.	Name of Items	Qty	Unit	Rate	Gst %
166	Green Note Pad, 100 Sheet Printed(80 GSM) (as per sample)	1	Nos		
167	Printed AUD Letter Head (A4 Paper, 21cm x 29.7cm, (100 gsm) make- JK Bond (As Per Sample)	1	Nos		
168	File Cover Printed, 350 GSM (As Per Sample)	1	Nos		
169	Locks Nav-Tal 5 Levers	1	Nos		
170	Locks Nav-Tal 7 Levers	1	Nos		
171	Locks Harrison , (SC-6000)	1	Nos		
172	Locks Harrison , 7-T	1	Nos		
173	Towel Big, Size 30 x 60 (Bombay Dyeing Tulip)	1	Nos		
174	Towel Small / Hand Towel (Bombay Dyeing Tulip)	1	Nos		
175	Skincare Liquid Hand wash 215 ml (Dettol)	1	Nos		
176	Mosquito Killer Spray, 400 ml (Hit Black)	1	Nos		
177	Spray, 400 ml (Hit Red)	1	Nos		
178	Room Freshener Spray, 150 ml (Odonil)	1	Nos		
179	Room Freshener Spray, 125 ml (Premier)	1	Nos		
180	Office Cordless Bell Electronic (Cona)	1	Nos		
181	Table Lamp/Desk Light (Silver and Synthetic) Philips 69221/14/86	1	Nos		
182	Poker/ Sua Stainless Steel	1	Nos		
183	Face Tissues (Wintex)	1	Nos		
184	Hand Tissue/Napkin (Wintex)	1	Nos		
185	Door Mat Jute, Size 3x2, (Natural Coco Coir Doormat)	1	Nos		
186	Door Mat Plastic/PVC , Size 3x2 (Dura tuff)	1	Nos		





NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
1. PAPER & NOTEBOOKS						
<i>Copier / Printer Paper * (Rates for Paper reams are fixed for 06 months for Date of order)</i>						
1	A4 Copier Paper 70 GSM	JK Copier	1	Ream		
2	A4 Copier Paper 75 GSM	JK Copier	1	Ream		
3	A4 Copier Paper 80 GSM	JK Copier	1	Ream		
4	A3 Copier Paper 80 GSM	JK Copier	1	Ream		
5	Legal Size Paper 80 GSM		1	Ream		
6	A4 Coloured Paper (Assorted 5 colours)		1	Ream		
7	A4 Off white Paper 80 GSM (25 pages per packet)		1	Ream		
Notepads & Writing Pads						
8	Notepad A4 Ruled (Glued Top, 100 Sheets)		1	Pcs		
9	Notepad A4 Plain (Glued Top, 100 Sheets)		1	Pcs		
10	Notepad A5 Ruled (Spiral)		1	Pcs		
11	Notepad A6 Ruled (Pocket)		1	Pcs		
12	Writing Pad A4 Ruled Perforated		1	Pcs		
13	Writing Pad A5 Plain Perforated		1	Pcs		
Registers & Ledgers						
14	Register A4 Ruled Hardbound (200 Pages)		1	Pcs		
15	Register A4 Ruled Softbound (100 Pages)		1	Pcs		
16	Ledger A4 Column Format Hardbound		1	Pcs		
17	Memo Book A5 Spiral (80 Pages)		1	Pcs		
18	Memo Book Pocket Size Stitched		1	Pcs		
Sticky Notes						
19	Sticky Notes 3×3 in Yellow (100 Sheets)		1	Pad		
20	Sticky Notes 3×3 in Neon Assorted (4 Colours)		1	Set		
21	Sticky Notes 3×5 in Ruled		1	Pad		
22	Sticky Notes 1.5×2 in (Mini, Assorted)		1	Set		
23	Page Marker Flags Plastic (5 Colour Set)		1	Set		
Index Cards						
24	Index Cards 3×5 in Ruled (100 Cards)		1	Pkt		
25	Index Cards 4×6 in Plain (100 Cards)		1	Pkt		
26	Index Cards 5×8 in Ruled (100 Cards)		1	Pkt		
27	Index Cards Coloured Assorted (100 Cards)		1	Pkt		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
2. WRITING INSTRUMENTS						
<i>Ball Pens</i>						
28	Ball Pen 0.5 mm Blue (Capped)		1	Box		
29	Ball Pen 0.5 mm Black (Capped)		1	Box		
30	Ball Pen 0.5 mm Red (Capped)		1	Box		
31	Ball Pen 0.7 mm Blue (Retractable)		1	Box		
32	Ball Pen 0.7 mm Black (Retractable)		1	Box		
33	Ball Pen 0.7 mm Red (Retractable)		1	Box		
34	Ball Pen 1.0 mm Blue (Thick Tip)		1	Box		
<i>Gel & Roller Pens</i>						
35	Gel Pen 0.5 mm Blue (Smooth Ink)		1	Box		
36	Gel Pen 0.5 mm Black (Smooth Ink)		1	Box		
37	Gel Pen 0.7 mm Assorted (10 Colours)		1	Box		
38	Roller Pen 0.5 mm Blue (Liquid Ink)		1	Box		
39	Roller Pen 0.7 mm Black (Liquid Ink)		1	Box		
<i>Pencils</i>						
40	Pencil HB Wooden (Box of 12)		1	Box		
41	Pencil 2B Wooden (Box of 12)		1	Box		
42	Pencil 4B Wooden (Box of 12)		1	Box		
43	Mechanical Pencil 0.5 mm		1	Pcs		
44	Mechanical Pencil 0.7 mm		1	Pcs		
45	Mechanical Pencil 0.9 mm		1	Pcs		
46	Mechanical Pencil Leads HB 0.5 mm (Refill)		1	Pkt		
47	Mechanical Pencil Leads HB 0.7 mm (Refill)		1	Pkt		
<i>Highlighters</i>						
48	Highlighter Chisel Tip Yellow		1	Pcs		
49	Highlighter Chisel Tip (Neon, 5 Colour Set)		1	Set		
50	Highlighter Pastel (5 Colour Set)		1	Set		
<i>Markers</i>						
51	Permanent Marker Fine Tip Black		1	Pcs		
52	Permanent Marker Bullet Tip (Assorted 4 Col)		1	Set		
53	Permanent Marker Chisel Tip Black		1	Pcs		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
54	Whiteboard Marker Fine Tip (Low Odour, Black)		1	Pcs		
55	Whiteboard Marker Medium Tip (Assorted 4 Col)		1	Set		
56	Whiteboard Marker Broad Tip Blue		1	Pcs		
57	Whiteboard Marker Refillable (Ink Bottle)		1	Set		
Correction & Erasing						
58	Correction Pen (Fine Tip, White)		1	Pcs		
59	Correction Fluid Bottle (White, 20 ml)		1	Pcs		
60	Eraser Rubber Small		1	Pcs		
61	Eraser Dust-Free Medium		1	Pcs		
62	Eraser Dust-Free Large		1	Pcs		
63	Pencil-Top Eraser (Pack of 10)		1	Pkt		
64	Pencil Sharpener Single Hole Metal		1	Pcs		
65	Pencil Sharpener Double Hole With Container		1	Pcs		
3. FILES, FOLDERS & DOCUMENT ORGANISATION						
File Folders						
66	File Folder A4 Manila Plain		1	Pcs		
67	File Folder A4 Coloured (Tabbed, Assorted)		1	Pcs		
68	Spring Cobra File Cover Customized with name and Logo		1	Pcs		
Lever Arch & Ring Binders						
69	Lever Arch File A4 2-inch Spine		1	Pcs		
70	Lever Arch File A4 3-inch Spine		1	Pcs		
71	Lever Arch File FC 2-inch Spine		1	Pcs		
72	Ring Binder A4 2-Ring (1-inch)		1	Pcs		
73	Ring Binder A4 2-Ring (2-inch)		1	Pcs		
74	Ring Binder A4 3-Ring (1.5-inch)		1	Pcs		
75	Ring Binder A4 4-Ring (1-inch)		1	Pcs		
Expanding & Clip Files						
76	Expanding File A4 13-Pocket Plastic		1	Pcs		
77	Expanding File A4 12-Pocket with Handle		1	Pcs		
78	Clip File A4 Flat Clip (Board Clip)		1	Pcs		
79	Clip File A4 Spring Clip Plastic		1	Pcs		
80	Clip File FC Spring Clip		1	Pcs		





NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
Display Books & Sheet Protectors						
81	Display Book A4 20-Pocket		1	Pcs		
82	Display Book A4 40-Pocket		1	Pcs		
83	Display Book A4 60-Pocket		1	Pcs		
84	Sheet Protectors A4 Clear (Pack of 100)		1	Pkt		
85	Sheet Protectors A4 Matte (Pack of 100)		1	Pkt		
86	Sheet Protectors A4 Heavy Gauge		1	Pkt		
Box Files & Suspension Files						
87	Box File A4 Cardboard		1	Pcs		
88	Box File A4 Plastic		1	Pcs		
89	Box File Legal Size Cardboard		1	Pcs		
90	Suspension File A4 (Pack of 25, Colour Coded)		1	Pkt		
91	Suspension File Foolscap (Pack of 25)		1	Pkt		
Dividers						
92	Dividers A4 Numeric (1–10, Plastic Tabs)		1	Set		
93	Dividers A4 Alphabetic (A–Z, Plastic Tabs)		1	Set		
94	Dividers A4 Blank Coloured Tabs (5 Tabs)		1	Set		
4. FASTENING & BINDING						
Staplers & Staples						
95	Stapler Mini No. 10		1	Pcs		
96	Stapler Standard 24/6		1	Pcs		
97	Stapler Heavy Duty 23/8 (up to 100 Sheets)		1	Pcs		
98	Staples No. 10 (Box of 1000)		1	Box		
99	Staples 24/6 (Box of 1000)		1	Box		
100	Staples 26/6 (Box of 1000)		1	Box		
101	Staples 23/8 Heavy Duty (Box of 1000)		1	Box		
Paper Clips						
102	Paper Clips 26 mm Plain (Box of 100)		1	Box		
103	Paper Clips 33 mm Plain (Box of 100)		1	Box		
104	Paper Clips 50 mm Jumbo (Box of 100)		1	Box		
105	Paper Clips Vinyl Coated Assorted Colours		1	Box		
Binder & Bulldog Clips						
106	Binder Clip Small 19 mm (Box of 12)		1	Box		
107	Binder Clip Medium 32 mm (Box of 12)		1	Box		





NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
108	Binder Clip Large 51 mm (Box of 12)		1	Box		
109	Binder Clip Coloured Assorted (Box of 12)		1	Box		
110	Bulldog Clip 19 mm Steel (Box of 12)		1	Box		
111	Bulldog Clip 25 mm Steel (Box of 12)		1	Box		
112	Bulldog Clip 32 mm Steel (Box of 12)		1	Box		
113	Bulldog Clip 51 mm Steel (Box of 12)		1	Box		
Pins & Rubber Bands						
114	Push Pins / Drawing Pins Steel (Box of 100)		1	Box		
115	Push Pins Plastic Head Coloured (Box of 100)		1	Box		
116	Rubber Bands Small (Natural, 100 g)		1	Box		
117	Rubber Bands Medium (Natural, 100 g)		1	Box		
118	Rubber Bands Large (Natural, 100 g)		1	Box		
119	Gem Clips Small Galvanized (Box of 100)		1	Box		
5. ADHESIVES & TAPES						
Glues						
120	Glue Stick 8 g		1	Pcs		
121	Glue Stick 15 g		1	Pcs		
122	Glue Stick 25 g		1	Pcs		
123	Glue Stick 40 g		1	Pcs		
124	Liquid Glue Clear 30 ml		1	Pcs		
125	Liquid Glue Clear 100 ml		1	Pcs		
126	White Adhesive (Fevicol) 200 g		1	Pcs		
Tapes						
127	Clear Tape 12 mm × 33 m (Glossy)		1	Roll		
128	Clear Tape 18 mm × 33 m (Glossy)		1	Roll		
129	Clear Tape 24 mm × 33 m (Matte)		1	Roll		
130	Double-Sided Tape 12 mm (Thin Film)		1	Roll		
131	Double-Sided Tape 18 mm (Thin Film)		1	Roll		
132	Double-Sided Tape 24 mm (Foam)		1	Roll		
133	Masking Tape 12 mm (General Purpose)		1	Roll		
134	Masking Tape 24 mm (General Purpose)		1	Roll		
135	Masking Tape 24 mm (Painter Type, Blue)		1	Roll		
136	Packaging Tape 48 mm × 50 m (Transparent)		1	Roll		
137	Packaging Tape 48 mm × 50 m (Brown)		1	Roll		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
138	Packaging Tape 72 mm × 50 m (Brown)		1	Roll		
6. DESK ESSENTIALS & ACCESSORIES						
<i>Cutting & Measuring</i>						
139	Scissors 5 in (Stainless Steel)		1	Pcs		
140	Scissors 6 in (Stainless Steel, Soft Grip)		1	Pcs		
141	Scissors 8 in (Stainless Steel, Soft Grip)		1	Pcs		
142	Cutter / Utility Knife Small (Snap-Off Blade)		1	Pcs		
143	Cutter / Utility Knife Medium (Snap-Off Blade)		1	Pcs		
144	Cutter / Utility Knife Large (Retractable)		1	Pcs		
145	Ruler 15 cm Plastic Transparent		1	Pcs		
146	Ruler 30 cm Plastic		1	Pcs		
147	Ruler 30 cm Stainless Steel		1	Pcs		
148	Ruler 50 cm Plastic		1	Pcs		
<i>Desk Tools</i>						
149	Staple Remover Claw Type		1	Pcs		
150	Staple Remover Push Type		1	Pcs		
151	Punching Machine 2-Hole Light Duty		1	Pcs		
152	Punching Machine 2-Hole Heavy Duty		1	Pcs		
153	Punching Machine 4-Hole		1	Pcs		
154	Single Hole Punch		1	Pcs		
155	Letter Opener Metal		1	Pcs		
156	Letter Opener Plastic		1	Pcs		
<i>Organisers & Storage</i>						
157	Pen Stand Small Plastic		1	Pcs		
158	Pen Stand Medium Metal Mesh		1	Pcs		
159	Pen Stand Wooden		1	Pcs		
160	Desk Organiser Compact Plastic (3 Section)		1	Pcs		
161	Desk Organiser Multi-Slot Mesh (5 Section)		1	Pcs		
162	Desk Organiser Acrylic (4 Section)		1	Pcs		
163	Paper Tray Single Tier Plastic		1	Pcs		
164	Paper Tray Double Tier Metal Mesh		1	Pcs		
165	Paper Tray Triple Tier Metal Mesh		1	Pcs		
<i>Calculators</i>						
166	Calculator Pocket Basic (8-Digit)		1	Pcs		





NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
167	Calculator Desktop Basic (12-Digit)		1	Pcs		
168	Calculator Desktop Scientific		1	Pcs		
169	Calculator Desktop Printing		1	Pcs		
Name Badges & Miscellaneous						
170	Name Badge Clip Type (Pack of 25)		1	Box		
171	Name Badge Lanyard Type (Pack of 25)		1	Box		
172	Name Badge Magnetic (Pack of 10)		1	Box		
173	Whiteboard Eraser / Duster (Magnetic)		1	Pcs		
7. ENVELOPES & MAILING						
Office Envelopes						
174	Envelope DL White (Pack of 50)		1	Pkt		
175	Envelope DL Window (Pack of 50)		1	Pkt		
176	Envelope C6 White (Pack of 50)		1	Pkt		
177	Envelope C5 White (Pack of 25)		1	Pkt		
178	Envelope C4 Brown Kraft (Pack of 25)		1	Pkt		
179	Envelope C4 Padded (Pack of 10)		1	Pkt		
180	Envelope Printed NLIU Logo with name Green A-4 Size, Size-12' x 10' (50 envelop per packets)		1	Pkt		
Courier & Dispatch						
181	Courier Envelope A4 Plastic Tamper-Evident		1	Pcs		
182	Courier Envelope Legal Plastic		1	Pcs		
183	Bubble Mailer Small (6×9 in, Kraft)		1	Pcs		
184	Bubble Mailer Medium (8.5×11 in, Kraft)		1	Pcs		
185	Bubble Mailer Large (10×13 in, White)		1	Pcs		
186	Packing Label — Address (Roll of 250)		1	Roll		
187	Packing Label — FRAGILE (Roll of 250)		1	Roll		
188	Packing Label — Handle With Care (Roll of 100)		1	Roll		
189	Twine / String Cotton Small Roll		1	Roll		
190	Twine / String Nylon Large Roll		1	Roll		
8. LABELING & TAGGING						
Labels						
191	Address Labels A4 Sheet (24-up, Pk of 25 Sh)		1	Pkt		





NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
192	Round Labels 25 mm Colour Coded (Roll)		1	Roll		
193	Rectangular Labels 50×25 mm Permanent		1	Roll		
194	Label Stickers 12 mm Removable White		1	Roll		
195	Label Stickers 18 mm Removable White		1	Roll		
196	Label Stickers 24 mm Permanent Clear		1	Roll		
197	Colour-Coded Dot Labels (5 Colours, Roll)		1	Roll		
Tags						
198	String Tag Small (Pack of 100)		1	Pkt		
199	String Tag Medium (Pack of 100)		1	Pkt		
200	String Tag Large (Pack of 100)		1	Pkt		
201	Coloured Tag Assorted (Pack of 100)		1	Pkt		
Label Maker Tapes						
202	Label Maker Tape 6 mm Black on White		1	Roll		
203	Label Maker Tape 9 mm Black on White		1	Roll		
204	Label Maker Tape 12 mm Black on White		1	Roll		
205	Label Maker Tape 12 mm Black on Yellow		1	Roll		
206	Label Maker Tape 18 mm Black on White		1	Roll		
207	Label Maker Tape 18 mm White on Black		1	Roll		
9. MEETING & PRESENTATION SUPPLIES						
208	Whiteboard Marker Chisel Tip (Low Odour, 4 Col)		1	Set		
209	Whiteboard Eraser / Duster Non-Magnetic		1	Pcs		
210	Whiteboard Cleaner Spray 250 ml		1	Pcs		
211	Flipchart Pad Ruled (Standard, 50 Sheets)		1	Pcs		
212	Flipchart Pad Plain (Large, 50 Sheets)		1	Pcs		
213	Presentation Folder A4 With Pocket		1	Pcs		
214	Presentation Folder A4 Without Pocket		1	Pcs		
215	Laser Pointer (Red Beam)		1	Pcs		
216	Pointer Pen (Laser + Stylus Combo)		1	Pcs		
217	Easel / Flipchart Stand (Adjustable)		1	Pcs		
218	Whiteboard (120×90 cm, Magnetic)		1	Pcs		
219	Whiteboard (90×60 cm)		1	Pcs		
220	Corkboard / Notice Board (90×60 cm)		1	Pcs		
10. STAMPS & INK						
221	Self-Inking Stamp — RECEIVED		1	Pcs		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
222	Self-Inking Stamp — PAID		1	Pcs		
223	Self-Inking Stamp — APPROVED		1	Pcs		
224	Self-Inking Stamp — CONFIDENTIAL		1	Pcs		
225	Self-Inking Stamp — COPY		1	Pcs		
226	Rubber Stamp (Custom Text)		1	Pcs		
227	Stamp Ink Pad Blue		1	Pcs		
228	Stamp Ink Pad Black		1	Pcs		
229	Stamp Ink Pad Red		1	Pcs		
230	Stamp Ink Refill Bottle Blue 30 ml		1	Pcs		
231	Stamp Ink Refill Bottle Black 30 ml		1	Pcs		
232	Date Stamp (Self-Inking, Rolling)		1	Pcs		
11. TECHNOLOGY & OFFICE ELECTRONICS						
233	USB Flash Drive 32 GB		1	Pcs		
234	USB Flash Drive 64 GB		1	Pcs		
235	USB Flash Drive 128 GB		1	Pcs		
236	USB Hub 4-Port (USB 3.0)		1	Pcs		
237	Laptop / Monitor Cleaning Kit		1	Set		
238	Screen Cleaning Wipes (Pack of 20)		1	Pkt		
239	Anti-Static Wrist Strap		1	Pcs		
240	Extension Cord 4-Socket (3 m)		1	Pcs		
241	Extension Cord 6-Socket (5 m)		1	Pcs		
242	Power Strip Surge Protector (6-Socket)		1	Pcs		
243	Battery AA (Pack of 10)		1	Pkt		
244	Battery AAA (Pack of 10)		1	Pkt		
245	Battery 9V (Pack of 5)		1	Pkt		
246	Wireless Mouse		1	Pcs		
247	USB Keyboard		1	Pcs		
12. PANTRY-ADJACENT (OFTEN STOCKED IN OFFICES)						
248	Tissues — Pocket Pack 2-Ply		1	Box		
249	Tissues — Box 3-Ply		1	Box		
250	Paper Cups 150 ml Plain (Pack of 100)		1	Pkt		
251	Paper Cups 200 ml Plain (Pack of 100)		1	Pkt		
252	Paper Cups 250 ml Printed (Pack of 100)		1	Pkt		
253	Disposable Plates Small Paper		1	Pkt		





NATIONAL LAW INSTITUTE UNIVERSITY
Kerwa Dam Road, Bhopal-462044

Annexure-B Part-II

OFFICE STATIONERY — COMPLETE PURCHASE LIST

All Sizes & Varieties | Qty / Rate / GST to be filled

S.No.	Name of Items	Make	Qty	Unit	Rate (₹)	GST %
254	Disposable Plates Medium Biodegradable		1	Pkt		
255	Zip-Lock Bags Small (Pack of 50)		1	Pkt		
256	Zip-Lock Bags Medium (Pack of 50)		1	Pkt		
257	First Aid Kit (Basic Office Kit)		1	Set		

The bidder shall quote the current Maximum Retail Price (MRP) of each product along with the percentage discount offered. The discount percentage quoted by the bidder shall remain fixed for the entire contract period. In case the MRP of any product is revised by the manufacturer after six months or at any time during the contract period, the same fixed discount percentage shall continue to be applicable on the revised MRP. Payment shall be made on the basis of the prevailing MRP less the fixed discount quoted by the bidder.

S. No.	<u>Paper</u>	<u>MRP</u>	<u>Discount %</u>
1.	A4 Photocopy Paper (JK Copier, Red) (75 GSM)		
2.	A4 Photocopy Paper (HP) (75 GSM)		
3.	A3 Photocopy Paper (JK Copier, Red) (75 GSM)		
4.	Full Scape Photocopy Paper, 75 GSM (JK Copier, Red) (F/S)		
5.	A4 Color Paper (75 GSM) (different 4 color) Ruchira Tarang (Pink, Yellow, Green, Light Blue)		

