



National Law University and Judicial Academy, Assam

(Established by Assam Act No. XXV of 2009)

No.: NLUJAA/ADMIN/F/STNRY-GEN. ITEMS/2025/09/ 2 2-1

Date: 06-03-2025

NOTICE INVITING QUOTATION

This notice invites quotations affixed with non-refundable Court Fee Stamp of Rs. 8.25 for selection of vendors for supply of **Stationery and General items** enclosed at **Annexure - I** to the National Law University and Judicial Academy, Assam, for the financial year **2025-26** w.e.f. 01-04-2025 to 31-03-2026. The same will be received at the office of the Registrar, NLUJA, Assam during office hours up to **01:30 PM** on or before **March 20, 2025** and will be opened on the same day at **02:00 PM**. The Quotationer/Tenderer or their authorized agents may remain present at the time of opening of the quotations.

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

Terms and Conditions:

1. The rates should be quoted as shown against the items/articles and should be inclusive of GST/taxes applicable at any point of time.
2. The sealed envelope should bear the following 'superscription' on the top:
"The Registrar, National Law University and Judicial Academy, Assam".
3. The Quotationer/Tenderer would have to deposit Earnest Money of **Rs. 2,000/-** in the form of Demand Draft in favour of Registrar, National Law University and Judicial Academy, Assam. The EMDs will be released after finalization of bid selection process. However, EMD in respect of the successful bidder will be retained as Security Deposit till completion of contract period.
4. The Quotationer/Tenderer to whom work would be allotted will have to execute a bond/undertaking as per University rules.
5. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.
6. Any deviation from terms and conditions shall invite cancellation of Quotation/Tender/Bills etc. and forfeiture of security deposit.
7. Each Firm must have GST registration, Trade License, Income Tax Clearance Certificate, PAN Card. A copy of the same must be submitted along with the Quotation/Tender.
8. Each firm must have registered office at Kamrup Metro or Kamrup.
9. Bills must be submitted along with necessary work order and a copy of Challan etc. within seven days from the date of delivery of goods for payment, otherwise no payment shall be made.
10. The work may be allotted to one or many suppliers depending upon the urgency of the work, time factor, quality of works and past record of the firms in respect of delivery of goods within due time.
11. In case there is no approved rate of any item, the supplier has to supply the same at reasonable price but not more than the Maximum Retail Price/market price, whichever is less.
12. In case lowest rate is quoted by one firm for same item and by other firm for other items then the firms will have to assure their willingness/submit consent letter to supply any or all of the materials as above, as per approved rates of the undersigned. If the lowest quoted rate is higher than the MRP/Market price, then payment will be made as per the MRP/Market Price.
13. Any firm/supplier indulging in any malpractice or adopting any unfair means will be barred from working with the University.
14. The Contract will be cancelled at anytime, if the quality of supplied materials is not as per standard or the order is not supplied on time, and the security deposit will be forfeited.
15. Past record of the firms/suppliers/contractors will be duly considered while awarding the work.
16. Selection criteria may include any other condition deemed to be just, fit and proper at that point of time.


Registrar

Date: 06-03-2025

Memo No: NLUJAA/ADMIN/F/STNRY-GEN. ITEMS/2025/09/ 222-225

Copy to:

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


Registrar

Hajo Road, Amingaon, P.O. - Amingaon, District - Kamrup (Rural), Guwahati - 781 031, Assam (INDIA)

Phone: +91-361-2738891, Website: www.nluassam.ac.in

Annexure-I

LIST OF ITEMS					
Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
STATIONERY AND OTHER GENERAL ITEMS					
1	A3 Paper	J.K. 80 GSM	1 pkt.		
2	A4 Paper	J.K. Copier (GSM 75) (500 sheet)	1 pkt.		
3	Alpin	Steel 1"	1 pkt.		
4	AntiTheft Sticker	Self adhesive paper sticker Oreprinted institute logo Vinyl Printing Dust and water proof	1 pc.		
5	Backlit Flex Printing		per sq.ft.		
6	Ball Pen (Blue, Black & Red)	Cello(Finegrip)/Linc (Zen Dark)/Classmate Crypton	1 no.		
7	Ball Pen (Blue, Black & Red)	Cello-Paper soft	1 no.		
8	Ball pen (Blue, Black & Red)	Cello Max Writer	1 no.		
9	Ball pen Refill (Blue, Black & Red)	Cello-Paper soft	1 dzn.		
10	Binder Clip	size 15 mm	1 dzn		
11	Binder clip	size 19 mm	1 dzn		
12	Binder Clip Large Size	30 mm (Premium quality)	1 dzn		
13	Binder clips	Size :25 mm	1 dzn		
14	Binding sheet (plastic)	Back Side A4 Multicolour (100 pcs. pkt)	1 pkt.		
15	Binding sheet (plastic)	Top side A4 transparent (100 pcs. pkt)	1 pkt.		
16	Binding Spring	for 100 pages to above	1 kg		
17	Binding Spring	for 60 to 100 pages	1 kg		
18	Binding Spring	for 30 to 50 pages	1 kg		
19	Binding Spring	for 20 to 25 pages	1 kg		
20	Board Pin / Thumb pin	Plastic top (100 nos. pkt.)	1 box		
21	Book support stand or Book end	Metal	1 no.		
22	Both Side Cello Tape	1 inch	1 pc		
23	Bucket 22ltr	22 LTR, Cello	1 pc		
24	Bucket 22ltr	22 LTR, Milton	1 pc		
25	Bussines Card holder	500 Cards capacity, World One, SKU No.BC104	1 pc		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
26	Calculator	Casio MJ-120	1 pc		
27	Calculator	Flair FC-512N, , Scientific	1 pc		
28	Canvas Flex Printing		per sq.ft.		
29	Car Perfume/Freshner (Make: Ambipur, Godrej, Aer, etc.)	10 gm,	1 pc		
30	Car Perfume/Freshner (Make: Ambipur, Godrej, Aer, etc.)	45 gm	1 pc		
31	Carbon Paper	A4 Corporate (100 sheet pkt.)	1 Pkt		
32	Cartridg paper (green paper)	A4, 75 GSM	1 pkt.		
33	Cartridge paper	Legal / FS (80/85 GSM)	1 pkt.		
34	Cello Tape	2" Brown	1pc		
35	Cello Tape	2" Transparent	1pc		
36	Cello Tape (18mm x 13mm)	Invisiable Tape with Dispenser	1pc		
37	Certificate Paper	A4, 220 GSM (50 sheets)	1 pkt.		
38	Clear Book	10 pocket A4 Size	1 pc		
39	Clear Book	20 pocket Legal Size	1 pc		
40	Clip Board	Plastic (Omega)	1pc		
41	Cloth Binding envelop with plastic quoted	size 16 x 12	100 pc		
42	Cloth Binding envelop with plastic quoted	size A4	100 pc		
43	Cloth Binding envelop with plastic quoted	size 8 x 10	100 pc		
44	Colour Paper (multi colour)	A4, 75 GSM (500 sheets)	1 pkt.		
45	Colour Paper (Yellow)	A4, 75 GSM (500 sheets)	1 pkt.		
46	Correction Pen	Camlin	1 pc		
47	Cotton Thread Ball	Premium quality	1pc		
48	Dak Despatch Register	No.20 (200 Page)	1 pc		
49	Dak Received Register	No.20 (Specify Quantity/Pkt.)	1 pc		
50	Dakpad	Good Quality	1 pc		
51	Envelope	Laminated A3 Size Multicolor	100 pc		
52	Envelope	White Plain (10x4 1/2)	100 pc		
53	Envelope	Laminated 9 x 4 Multicolor	100 pc		
54	Envelope	A5 Size 16 x 12 (yellow)	100 pc		
55	Envelope	Brown Colour A 3 Size	100 pc		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
56	Envelope	Multicolor Colour A 4 size	100 pc		
57	Envelope	Laminated 10'x 8'	100 pc		
58	Envelope	Laminated A4 Size (10x 12)	100 pc		
59	Envelope	With Laminated 10x14 Legal Size	100 pc		
60	Envelope	Yellow Laminated (10X4 1/2)	100 pc		
61	Eraser	Apsara	1 dzn		
62	Executive Bond Paper	Off-white 120 GSM	1 Pkt.		
63	Executive Bond Paper	white 100 GSM	1 Pkt.		
64	Fevi Stick/Glue stick	15 GMS (Kores)	1 PC		
65	Fevi Stick/Glue stick	8 GMS (kores)	1 PC		
66	Feviquick		1 pc		
67	Fiile cover	With center lash. Maruti one Tag hole. File No. 20	100 pc		
68	File Board	Neelgagan No.31, with center belt and lash	100 pc		
69	File Clip (Gems Clip)	packet of 100 nos.	1 pkt		
70	File Cover	Neelgagan No. 55. tag hole on both leaf	100 pc		
71	File Cover 20 leaf	Plastic transparent	100 pc		
72	File Flag	Small Multi colour	1 set		
73	Folder	2 Pocket (PLASTIC)	1 pc		
74	Folder	Plastic	1 pc		
75	Gel Pen (Blue, Black & Red)	Cello/Linc/Flair/Montex/Matrix	dzn		
76	General Flex Printing		per sq.ft.		
77	Hand Held Paper Cutters	Best Quality	1 PC		
78	Heavy Duty Stapler	Kangaro HD-1213	1 pc		
79	Highlighter	Faber Casteel, Luxor Red	1 pc		
80	Highlighter	Faber Casteel, Luxor Yellow	1 pc		
81	Highlighter	Faber Casteel, Luxor Pink	1 pc		
82	Highlighter	Faber Casteel, Luxor Yellow	1 pc		
83	Hole Guard White	Printastick	1 Pkt.		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
84	ID Card Holder	Good quality (Transparent)	100 pcs.		
85	ID Card Strip	Nylon good quality Strip with steel lock	100 pcs.		
86	Index File Cover	A4 Size, premium brand	100 pc		
87	Index Register	Premium quality (No...)	1pc		
88	Invisible Tape	Matte Finish (Infinity)	1 pc		
89	IP based face and fingerprint recognition biometric attendance system		1 no.		
90	Jute Carry Bag	12" x 18"	1 no.		
91	Jute Laptop Bag		1 no.		
92	Kodak Photo Paper High Gloss (180 GSM)	A4 Size (20 sheets)	1 pkt.		
93	L type plastic folder	Transperant (A4 size)	1 pkt		
94	L type plastic folder	Transperant (Legal size)	1 pkt		
95	Label Writing Pen	Spine	1 pc		
96	Laminatin Sheet for Book Covering	Book sleeves 8" X 24 "	100 sheets		
97	Laminatin Sheet for Book Covering	Book sleeves 13" X 20 " (Small Size)	100 sheets		
98	Lamination Pouch	Flim Legal Size	100 pcs		
99	Lamination Pouch Flim	A4 Size (Specify, qty/pkt.)	100 pcs		
100	Lebel Sticker Paper	A4 Size (100 sheets, pkt.)	1 pkt.		
101	Legal Size Paper	J.K. Copier (GSM 75) (500 sheet)	1 pkt.		
102	Log book (vehicle)		1 pc.		
103	Marker Pen (permanent)	Rotomech	1 no.		
104	Marking Cloth	Best Quality	1 mtr.		
105	Mug Plastic	1 Ltr Milton	1 PC		
106	Nameplate (Metallic Name Plate) (Golden letter with Black Background)	12" x 6"	1 no.		
107	Nameplate (Metallic Name Plate)	10" x 5"	1 no.		
108	Nameplate (Metallic Name Plate) (Golden letter with Black Background)	14" x 6"	1 no.		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
109	Nameplate (Metallic Name Plate) (Golden letter with Black Background)	18" x 6"	1 no.		
110	Nameplate for office room (Vinyl pasting on sunboard)	18" x 5"	1 no.		
111	Nameplate for office room (Vinyl pasting on sunboard)	12" x 5"	1 no.		
112	Nameplate for office room (Vinyl pasting on sunboard)	10" x 5"	1 no.		
113	Note PAD	Neelgagan (10 leaf)	1 PC		
114	Numerical Token for property counter	Plastic	1 pc.		
115	Paper Cutter Knife (Small)	Nataraj handy Cutter	1 PC		
116	Paper Roll	Thermal paper/Label	1 PKT (24 roll)		
117	Paper Shredder	Shredding type - Cross Cut Shredding Capacity - 10 sheets	1 no.		
118	Paper Weight	Square, Corporate or Equivalent	1 PC		
119	Paper Weight	Round Flowery, Corporate or Equivalent	1 PC		
120	Pen Stand,	DG-468/SG-468/S604	1 PC		
121	Peon Book	No. 4	1 PC		
122	Plastic Rope/Twine Rope	Approx. 200 mtr	1 roll		
123	Portable stair	3 steps folding ladder with wide step (50 x 48 x 82 cm)	1 no.		
124	Post -IT-PAD	SIX:3'x4' desmat	dzs		
125	Pre ink stamp	Size: 23 x 63 mm	1 pc		
126	Pre ink stamp	Size: 23 x 74 mm	1 pc		
127	Pre ink stamp	Size: 22 x 50 mm	1 pc		
128	Pre ink stamp	Size: 33 x 52 mm	1 pc		
129	Pre ink stamp	35 x 54 mm	1 pc		
130	Pre ink stamp	32 x 67 mm	1 pc		
131	Pre ink stamp	30 x 30 mm	1 pc		
132	Pre ink stamp	15 x 15 mm	1 pc		
133	Pre ink stamp	16 x 32 mm	1 pc		
134	Pre ink stamp	12 x 45 mm	1 pc		
135	Pre ink stamp	45 x 45 mm (Round)	1 pc		
136	Pre ink stamp	20 x 60 mm	1 pc		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
137	Pre ink stamp	14 x 70 mm	1 pc		
138	Pre ink stamp	50 x 50 mm	1 pc		
139	Pre ink stamp	40 x 40 mm	1 pc		
140	Pre ink stamp	48 x 78 mm	1 pc		
141	Pre ink stamp	55 x 55 mm	1 pc		
142	Pre ink stamp	56 x 86 mm	1 pc		
143	Register	(Delux) Big No. 30	1 pc		
144	Register	No.6 Ruled ,Deep	1 pc		
145	Register	Register No.8 Ruled ,Deep	1 pc		
146	Register	No.12 Ruled ,Deep	1 pc		
147	Register	No.16 Ruled ,Deep	1 pc		
148	Register	No.24 Ruled ,Deep	1 pc		
149	Register (Teachers Attendance)	No.2	1 pc		
150	RFID Card	Frequency Supprt:13.56MHz Protocol: ISO 15693 Compliant Type: iCode 2 Compliant Memory Capacity:1024-2528 bits Size: 80mm X 50mm (± 5mm) Integrated Circuit (IC): NXP i-Code-SLIX Data re-write: 100000 times Data Retention: >40 years for each write Anti-collision for Multi read	1 pc.		
151	Roller Cassette	TVS/RP/45	1 pc.		
152	Room Freshner	Premium quality	1 pc		
153	Round Tick Seal		1 pc.		
154	Rubber Band	Small Size	1 Pkt.		
155	Rubber Band	Big Size	1 Pkt.		
156	Scale	(Still) Kores	1 pc		
157	Scale	(Plastic) Kores	1 pc		
158	Scissor	Stainless Steel Size 8.5"	1 pc		
159	Self adhesive Label sheet A4 (210 x 297 mm)	A4 Size (100 sheets, pkt.)	1 pkt.		
160	Sharpner	LUXOR	1pc		
161	Single Punch Machine	Kangaro (SHP-20)	1 pc		
162	Sketch Pen	LUXOR	1 no.		
163	Spine Label	Round (white colour) and squire (green colour)	100 pcs.		
164	Spine Label writing pen	Black colour (Pigma Micron Archival Link)	1 dzn.		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
165	Stamp PAD	Kores or other premium brand	1PC		
166	Stamp PAD Ink	Kores	1bottle		
167	Stapler	(Trendy-35) Kangaro	1pc		
168	Stapler	Big (HP45)	1pc		
169	Stapler	Kangaru (Gold-10)	1pc		
170	Stapler Pin	24/6	1pkt		
171	Stapler Pin	Gold10	1pkt		
172	Stapler Pin	Kangaro 23/13-H (13mm)	1pkt		
173	Stapler Pin	Kangaro 23/24-H (24mm)	1pkt		
174	Star Flex Printing		per sq.ft.		
175	Steno Note PAD	(Capital) 152/200 Pages	1pc		
176	Stick File	A4 Neelgagan or Equivalent	100 pc		
177	Stock Register	Book No. 22 (421 pages)	1pc		
178	TAG	Nylon	100 pcs		
179	Tags for subjects and shelf guides for different sections of library.	Venyl printing	each		
180	Torch Light (Rechargeable Torch)	Rock Light Plastic 50W LED	1pc		
181	Traffic Light signal		1pc		
182	Two Hole Paper Punch	Kangaro, DP-280	1 pc		
183	Two Hole Paper Punch	Kangaro, HD-23S-24 (Heavy Duty)	1 pc		
184	Umbrella (Black)	Mahendra Dutta (big size)	1pc		
185	Uniball pen	eye fine, UB157 (blue,black,red, green)	1 pc		
186	Vinyl Flex Printing		per sq.ft.		
187	Water Bottle	Aquaflina (1 ltr. bottle)	1 pc		
188	Water Bottle	Kinley (1 ltr. bottle)	1 pc		
189	Water Bottle	Bisleri (1 ltr. bottle)	1 pc		
190	Water Bottle	Bisleri (500 ml. bottle)	1 pc		
191	Water Bottle	Bisleri (200 ml. bottle)	1 pc		
192	White Board	Size: 3 x 4 ft.	1 no.		
193	White Board Marker Pen	LUXAR	1 no.		
194	White Board Duster	With pen Holder {Boldmarker (XL)}	1pc		
195	White Board Stand revolving	Size: 3 x 4 ft.	1 no.		
196	Wooden Pencil	Apsara	1 no.		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
DUSTBIN AND BUCKETS					
1	Dustbin Big	40 Ltr, Milton	1PC		
2	Dustbin Big	32 Ltr, Milton	1PC		
3	Dustbin Medium	20 Ltr, Milton	1PC		
4	Dustbin Small	10 Ltr, Milton	1PC		
5	Plastic Bucket	15 Ltr, Milton	1PC		
6	Wheel Dustbin	Nilkamal 120 Ltr Wheel Garbage Dustbin Green	1 PC		
7	Wheel Dustbin	Nilkamal 240 Ltr Wheel Garbage Dustbin Green	1 pc		
8	Stainless Steel Dustbin	20 ltr.	1 PC		
CLOCK AND WATCH					
1	Wall Clock	Timax	1PC		
2	Ajanta Wall	Clock model no. 607	1PC		
3	Ajanta Wall Clock	Model no. 487	1PC		
4	Ajanta Wall Clock	Model no.1987	1PC		
5	Ajanta Wall Clock	Model no.577	1PC		
6	Calling Bell	Electronic	1PC		
7	Calling Bell	Ordinary	1PC		
8	Wall Clock	Maxima	1PC		
MAT & MATTRESS					
1	Bath Mat	Obsession tufted 2x3 ft	1 PC		
2	Foot Mat Premium quality	2 x 3 ft	1 PC		
3	Door mat (soft)	2 x 3 ft	1 PC		
4	Mattress (Kurl-on)	4 inch thick , 3 x 6.5 ft.	1 PC		
5	Mattress (Sleep well)	4 inch thick , 3 x 6.5 ft	1 PC		
6	Mattress (Sleep Well)	Double Bed (4 inch thick) 4.5 x 6.5 ft.	1 PC		
7	Mattress (Kurl-on)	Double Bed (4 inch thick) 4.5 x 6.5 ft.	1 PC		
8	Mattress (Sleep Well)	King Size (4 inch thick) 6 x 6.5 ft.	1 PC		
9	Mattress (Kurl-on)	King Size (4 inch thick) 6 x 6.5 ft.	1 pc		
BED COVER/BEDSHEET					
1	Bed Sheet (white)	Double (Bombay dying)	1PC		
2	Bed Sheet (white)	Single (Bombay dying)	1PC		
3	Pillow (standard size)	Reliance	1PC		
4	Pillow (standard size)	Sleepwell	1PC		
5	Pillow Cover	Bombay dying	1PC		
6	Towel	Big, Bombay dying	1PC		
7	Towel	Small, Bombay dying	1PC		

Sl. No.	Description of items	Specification	Unit	Unit Price	Unit Price in Words
8	Misquote Net	6.5 ft X 7 ft, premium cooton	1PC		
9	Misquote Net	3.4 ft X 6.5 ft, premium cooton	1PC		
LOCKS					
1	Lock (Godrej)	6 lever	1 pc		
2	Lock (Godrej)	7 lever	1 pc		
3	Lock (Harison)	6 lever	1 pc		
4	Lock (Harison)	7 lever	1 pc		
5	Lock (Link)	6 lever	1 pc		
6	Lock (Link)	7 lever	1 pc		
BATTERIES					
1	Battery (AA)	Eveready	1 pc.		
2	Battery (AA)	Duracell	1 pc.		
3	Battery (AAA)	Eveready	1 pc.		
4	Battery (AAA)	Duracell	1 pc.		
5	Battery (AAAA)	Eveready	1 pc.		
6	Battery (AAAA)	Duracell	1 pc.		
7	CMOS Battery	Sony/Maxwell	1 pc.		
8	Microphone Battery	MH-203 (246.850 Mhz) 9v	1 pc.		
9	9V Battery	Eveready	1 pc.		
CROCKERY & CUTLERY					
1	Cup-plate (6 pair)	Bone china	1 set		
2	Tea Spoon	Milton, Stainless steel	1 Dozen		
3	Water Glass size-Medium (6 Nos)	Borosil	1 Set		
4	Quarter plate	Bone China	1 Dozen		
5	Dinner set	Bone china 6 pcs	1 set		
6	Spoon (dinner)	Milton, Stainless steel	1 Dozen		
7	Fork spoon	Milton, Stainless steel	1 Dozen		
8	Electric kettle philips	1 ltr.	1 no.		
9	Electric kettle philips	1.5 ltr.	1 no.		
10	Prestige Induction Cooktop	PIC 27.0 1200-Watt	each		
11	Philips Induction Cooktop	HD4928/01	each		
12	Tawa (26 cm)	Induction base	each		
13	Tissue/Napkin Paper Holder	Oxten Stainless Steel (15×8×3 cm Size)	each		