



**HIMACHAL PRADESH NATIONAL LAW UNIVERSITY, SHIMLA**

16 MILE, SHIMLA-MANDI NATIONAL HIGHWAY, GHANDAL

DISTRICT SHIMLA, HIMACHAL PRADESH-171014

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**File No. 48-3/25-HPNLU(Tender)/Estt.-05**

**Dated: 15.05.2025**

**NOTICE INVITING TENDER**

Sealed quotations are hereby invited for the supply of *Stationery items* at **Himachal Pradesh National Law University**, Ghandal, District Shimla. The details of the required items are as follows:

S. No.	Item Description	Quantity
1	Marker White Board	05 Pkt.
2	Sharpener	30 Nos
3	Glue Stick Small (08 gm)	20 Nos
4	Cello Tape (Transparent) 2"	50 Nos
5	Double Tape	20 Nos
6	Paper Cutter Small	10 Nos
7	Notice Board Pin (Push Pin)	10 Box
8	Bond Paper 90 GSM	15 Nos
9	Paper Weight	10 Nos
10	Glossy paper 210 GMS	20 Nos
11	Sponge/ Dumper Pad	15 Nos
12	Glue Stick (25 gm)	20Nos

**Last date of receiving bids/quotations : 1700 hrs on 21.05.2025**

**Schedule for Opening of bids : 1200 hrs on 22.05.2025**

**Terms and Conditions:**

1. The quotations should be sent in a sealed cover super scribed "Supply of Stationery Items " and addressed to :**The Registrar, Himachal Pradesh National Law University, Ghandal, Distt Shimla**
2. The rates should be quoted as shown against the item and should be inclusive of GST/Taxes or other charges extra as applicable. The bidder should quote their rate including taxes if any, transportation, handling charges, labour charges etc.
3. Each Firm must have **GST Registrations, PAN Card**. A copy of the same must be submitted along with the Quotation.
4. The bid validity should not be less than 90 days.
5. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof.
6. Delivery of items must be within one week from the date of issue of the supply order.
7. Govt. Notified Statutory Dues will be deducted from the bill.
8. If the opening bid day is a holiday, the bids will be opened on next working day.

**Sd/-  
Registrar  
HPNLU, Shimla**