



Maharashtra National Law University Mumbai

(Established on 27th June 2014 by Government of Maharashtra under Act VI of 2014)

Recognized By the UGC U/S 2(f)

Approved by BCI

NIRF-31st Rank

2nd Floor, MTNL-CETTM Building, Technology Street, Hiranandani Gardens,
Powai, Mumbai, Maharashtra - 400 076.

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR ANNUAL RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS AND HOUSEKEEPING MATERIAL

Contract Period: 1 Year (Renewal Basis)

Application Fees: 1000/- (Non-Refundable)

By DD in favour of Maharashtra National Law University Mumbai payable in Mumbai

EOI Opening Date: 20.04.2026 at 10:00 AM

EOI Closing Date: 30.04.2026 at 05:30 PM

Maharashtra National Law University Mumbai invites Expressions of Interest (EOI) **from local agencies engaged in the supply of stationery items and housekeeping material.** Interested agencies may visit the Website www.mnlumumbai.edu.in and download the Application [Annexure A], and Response Form [Annexure B]. Filled in application, response form complete in all respects along with the required documents shall be sent to the Email: eoimnlumumbai.edu.in and hard copies of the same along with the application fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai, payable at Mumbai, shall be sent by the Registered Post to the Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai – 400 076, so as to reach on or before 17.30 hours of Thursday, 30th April 2026. Hard copies shall not be submitted in person.

Maharashtra National Law University Mumbai

**2nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street, Powai,
Mumbai – 400 076.**

**INVITATION FOR EXPRESSION OF INTEREST FOR ANNUAL RATE
CONTRACT FOR SUPPLY OF STATIONERY ITEMS AND
HOUSEKEEPING MATERIAL FROM LOCAL AGENCIES**

Maharashtra National Law University (hereinafter referred to as the University) invites expression of Interest (EOI) from the local agencies for Supply of Stationery items and housekeeping material from local agencies to the University.

1. TIME-SCHEDULE:

Date of Issue of EOI	20.04.2026
Last Date and Time for receipt of EOI	30.04.2026
Pre Bid Meeting *	07 th May 2026
Place of Opening Bids	MNLU Mumbai, Powai
Address for coordination and communication	2 nd Floor, CETTM MTNL, Hiranandani Gardens, Technology Street, Powai, Mumbai – 400 076.

*Contact number for pre bid: **Mr. Prashant Kalokh – 7506641664**

2. PROCEDURE TO APPLY:

- (1) EOI are invited from interested agencies for supply of stationery items and housekeeping material to the University for a period of one year on renewal basis.
- (2) Interested agencies may visit the Website www.mnlumumbai.edu.in and download the Application [Annexure A], and Response Form [Annexure B]. Filled in application, response form complete in all respects along with the required documents shall be sent to the Email: eoimnlumumbai.edu.in and

hard copies of the same along with the application fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai,' payable at Mumbai, shall be sent by the Registered Post to **the Registrar, Maharashtra National Law University Mumbai, 2nd Floor CETTM-MTNL Building, Hiranandani Gardens, Technology Street Powai, Mumbai - 400 076**, so as to reach on or before 17.30 hours of Wednesday of 30th April 2026. Hard copies of the same shall not be submitted in person.

(3) EOI shall be submitted by the agency (hereinafter referred to as 'the bidder in one sealed outer envelope clearly mentioning sender's name and address, telephone number and e-mail address, along with website, if any, and superscripted as 'EOI FOR SUPPLY OF STATIONERY ITEMS AND HOUSEKEEPING MATERIAL'. This outer envelope shall contain two separate inner sealed envelopes, one containing 'Technical Bid' and other containing 'Financial Bid'. Application, response form, application fees of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in the form of demand draft in favour of Maharashtra National Law University Mumbai,' payable at Mumbai, and all documents mentioned in Clause 7 below shall be submitted in the envelope superscripted as 'Technical Bid'. Rates per unit shall be quoted both in figures and words in the envelope superscripted as 'Financial Bid'. Both envelopes shall bear name and address of the bidder.

(4) If the bid envelopes are not sealed, the bid will be summarily rejected.

(5) The University shall not be responsible for any postal delays or any other reason for not submitting the bid in the specified time and resulting in disqualification / rejection of any bid.

(6) Earnest Money Deposit (EMD) of Rs. 15,000/- (Rupees Fifteen Thousand Only) in the form of Demand Draft in favour of 'Maharashtra National Law University Mumbai,' payable at Mumbai, shall be submitted in Technical Bid, failing which, submitted bid will be rejected. Firms registered with MSIC/ MSME will be exempted from payment of EMD on submission of registration documents.

(7) The softcopy of excel sheet of price bid to be sent on email eoi@mnlumumbai.edu.in

3. COST OF BIDDING:

The Bidder shall bear all costs associated with the preparation and submission of its bid and the University shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

4. VALIDITY OF THE BID:

180 Days from the date of submission of bid.

5. BID OPENING PROCESS:

(1) The Technical Bids shall be opened in the first instance in the presence of representatives of the bidders in the office of the University.

(2) Financial bids of only those bidders, whose bids are found technically qualified, by the Technical Evaluation Committee, shall be opened in the presence of the representatives of the bidders in the office of the University, subsequently at a later date for further evaluation.

(3) Only one authorized representative of each of the bidder shall be permitted to be present at the time of aforementioned opening of the bids.

(4) The authorized representative of bidders, present at the time of opening of the bids shall be required to sign an attendance register as a proof of having attended the bid opening meetings.

(5) The EMD of unsuccessful agencies will be refunded by the University within fifteen days after the award of contract to the successful agency without any interest thereon. The EMD of the successful agency will be refunded on submission of Security Deposit of Rs. 75,000/-. After successful completion of agreement within the stipulated period the security deposit will be refunded back to the vendor with 60 days of the completion of contract period, without any interest thereon.

6. ELIGIBILITY:

The bidder shall satisfy the following eligibility conditions:

- (1) Shall have supplied stationery items and housekeeping material including computer cartridges / toners etc. during last three financial years [2022-23, 2023-24 and 2024-25] and worth at least-
 - (i) Rs. 2.00 lakhs per annum to any one organization, OR
 - (ii) Rs. 1.00 lakhs per annum each, to any two organizations, OR
 - (iii) Rs. 75 thousand per annum each, to more than two organizations.
- (2) Shall have retail or wholesale retails shop or godown in Powai in 07 km radius having established facility for supply of goods at client's premises in short notice and in uninterrupted manner.

7. DOCUMENTS TO BE SUBMITTED IN TACHNICAL BID:

- (1) The Technical Bid shall contain the following documents:
 - (i) Application in the format prescribed at Annexure A
 - (ii) Response Form in the format prescribed at Annexure B
 - (iii) Demand Draft of Rs. 1000/- (Rupees One Thousand Only) (non-refundable) in favour of 'Maharashtra National Law University Mumbai,' payable at Mumbai, as Application fees
 - (iv) Demand Draft of Rs. 15,000/- (Rupees Fifteen Thousand Only) in favour of 'Maharashtra National Law University Mumbai,' payable at Mumbai, as Earnest Money Deposit (EMD)
 - (v) Self-attested copy of valid GST(Goods and Services Tax) Registration
 - (vi) Self-attested copy of valid License issued under the Maharashtra Shops and Establishments Act
 - (vii) Self-attested copy of Permanent Account Number (PAN)
 - (viii) Self-attested copy of valid Registration Certificate of Agency in respect of supply of stationery items and housekeeping material

- (ix) Self-attested copies of Income tax returns of last financial years [2022-23, 2023-24 and 2024-25]
 - (x) Self -attested copies of supply of stationery items housekeeping material to organizations for last three financial years [2022-23, 2023-24 and 2024-25]
 - (xi) Experience certificate issued by the competent authority of organization/s of having supplied stationery items housekeeping material including computer cartridges / toners etc. during last three financial years [2022-23, 2023-24 and 2024-25]
 - (xii) Declaration in the Proforma prescribed at Annexure D
 - (xiii) Statement I and Statement II duly filled in.
 - (xiv) Solvency certificate from any reputed Chartered Accountant Firm
 - (xv) Quality Certificate like ISO etc. preferred
 - (xvi) Completion certificate and Client Feedback
 - (xvii) Infrastructure and Manpower capacity
 - (xviii) Certificate for turnaround time for supply of material on company / firm letterhead
- (2) All documents from Sr. No. (i) to (xiii) shall be submitted by the bidder correctly and completely, otherwise the bid shall be rejected by the University. Even though the bidder meets the above qualifying criteria, it is liable to be disqualified if it has made misleading or false representation in the Statements, attachments submitted as proof in support of the qualification requirements.
- (3) Financial Bid in respect of stationery items and housekeeping material shall be submitted in the format prescribed at Annexure C. The rate shall be quoted in figures as well as in words for all the items given in the description of items. Bids not quoted for all the items may summarily be rejected. Rate shall be quoted inclusive of GST and other taxes as applicable.
- (4) If the Technical Bid is found complete in all respects, then only Financial Bid will be opened.

8. EVALUATION PROCESS AND AWARD OF CONTRACT:

- (1) The bids received from the bidders will be evaluated on lowest bid basis, by the Committee constituted by the University and as per the following criteria

:

Sr. No.	Criteria	Marks
1.	Relevant Experience	20
2.	Completion Certificate & Client Feedback	20
3.	Infrastructure Capacity	20
4.	Financial Turnover	10
5.	Quality Certificate	5
6.	Relevant Certificate and documents (GST, PAN, Registration Certificate etc..)	15
7.	Timely delivery Assurance	10

- (2) Contract shall be awarded to the bidder offering the lowest price. The decision of the University in this regard will be final and binding on all the participating bidders.

9. SERVICES TO BE PROVIDED:

- (1) The Rate Contract (RC) for supply of stationery items housekeeping material shall be valid for a period of one year on renewal basis.
- (2) The supply orders shall be placed by the University from time to time against the RC. The University does not give any guarantee of minimum purchase under the present RC.
- (3) No interim change of rate will be permitted.
- (4) The Agency shall undertake to supply items not included in the schedule of rates on emergency at competitive market rate.
- (5) If the successful bidder fails to fulfill his obligations under the present RC i.e. non-adherence to terms and conditions and supply of fake / counterfeit items, the University after due notice to the bidder may blacklist the agency. In such events, the contract will stand terminated and the EMD / Performance securities of the bidder shall be forfeited.

- (6) Supplies shall be made within 2 days from the date of receipt of the supply orders unless otherwise stipulated in the supply order. Supplies marked as "Emergency supply" shall be supplied in 24 hours from the date of receipt of the supply orders. In case of delay beyond the stipulated period, a penalty of Rs.500/- per day of delay will be levied. In case of rejected / returned items, the replacement is to be made within 2 days of receipt of information regarding rejection of items, otherwise penalty @ Rs.500/- per day will be levied by the University.
- (7) In case the bidder fails to supply the ordered quantity within the stipulated time limit, the University may purchase the goods from open market and recover the difference in cost of purchase from the bidder.
- (8) The Payment by the University will be made within fifteen days from the date of receipt of supply.
- (9) All costs related to packing transportation etc. will be borne by the bidder. No extra payment will be made by the University for whatever purpose.
- (10) The bidder shall be solely responsible for paying all applicable taxes as per rules.
- (11) Advance payment will not be made by the University under any circumstances.
- (12) The supply of items shall strictly be as per the requirement and specifications.
- (13) The University reserves the right to call for and inspect samples of items before entering into the Rate Contract.
- (14) Aggregate value of supply under the proposed rate contract is estimated to be around Rs. 5.00 lakhs per annum.
- (15) The bidder shall enter into an Agreement with the University for supplying stationery items and housekeeping material, on the terms and conditions specified by the University. The Agreement shall be valid for the period of one year from the effective date. The service charges quoted by the bidder shall be fixed for the period of contract and no request for any change, modification in the same shall be entertained.

- (16) In case of breach of any of the terms and conditions of the contract, the University shall be at liberty to terminate the Agreement by giving one month notice in writing in advance. Further, the bidder can also terminate the agreement by giving two months' notice in writing in advance to the University.
- (17) Maharashtra National Law University Mumbai reserves the right to visit, inspect or contact some of the offices to whom supplies are made by the bidder prior to selection.
- (18) Selected bidder shall furnish security deposit of Rs. 75,000/- in the form of Demand Draft in favour of the Finance and Accounts Officer, Maharashtra National Law University Mumbai.
- (19) TDS as applicable on date will be deducted from firm actual bill submitted for payment.
- (20) The University reserves the right to accept or reject any or all EOI without assigning any reason thereof.
- (21) Conditional offer/ EOI and EOI submitted by the bidder after the due date and time will be rejected by the University.
- (22) No CC/BCC shall be sent to any other mail address by the bidder. Violation of this violation will lead to disqualification and cancellation of the EOI of the bidder.
- (23) Canvassing in any manner at any stage will be a disqualification and will lead to backlisting of the bidder.
- (24) Jurisdiction for any legal proceedings shall be the Courts at Mumbai.

**APPLICATION TO BID FOR SUPPLY OF STATIONERY ITEMS AND
HOUSEKEEPING MATERIAL (2026-2027)**

Name of the Agency _____

The Registrar,
Maharashtra National Law University
Mumbai, 2nd Floor, CETTM MTNL
Building, Hiranandani Gardens,
Technology Street, Powai,
Mumbai – 400 076

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest for Annual Rate Contract for Supply of Stationery items and housekeeping material and hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the Agency

ANNEXURE B

RESPONSE FORM

Information to be furnished by the Agency

1	Name of the Agency		
2	Address		
3	Contact details:Mobile E-Mail and website		
4	Type of Agency (Whether Sole/Proprietorship / Partnership /Private Ltd/ Ltd. or Co- operative body etc.)		
5	Whether registered with the Registrar of Companies / Registrar of firms. If so, furnish full details and copies of valid I. GST Number II. Permanent Account Number (PAN)of the Firm		

	III. Any other registration that is required as per statutory/local norms for supply of stationery Items and housekeeping material	
6	Name and PAN of Proprietor/Partners / Directors of the Organization/ Firm	
	a) b) c) d) e) f)	
7	Year of Establishment	
8	Length of business in the field of Office Stationery Supplies	_____Years
9	Similar supplies carried out during last 3 years by the firm	Details to be furnished in the prescribed Proforma (Statement I)
10	Details of similar supplies on which the firm is engaged at present.	Details to be furnished in the prescribed Proforma (statement II)
11	The average annual turnover of The Agency for the last three years.	

12	Yearly turnover of the firm during last 3 years. Please attach certified copies of accounts statements.	A) 2022-23 B) 2023-24 C) 2024-25
13	Details of Earnest Money Deposit (DD in the favour of Maharashtra National Law University Mumbai)	Draft No. _____ Date _____ _____ Bank Name. _____ Rs.15,000/-
14	<ul style="list-style-type: none"> • Whether any civil suit / litigation in the contracts executed during the last 3 years has arisen and pending in any court of law. If so, please furnish full details. • Have you been disqualified by you any Entity/ Institution? 	

Place

Date

AUTHORISED SIGNATORY

Seal of Agency

ANNEXURE C

**FINANCIAL BID
FOR CONSIDERATION OF STATIONERY ITEMS
UNDER RATE CONTRACT**

**STATIONERY & PRINTING ITEMS
(To be Submitted on Own letter head)**

Sr. No.	Item	Specification	Unit	GST %	Rate quote per unit	
					In Figure INR	In Words
1	Binding					
	A: Spiral Binding Charges	50/100/150/200 /300 pages	Per/Pkt			
	B: Hard Cover Binding Charges	50/100/150/200 /300 pages	Per/Pkt			
	C: Perfect Binding Charges	50/100/150/200 /300 pages	Per/Pkt			
	D: A/4 Binding Sheet Transparent and Blue		Per/Pkt			
	E: Legal Size Binding Sheet Transparent and Blue		Per/Pkt			
2	Calculator					
	A: Calculator – CT-512	Citizen	Per/Pcs			
	B: Calculator – MJ-120T	Casio	Per/Pcs			
3	Card Holder					

	A: Visiting Card Holder –Big	Plastic 240	Per/Pcs			
	B: Visiting Card Holder –Small	Plastic 120	Per/Pcs			
4	New Cartridge					
	A: Samsung Multi-express Copier cum Printer	Model No. Xpress K2200ND	Per/Pcs			
	B: Samsung Printer	Model No. Xpress M2876ND	Per/Pcs			
	C: HP Laser Jet Printer	1020 Plus	Per/Pcs			
	D: HP Inkjet Printer	Model No. 3545	Per/Pcs			
	E: Brother Printer	TN - 2365 DR - 2365	Per/Pcs			
5	CD & CD Cover					
	A: CD Cover Bag		Per/Pcs			
	B: CD Cover Plastic	(Round type)	Per/Pcs			
	C: CD Cover Plastic	(Square type)	Per/Pcs			
	D: CD Mailer		Per/Pcs			
	E: CD 700 Mb	Moser Baer/ Sony	Per/Pcs			
	F: DVD 4.7 Gb	Moser Baer/ Sony	Per/Pcs			
6	Cello Tapes					
	A: Cello Tapes	1" Transparent	Per/Pcs			
	B: Cello Tapes	1.5" Transparent	Per/Pcs			
	C: Cello Tapes	2" Transparent	Per/Pcs			
	D: Cello Tapes	2" Brown	Per/Pcs			

	E: Cello Tapes	2" Black	Per/Pcs			
	F: Cello Tapes	2" Blue	Per/Pcs			
	G: Cello Double Side White Tape (Foam)	1"	Per/Pcs			
	H: Masking Tape White	2"	Per/Pcs			
7	Clips					
	A: Binder Clip 19 mm		Per/Pcs			
	B: Binder Clip 25 mm		Per/Pcs			
	C: Binder Clip 32 mm		Per/Pcs			
	D: Binder Clip 41 mm		Per/Pcs			
	E: Binder Clip 51 mm		Per/Pcs			
	F: Bell Clip (U-Pin) 30mm		Per/Pcs			
	G: Bell Clip (U-Pin) 35mm		Per/Pcs			
	H: Thumb Pins	Notice Board Pins	Per/Pcs			
	I: Tachni-Pin	Paper Pin	Per/Pcs			
8	Correction Pen					
	Correction Pen	(Camlin)	Per/Pcs			
9	Board Duster					
	A: Normal Board Duster		Per/Pcs			
	B: Magnetic Board Duster		Per/Pcs			
10	Envelopes with Printing University Logo, Name & Address Data					
	A: Envelopes 10 x 4.5	White/Brown	Per/Pcs			

	B: Envelopes 14 x 10	White	Per/Pcs			
	C: Envelopes 16 x 12	White	Per/Pcs			
	D: Cloth Cover Envelopes	(14 x 10) Green	Per/Pcs			
	E: Cloth Cover Envelopes	(16 x 12) Green	Per/Pcs			
	F: Cloth Cover Envelopes	(16 x 18) Green	Per/Pcs			
	G: Cloth Cover Envelopes	(18 x 20) Green	Per/Pcs			
	I: Cloth Cover Box Envelopes	(16 x 12) Green	Per/Pcs			
11	Files & Folders					
	A: Box File (Hard Bound Cover)	A/4 Size	Per/Pcs			
	B: Half Box File (Hard Bound Cover)		Per/Pcs			
	C: Spring File Hard Cover	(Model No.1585)A/4 Size	Per/Pcs			
	D: Plastic Patti File	A/4 Size	Per/Pcs			
	E: 4 - Flap Folder	A/4 Size	Per/Pcs			
	F: 2 - Flap Folder	A/4 Size	Per/Pcs			
	G: File Divider		Per/Pkt			
	H: Tag file - Department file with university name & logo		Per/Pkt			
12	File Tag					
	A: Cloth File Tags Good Quality	Red/White	Per/Pkt			
13	Glue Sticks					

	A: Glue Stick (Kores/Camlin)	15Gm	Per/Pcs			
14	Marker Pens					
	A: Bolt Marker pen		Per/Pkt			
	B: CD Marker Pen	All Colours	Per/Pkt			
	C: Highlighter Pen (Camlin /Faber Castle)	All Colours	Per/Pkt			
	D: Permanent Marker Pen	All Colours	Per/Pkt			
	E: White Board Marker Pen	All Colours	Per/Pcs			
	F: Paint Marker Pen	All Colours	Per/Pcs			
15	Name Plates					
	A: Plastic Name Plate(Tringle)	8 Inch	Per/Pkt			
	B: Plastic Name Plate (Tringle)	12 Inch	Per/Pkt			
16	Office Pens					
	A: Lexi/Montex /NatrajPens	Blue	Per/Pkt			
	B: Lexi/Montex/ NatrajPens	Black	Per/Pkt			
	C: Lexi/Montex/NatrajPens	Red	Per/Pkt			
	D: AdGel Achiever GelPen/ Ball Pen	Green	Per/Pkt			
	E: Pilot V-7 Pen/Cello Griper	All Colours	Per/Pkt			
	F: Gel Pen	All Colour	Per/Pkt			
17	Notebooks & Note Pads					
	A: Note Pad : 25/50/75/100 Pages	(with Printing & Without Printing)	Per/Pcs			

	B: Shorthand Note Pad		Per/Pcs			
	C: Section Book		Per/Pcs			
	D: Vehicle Log Book		Per/Pcs			
	E: Visitor Book	200 Pages (Hard Cover)(with Printing)	Per/Pcs			
18	Note Sheet & LetterHead					
	A: JK Ledger Paper A/4 size Note Sheet (90gsm)	-Green	Per/Pkt			
	B: Letter Head	100gsm High QualityBond Paper (with Printing)	Per/Pcs			
	C: Letter Head	100gsm High QualityBond Paper, golden embossing (with Printing)	Per/Pcs			
19	Papers					
	A: A/4 White Paper	- 70gsm (Good QualityCopier Paper)	Per/Pkt			
	B: A/4 PaperAll Colour	70gsm (Good QualityCopier Paper)	Per/Pkt			
	C: A/3 White Paper	- 70gsm (Good QualityCopier Paper)	Per/Pkt			
	D: Legal White &Green Paper	- 70gsm & 100gsm (Good Quality Copier Paper)	Per/Pkt			
	E: Full-scale RuledWhite Paper		Per/Pkt			
	F: A/4 White BondPaper	(100gsm) (JK Copier Paper)	Per/Pkt			
	G: Ledger Paper		Per/Pkt			
	H: Chart Paper-	300 gsm	Per/Pkt			

20	Paper Weight					
	A: Round Paper Weight- Glass		Per/Pcs			
	B: Square Paper Weight- Plastic		Per/Pcs			
21	Punch Machine					
	A: Kangaroo Punch	DP 280	Per/Pcs			
	B: Kangaroo Punch	DP 600	Per/Pcs			
	C: Kangaroo Punch	DP 800	Per/Pcs			
	D: Kangaroo SingleHole Punch	FP 20	Per/Pcs			
22	Sharpener					
	A: Sharpener -Apsara		Per/Pkt			
23	Register					
	A: Inward Registerwith Printing	1/2/3/4/5 QuireHard bound	Per/Pcs			
	B: Outward RegisterWith Printing	1/2/3/4/5 QuireHard bound	Per/Pcs			
	C: Stock Register withPrinting	1/2/3/4/5 QuireHard bound	Per/Pcs			
	D: Attendance Registerwith Printing (Hard/Soft Cover)	25/50/75/100 pages 1/2/3/4/5 Quire	Per/Pcs Per/Pcs			
	E: Plain Register	1/2/3/4/5 Quire Hard bound	Per/Pcs			
	F: Account Register	3/4/5 Quire Hard bound	Per/Pcs			
24	Ruler					
	A: Plastic Ruler	12 Inch	Per/Pkt			

	B: Steel Ruler	12 Inch	Per/Pkt			
25	Scissors					
	A: Multiple Scissors	8 Inch	Per/Pcs			
	B: Scissors	8.25 Inch (210 mm)	Per/Pcs			
26	Eraser					
	A: Non Dust Eraser	Apsara	Per/Pkt			
27	Pencil					
	A: Pencil Dark (178mm)	Apsara	Per/Pkt			
28	Stamp Pad & Ink					
	A: Stamp Pad (110 x 70 mm)	Faber Castell	Per/Pkt			
	B: Stamp Pad Liquid(Ink)	Faber Castell	Per/Pkt			
29	Sketch Pen					
	A: Sketch Pen –Small	Luxor	Per/Pkt			
	B: Sketch Pen medium	Luxor	Per/Pkt			
30	Stapler and Staples Pins					
	A: Kangaroo Stapler	HD-10D	Per/Pkt			
	B: Kangaroo Staplermini		Per/Pkt			
	C: Kangaroo Stapler	HP 45	Per/Pkt			
	D: Kangaroo Stapler	HD 1217	Per/Pkt			
	E: Kangaroo Heavy Stapler	HD 23 S13	Per/Pkt			
	F: Kangaroo StaplerPin	No.10-1m	Per/Pkt			
	G: Kangaroo StaplerPin	No. HD 45	Per/Pkt			
	H: Kangaroo StaplerPin	No. HD1217	Per/Pkt			

	I: Kangaroo StaplerPin	No. HD23 S13	Per/Pkt			
31	Sticky Pad					
	A: Stick on Pad	(1.5 x 2 Inch)	Per/Pkt			
	B: Stick on Pad	(50 x 75 mm)	Per/Pkt			
	C: Stick on Pad	(3 x 3 Inch)	Per/Pkt			
	D: Plastic Stick onPad	(3 x 1 Inch)	Per/Pkt			
	E: A/4 White StickerSheet	Nova Jet MPL	Per/Pkt			
	F: Stick on Pad	(15 x 76 x 250 mm) Sheet (1" x 3")	Per/Pkt			
32	Tape Dispenser 2 Inch	Omega	Per/Pkt			
33	Gum					
	A: Gum Bottle	All Size up to 500ml	- Per/Pkt			
	B: Fevicol Bottle	All Size up to 500ml	Per/Pkt			
34	Paper Cutter					
	A: Paper Cutter	18 mm	Per/Pkt			
	B: Paper Cutter Ikon		Per/Pkt			
35	Rubber Band					
	A: Rubber Band	-Small	Per/Pkt			
	B: Rubber Band	-Medium	Per/Pkt			
	C: Rubber Band	- Big	Per/Pkt			
36	Plastic Folder					
	A: A/4 Plastic Folder with Printing		Per/Pkt			
	B: CH -114 solo		Per/Pkt			
37	Pen-drive					

	A: Pen Drive 8GB	Transcend/Mos er baer	Per/Pkt			
	B: Pen Drive 16GB	Transcend/Mos er baer	Per/Pkt			
	C: Pen Drive 32GB	Transcend/ Moser baer	Per/Pkt			
	D: Pen Drive 64GB	Transcend/ Moser baer	Per/Pkt			
38	Cash Voucher Bookwith Printing	50/100/150 pages	Per/Pkt			
39	Photocopier Consumable					
	A: Samsung Drum Change	Xpress K2200ND MLTK220	Per/Pkt			
	B: Samsung DrumChange	Xpress M2876ND MLT-R116/XIP	Per/Pkt			
	C: HP Laser Jet 1020 Plus Drum Change		Per/Pkt			
	D: Samsung Cartridge Refilling Xpress M2876ND	D116S/D116L	Per/Pkt			
	E: Samsung Cartridge Refilling	Xpress K2200ND	Per/Pkt			
	F: Cartridge Refilling	HP1020 Plus	Per/Pkt			
	G: Samsung ChipChange	Xpress M2876ND MLTK220/ML T-R116/XIP	Per/Pkt			
	H: Samsung Chi pChange	Xpress K2200ND	Per/Pkt			
	I: Brother Printer	TN – 2365- Refilling DR – 2365- Refilling	Per/Pkt			
40	Flex Printing					
	A: Normal Flex Printing	6x4/ 8x4/8x6/10x5/ 15x5with	Per/Pkt			
		Design Charges				

	B: Star Flex Printing	6x4/ 8x4/8x6/ 10x5/ 15x5With Design Charges	Per/Pkt			
	C: Standee NormalFlex Printing	6x3/6x2 Fitting With Design Charges	Per/Pkt			
	D: Standee Star FlexPrinting	6x3/6x2 Fitting With Design Charges	Per/Pkt			
41	HI Watt 9Volt Battery	Eveready/ Duracell AAA/AA	Per/Pkt			
42	Pencil Cell -Battery	Eveready/LR6 Duracell LR6	Per/Pkt			
43	White Board MarkerPen Ink	All Colour & Sizes	Per/Pkt			
44	Visiting Card withPrinting					
	A: Visiting Card (Single /Double side)	Mat finishing	Per/Pkt			
	B: Visiting Card (Single /Double side)	Logo & Name Golden Embossing	Per/Pkt			
45	Certificate Printing					
	A: Certificate PrintingA4 size	300gsm Glossy/ Mat finishing	Per/Pkt			
	B: Certificate PrintingA4 size	400gsm Glossy/ Mat finishing	Per/Pkt			
46	Rubber Stamps					
	A: Big Size	(Round/ Square)	Per/Pkt			
	B: Medium Size	(Round/ Square)	Per/Pkt			
	C: Small Size	(Round/ Square)	Per/Pkt			
	D: Self Ink Stamp	(Signature Stamp)	Per/Pkt			
47	Scanned Doc.		Per/Pkt			
	A: Book Scanning	All sizes	Per/Pkt			

48	Paper Bags with Printing		Per/Pkt			
	A: Big (gsm)	All Colours	Per/Pkt			
	B: Medium (gsm)	All Colours	Per/Pkt			
49	Table Bell	(Round/Square)	Per/Pkt			
50	Uniball Pen	All Colours	Per/Pkt			
51	Hauser XO /Gel	All Colours	Per/Pkt			
52	Punch Folder (plastic)					
	A : A4 Size		Per/Pkt			
	B: Legal Size		Per/Pkt			
53	A4 Paper printout					
	A: B/W		Per/Pkt			
	B: Color		Per/Pkt			
54	Spike Guard Extension Board		Per/Pkt			
55	File Hole Guard		Per/Pkt			
56	RJ 45 Connector		Per/Pkt			
57	ID Card Holder		Per/Pkt			
58	Lanyard with University name & Logo printing		Per/Pkt			

HOUSEKEEPING MATERIAL/ITEMS

(To be Submitted on Own letter head)

Item	Qty.	Unit	GST %	Rate quote per unit	
				In Figure INR	In Words
Cleaning chemical					
Chemical Dish wash- 1					
A. Dish wash 200ML	1	Nos			
B. Dish wash 500 ML	1	Nos			
C. Dish wash Dettol 250 ML	1	Nos			
D. Dish wash 1 Ltr Can (TDC)	1	Nos			
E. Dish wash Regular 1 Ltr Can	1	Nos			
F. Dish wash Regular 5 Ltr Can (TDC)	1	Nos			
G. Liquid Soap Sasa 1 Ltr Can	1	Nos			
H. Liquid Soap Sasa 5 Ltr Can	1	Nos			
I. Liquid Vim 500 ml	1	Nos			
Chemical Floor Cleaner- 2					
A. Floor Cleaner Regular 1 Ltr Can	1	Nos			
B. Floor Cleaner Regular 500ML	1	Nos			
C. Floor Cleaner Regular 5 Ltr Can	1	Nos			
Chemical Glass Cleaner-3					
A. Glass Cleaner 500 ML	1	Nos			
B. Glass Cleaner Colin (Care) 250 ML					
C. Glass Cleaner Colin (Care) 500 ML	1	Nos			
D. Glass Cleaner D Handel 5 Ltr Can	1	Nos			
E. Glass Cleaner Regular 5 Ltr Can	1	Nos			
Chemical Handwash-4					
A. Crew Pouch 900ML	1	Nos			
B. Hand wash 200ML	1	Nos			
C. Hand wash Bright Shine 1 Ltr Can (Dettol)	1	Nos			

D. Hand wash Dettol 1 Ltr	1	Nos			
E. Hand wash Dettol Pouch	1	Nos			
F. Hand wash Dettol Pump 200ML	1	Nos			
G. Hand wash D Handel 1 Ltr Can	1	Nos			
H. Hand wash D Handel 5 Ltr Can (TDC)	1	Nos			
I. Hand wash Fem 5 Ltr Can	1	Nos			
J. Hand wash Pump Bright Shine 500 ML	1	Nos			
K. Hand wash Regular 5 Ltr Can	1	Nos			
L. Hand wash Taski 5ltr	1	Nos			
Chemical .K-5					
A Air Revitalisor	1	Nos			
B.Air Revitalisor Refil	1	Nos			
C. Carpet Shampoo 5 Ltr	1	Nos			
Chemical Liquid-6					
A. Comfort Fibric Conditioner	1	Nos			
B. Liquid Air Freshner 1 Ltr Can	1	Nos			
C.Liquid Air Freshner 5 Ltr Can	1	Nos			
D. Liquid Bleach 5 Ltr - 2	1	Nos			
E. Liquid Bleach(Aala)1 Ltr Can	1	Nos			
F. Liquid Bleach(Aala)5 Ltr Can	1	Nos			
G. Liquid Blich(Aala)500 ML	1	Nos			
H. Liquid Soap Multiwash 1 Ltr Can	1	Nos			
I. Liquid Soap Multiwash 5 Ltr Can	1	Nos			
Chemical Liquid Other Item-7					
A. Dettol Anticeptic 1 Ltr	1	Nos			
B. Dettol Anticeptic 250 ML	1	Nos			
C.Dettol Anticeptic 500 ML	1	Nos			
D.Dettol Anticeptic 5 Ltr	1	Nos			
Chemical Phenyl-8					
A.Phenyl Black Hospital 5 Ltr Can	1	Nos			
B.Phenyl Green 200 ML	1	Nos			

C. Phenyl Green 5 Ltr	1	Nos			
D. Phenyl Harble Eco 1 Ltr	1	Nos			
E. Phenyl Harble Eco 200 Ml	1	Nos			
F. Phenyl Harble Eco 500 Ml	1	Nos			
G. Phenyl Harble Eco 5 Ltr	1	Nos			
H. Phenyl Sunny 1 Ltr	1	Nos			
I. Phenyl Sunny 500 Ml	1	Nos			
J. Phenyl Sunny 5 Ltr	1	Nos			
K. Phenyl White 1 Ltr	1	Nos			
L. Phenyl White 5 Ltr	1	Nos			
M. Lizol 500 ml					
Chemical Poison-9					
A. Hit Spray Big Black	1	Nos			
B. Hit Spray Big Red	1	Nos			
C. Hit Spray Small Black	1	Nos			
D. Mortin Coil	1	Nos			
E. Mortin Spray Big	1	Nos			
F. Mortin Spray Small	1	Nos			
Chemical Powder-10					
A. Boric Acid Powder 400 gm	1	Nos			
B. Bleaching Powder Maruti 25 Kg	1	Nos			
C. Bleaching Powder Tiger 25 KG	1	Nos			
D. Bleaching Powder 500gm	1	Nos			
Chemical Soap-11					
A. Black Soap 1.5	1	Nos			
Chemical Taski Product-12					
A. Taski R1	1	Nos			
B. Taski R2	1	Nos			
C. Taski R3	1	Nos			
D.Taski R4	1	Nos			
E. Taski R5	1	Nos			
F.Taski R6	1	Nos			
G. Taski R7	1	Nos			
H.Taski R9	1	Nos			
Chemical Toilet Cleaner-13					
A. Harpic 500 Ml	1	Nos			

B. Toilet Cleaner 1000 Ml	1	Nos			
C.Toilet Cleaner Acid 1 Ltr Can	1	Nos			
D.Toilet Cleaner Acid 5 Ltr Can	1	Nos			
Chemical Washing Powder-14					
A.Nirma Powder 1kg	1	Pkt			
B.Pitambari Powder 1Kg	1	Pkt			
C.Pitambari Powder 200 gm	1	Pkt			
D.Powder Drainex Small Pack	1	Pkt			
E.Sanite Powder 4.5kg	1	Pkt			
F.Surf Excel 1 kg	1	Pkt			
G.Tamberi Powder	1	Pkt			
H.Well Washing Powder (Loose)1kg	1	Pkt			
I.Well Wash Powder 1kg Vie Well	1	Pkt			
J.Well Wash Powder 250gm	1	Pkt			
K.Well Wash Powder 500gm	1	Pkt			
Sanitizer-15					
A. Hand Sanitizer 100ml	1	Nos			
B. Hand Sanitizer 250 Ml	1	Nos			
C. Hand Sanitizer 500ml	1	Nos			
D. Hand Sanitizer 50 Ml	1	Nos			
E. Hand Sanitizer 5 Ltr	1	Nos			
F. Hand Sanitizer 750ML	1	Nos			
Broom-16					
A. Broom Hard	1	Nos			
B. Broom PVC	1	Nos			
C. Broom Soft	1	Nos			
Brush-17					
A. Bottle Brush	1	Nos			
B. Brush Aluminum	1	Nos			
C. Brush Chokcup Pump	1	Nos			
D. Brush Painting	1	Nos			
E. Brush Pvc	1	Nos			
F. Brush Roller	1	Nos			
G. Brush Toilet	1	Nos			
H. Brush Carpet Soft	1	Nos			
I. Brush Wooden Rod	1	Nos			
J. Brush Double Hocky 1st	1	Nos			
K. Brush Double Hocky 1st	1	Nos			
L. Brush Feather	1	Nos			
Duster-18					
A. Duster Floor Big Blue Patta	1	Nos			

B. Duster Floor Big Redpatha	1	Nos			
C. Duster Floor Medium	1	Nos			
D. Duster Floor Socity Medium	1	Nos			
E. Duster Glass Big	1	Nos			
F. Duster Glass Microfiber	1	Nos			
G. Duster Glass Small	1	Nos			
Duster Imp Check Big	1	Nos			
H. Duster Imp Check Small	1	Nos			
I. Duster Table White	1	Nos			
J. Duster Turkish Medium	1	Nos			
K. Duster Yellow Jumbo	1	Nos			
L.Duster Yellow Medium	1	Nos			
Mop-19					
A. Mop Dry	1	Nos			
B. Mop Plastic	1	Nos			
C. Mop Refils	1	Nos			
D. Mop Steel	1	Nos			
E. Mop 18" Dry Mop Set	1	Nos			
F. Mop 24" Dry Mop Set	1	Nos			
G. Mop Bucket mop home brite Ringar Trolly	1	Nos			
H. Mop Clip & Fit Medium	1	Nos			
I. Mop Clip & Fit Small	1	Nos			
J. Mop Plastic Round 250	1	Nos			
K. Mop Wooden	1	Nos			
Rod-20					
A. Rod Bucket Mop	1	Nos			
B. Rod Steel 5 FT	1	Nos			
C. Rod Telescopic	1	Nos			
D. Wooden Rod 4 ft	1	Nos			
Scrubber-21					
A. Scrubber Green	1	Nos			
B. Scrubber Plastic	1	Nos			
C. Scrubber Steel	1	Nos			
D. Scrubber Wipe Scruber	1	Nos			
E. Steel Whool - 5 Kg	1	Nos			
F. Scrub Pad - Scotch Brite	1	Nos			
G. Multipurpose Scrub Sponge	1	Nos			
Wiper-22					
A. Wiper Aluminium & SS	1	Nos			
B. Wiper Glass	1	Nos			
C. Wiper Heavy Duty	1	Nos			
D. Wiper Kitchen	1	Nos			

E. Wiper PVC	1	Nos			
F. Floor Wiper with Rod Swachh	1	Nos			
G. Jumbo 21 wiper	1	Nos			
H. kitchen wiper	1	Nos			
I. Sweety 16 Wiper	1	Nos			
J. Wiper 3G	1	Nos			
K. Wiper Alluminium 16"	1	Nos			
L. Wiper Bathroom 14"	1	Nos			
M. Wiper Clinex 24"	1	Nos			
N. Wiper Glass Medium	1	Nos			
O.Wiper Kitchen IMP	1	Nos			
P. Wiper Lux	1	Nos			
Q.Wiper Rubber 1 1/2"	1	Nos			
R. Wiper Rubber 2"	1	Nos			
S. Wiper Ruf & Tuff	1	Nos			
T. Wiper Sada	1	Nos			
U. Wiper Steel 18"	1	Nos			
V. Wiper Zebra	1	Nos			
W. Wiper Set	70 Cm x 40 Cm	Per/P kt			
Handgloves-23					
A. Handgloves Cotton	1	Nos			
B. Handgloves Dotted	1	Nos			
C. Handgloves P P	1	Nos			
D. Handgloves Rubbers	1	Nos			
E. Handgloves Surgical Blue	1	Nos			
F. Handgloves Surgical Pkts	1	Nos			
G.Handgloves Surgical Regular	1	Nos			
Other Plastic Products-24					
A. Scoup Big	1	Nos			
B. Scoup Small	1	Nos			
C. Spray Bottle	1	Nos			
D. Supdi	1	Nos			
E. Supdi Pandel (Lio) / Dust Pan Polyset	1	Nos			
F. Wall Hook	1	Nos			
Plastic Bucket-25					
A. Bucket 10 Ltr	1	Nos			
B. Bucket 13 Ltr	1	Nos			
C. Bucket 20 Ltr	1	Nos			
D. Bucket 25 Ltr	1	Nos			
E. Bucket 18 Ltr unbreakable for use of dustbin	1	Nos			

Plastic Mug-26					
A. Mug 1 Ltr	1	Nos			
B. Mug 500 Gm	1	Nos			
Napthlins & Sani Cube-27					
A. Napthalin Ball white 100gm	1	Pkts			
B. Napthalin Ball White 1kg	1	Pkts			
C. Napthalin Ball White 250gm	1	Pkts			
D. Napthalene Ball Coloured					
D. Napthalin Ball 500gm	1	Pkts			
E. Sani Cube 120 Gm	1	Pkts			
F. Sani Cube 450 Gm	1	Pkts			
G.Sani Cube Round	1	Pkts			
H. Urinal Strip	1	Pkts			
Room Freshner-28					
A. Air Freshner Push Airwoak Mrp100	1	Nos			
B. Air Pocket Stop-O	1	Nos			
C. Automatic Room Air-freshener Machine (Airwick)	1	Nos			
D. Camphor Cone	1	Nos			
E. Odonil 4 In1 (50 Gm)	1	Nos			
F. Odonil 50 Gms (40 MRP)	1	Nos			
G. Room Fresh Air Wick Refil	1	Nos			
H. Room Freshner 7 Orchid	1	Nos			
I. Room Freshner Air Wick	1	Nos			
J. Room Freshner La Brezza	1	Nos			
K. Room Freshner Lia	1	Nos			
L. Room Freshner Regular	1	Nos			
M. Room Freshner Machine	1	Nos			
N. Pocket Air Wick (Godrej)	1	Nos			
Soap Dispenser-29					
A. Steel Soap Dispensar 1000 Ml	1	Nos			
B. Steel Soap Dispensar 500 Ml	1	Nos			
C. Steel Soap Dispensar 800 Ml	1	Nos			
Garbage Bag -30					
A. Cello Garbage Bag 30*50 Vergin(Black) Pkt	1	Pkts			
B. Cello Garbage Bag Roll 19*21 Black	1	Nos			
C. Cello Garbage Bag Roll 29*39 Black	1	Nos			
D. Cello Garbage Bag Roll 30*50 Black	1	Nos			

Mat					
Holo Mat-31					
A. Mat Holo 16*24	1	Nos			
B. Mat Holo 20*40	1	Nos			
C. Mat Holo 3*5(100*150)	1	Nos			
D. Mat Holo 80*120	1	Nos			
Mat Foot-32					
A. Mat 1M Grass Mat	1	Sq.ft			
B. Mat 2M Grass Mat	1	Sq.ft			
C. Mat Duro Tuff (Green) 3ft	1	Sq.ft			
D. Mat Duro Tuff (Blue) 2ft	1	Sq.ft			
E. Mat Duro Tuff (Blue) 3ft	1	Sq.ft			
F. Mat Duro Tuff (Blue) 4ft	1	Sq.ft			
G. Mat Duro Tuff (Gray) 4 ft	1	Sq.ft			
H. Mat Duro Tuff (Green) 2ft	1	Sq.ft			
I. Mat Duro Tuff (Green) 3ft	1	Sq.ft			
J. Mat Duro Tuff (Green) 4ft	1	Sq.ft			
K. Mat Duro Tuff (Grey) 2ft	1	Sq.ft			
L. Mat Duro Tuff Mix Size	1	Sq.ft			
M. Mat Duro Tuff (Red) 2ft	1	Sq.ft			
N. Mat Duro Tuff (Red) 3ft	1	Sq.ft			
O. Mat Duro Tuff (Red) 4ft	1	Sq.ft			
P. Mat Green Soft 2 ft	1	Sq.ft			
Q. Mat Green Soft 4 ft	1	Sq.ft			
R. Mat Grey Soft 2 ft	1	Sq.ft			
S. Mat Jutt Mat	1	Sq.ft			
T. Mat Red Soft 2 ft	1	Sq.ft			
U. Mat Red Soft 4 ft	1	Sq.ft			
V. Mat Rubber 16*21 Doot	1	Sq.ft			
W. Mat S 4 ft	1	Sq.ft			
Tissue -33					
A. Roll Tissue Paper good quality	1	Nos			
B. Tissue Paper Box (Premier Box / Maruti Box) With Good Quality	1	Nos			
C. Tissue Paper Packet With Good Quality	1	Nos			
Dusting Cloth Orange - 34	1	Nos			
Cotton Duster Checks - 35	1	Nos			

Place:

Signature

Date:

Seal of the Authorized

Signatory

Seal of the Organization/Firm

ANNEXURE D

DECLARATION

I hereby declare that the above information and documents submitted by me is true and correct to the best of my knowledge and if any information is found false at any point of time, the University shall have right to cancel the whole offer. I have not suppressed any facts in this EOI which could debar me to participate in the process of awarding contract. If it is revealed after opening the EOI that any fact is suppressed by me, the University shall have the right to reject my EOI along with other punitive action against me as per the law. I fully agree and will abide by the terms and conditions prescribed by the University.

Place:

Signature

Date:

Authorized Signatory

Seal of the Agency

Statement - I

**Statement of similar supplies undertaken by the Agency
during last three financial years(Supplies to Universities,
Colleges and other reputed Institutions)**

**Each costing Rs.2.00 lakhs and above [2022-23, 2023-24 and
2024-25]**

Sr. No	Name of Client, location and contact details	Nature of supplies & work involved	Whether Central Govt./ State Govt./Public Sector Undertaking / Autonomous Body/ Educational Institute	Annual value of supply of stationery items and housekeeping material	Period of Contract	Details of litigation/ Premature termination of contract
1	2	3	4	5	6	7

Please enclose one copy of supply order of each client

Place:

Signature

Date:

Authorized Signatory

Seal of the Agency

Statement -II

**Statement of On-going stationery supply contract each costing Rs.2.00
lakh and above**

Sr. No	Name of supplies and location	Nature of supplies involved inthe contract	Name of client whether Central Govt./ State Govt./Public Sector Undertaking/ Autonomous Body/ Educational Institute with address & name of the official from the client's side (with phone No.)	Supply/ contract amount	Period of the contract	Any other relevant information

Please enclose one copy of supply order of each client

Place:

Signature

Date:

Authorized Signatory

Seal of the Agency