HIDAYATULLAH NATIONAL LAW UNIVERSITY
NAVA RAIPUR, ATAL NAGAR 493 661, CHHATTISGARH

NOTICE INVITING QUOTATION

N.I.Q. NO.	:	**HNLU/NIQ/ 289 /2026**
NAME OF WORK	:	**Supply of Stationery Items**
SUPPLY PERIOD	:	05 Days
TYPE OF WORK	:	Procurement

Contact information:

Purchase (I/c) or Registrar
Department of Stores and Purchase
Hidayatullah National Law University
Sector 40, Nava Raipur, Pin-493661
Chhattisgarh
Phone: +91-7587017924
Email: purchase@hnlu.ac.in
Website: www.hnlu.ac.in

HIDAYATULLAH NATIONAL LAW UNIVERSITY

NAVA RAIPUR, ATAL NAGAR-493 661, CHHATTISGARH

No.: HNLU/NIQ/ 289 /2026 **Date: 09/04/2026**

NOTICE INVITING QUOTATION

Sealed quotations are invited by Courier / By Hand from intending registered Stockist / Distributors / Traders having GST and relevant documents for **Stationery Items** at HNLU Nava Raipur (C.G.).

The quotation with the copy of certificate of GST & other documents should be submitted to the office of the Department of Stores & Purchase, HNLU Nava Raipur Chhattisgarh up to **14/04/2026** before 05:00 pm. Details of item are given as under:

S. No.	Item Description	Qty. (A)	Unit	Unit Rate in Rs. (B)	GST on (B) in Rs (C)	Unit Rate with GST in Rs. (D) (D = B+C)	Total Amount in Rs. (E) (E=A x D)
1	Box File	20	Nos				
2	Toner 152A M4004DW (Original)	01	Nos				
3	Toner 80A 4004 M401DN (Original)	01	Nos.				
4	Cobra File	40	Nos.				
5	Data Pocket A-4 Clear Sheet Protector	500	Nos.				
6	Glue Stick	05	Nos.				
7	Notice Board Pin	05	Box				
8	Paper A-4 JK Easy	60	Pkt.				
9	Pen Red Pentonic	150	Nos.				
10	Pencil Cell AA (Big) Duracell	08	Nos.				
11	Sponge Tray with Cap	02	Nos.				
12	Steel Scale	05	Nos.				
13	Tage Less Green Long size	05	Bunch				
14	Thread for Answer Sheet	05	Box				
15	Pen Drive 128 GB (SanDisk)	02	Nos.				
16	Highlighter	01	Set				
17	Pencil Cell AAA Duracell	05	Nos.				
18	Separator (Color Paper)	01	Pkt.				
19	Permanent Marker (Thick Point)	02	Nos.				
20	White Board Marker	02	Nos.				
	Total Value in Figures (Rounded-off to two decimal places)						
	In words (Rounded-off to two decimal places): _____						

Terms & Condition:

1. **Rate / Price:** The Rate should be inclusive of GST which should be indicated separately as applicable. All the rates should be FOR Destination (i.e. concerned department).
2. **Taxes:** Taxes, if any (Kindly mention in above table) should be clearly mentioned in the offer.
3. **Supply:** Material should be supplied within **05 Days** after placement of Purchase Order.
4. **Sample:** N.A.
5. **Validity:** Quotation should be valid for a period of 90 Days from the date of Submission of Quotation.
6. **Consignee:** Purchase In-Charge, Hidayatullah National Law University, Nava Raipur, Atal Nagar, District – Raipur, 493661 (C.G.)
7. **Packaging and forwarding charges, Freight, Loading / Unloading:** Inclusive.
8. **Quality & Workmanship:** All the material shall be of the best Class, Quality and workmanship shall be of the best grade.
9. **Payment:** 100% Payment will be made / released within 30 days or in queue whichever is later from the date of receipt of materials in good condition and certification from the department concerned. The Tax Invoice in Triplicate may please be submitted to the consignee under intimation to the office.
10. Documents relating to the registration of the firm i.e., GST and relevant documents should be submitted along with quotation.
11. Quotation Name/No. and due date of opening must be mentioned on top of envelopes.
12. The HNLU, Raipur reserves the right to increase/decrease the number of required quantities.
13. In case of firms quoting the same price, HNLU reserves the right to place orders for full or part quantities to one or more firms at its discretion.
14. Bidders should submit their email id, contact details with GST registration.
15. In case of any ambiguity/ dispute in the interpretation of any of the clauses in this Document, the interpretation of the clauses by HNLU shall be final and binding on all parties.
16. The bidder should not have been barred by any PSU/Govt. Dept in doing business with them.
17. The supplier will undertake a guaranty for the item from the date of supply and shall have to mention clearly the period of guaranty in the financial bid. The supplier further warrants that the item shall be free from defects, **failing which the University will not entertain the quotation received from any vendor/dealer/supplier.**

09/04/26

Purchase (I/c)

HNLU, Nava Raipur (C.G.)