



NAGALAND UNIVERSITY

(A Central University Estd. By the Act of Parliament No. 35 of 1989)

Headquarters : Lumami - 798627

₹500/-

TENDER DOCUMENT FOR PRINTING AND SUPPLY OF STATIONERY

Name of the Firm : _____

Address : _____

Phone No : _____

Email ID : _____



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Sign & Seal

STATIONERIES & TONERS

Sl.No.	Items	Quantity	Rate per item (₹)	Total Amount (₹)	Remark
1.	Register (Single Line) No:3	200 nos.			
2.	Register (Single Line) No:4	200 nos.			
3.	Register (Single Line) No:5	150 nos.			
4.	Register (Single Line) No:6	100 nos.			
5.	HP Original Toner No:88A	25 nos.			
6.	HP Original Toner No:78A	15 nos.			
7.	HP Original Toner No:12A	25 nos.			
8.	HP Original Toner No:16A	05 nos.			
9.	HP DeskJet No:21	15 nos.			
10.	HP DeskJet No:802	10 nos.			
11.	Dell Original Toner No:113X	25 nos.			
12.	RICOH Toner No:2320D	05 nos.			
13.	RICOH Toner No:4500S	03 nos.			
14.	Master Roll CPMT-19	02 rolls			
15.	CPI Ink	10 nos.			



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PRINTING

L.No.	Items	Quantity	Rate per item (₹)	Total Amount (₹)	Remark
1.	File Cover/Board with NU printing	2,500 nos.			
2.	Staff Attendance Register with NU printing (A3 Size, Single size page-50,)	40 books			
3.	Student's Attendance Book (Length-21 cm, breadth-15 cm)	300 books			
4.	Envelope A4 Size with NU printing	2,000 pcs.			
5.	Envelope Legal Size with NU printing	1,000 pcs.			
6.	Department/Dean Writing Pad (A4 size, 50 pages)	320 booklets			

TERMS AND CONDITIONS

1. VAT or any applicable Tax should be clearly indicated.
2. The rates are for Nagaland University, Lumami.
3. EMD of 2% of the total quoted price in the form of DD should be deposited in favour of the Registrar, Nagaland University, Lumami.
4. A self address envelope should be enclosed along with the EMD.
5. Defective/mis-printing items will be replaced at the cost of the supplier.
6. The University reserves the right to accept or reject the tenders without assigning any reasons thereof and no representation will be accepted.

TERM OF PAYMENT

100% Payment after the receipt, verification and acceptance of the materials. Offers not agreeing with these terms are liable of rejection.