



NAGALAND UNIVERSITY

(A Central University Established by the Act of Parliament NO. 35 of 1989)
School of Agricultural Sciences & Rural Development
Medziphema Campus – 797106

NO. NU/SASRD/ADMN/C-18/2014-

Date. 23/02/2021

SHORT TENDER NOTICE

Sealed Rate Quotations are invited from interested Registered Firms/Supplier for supply of Stationery Items, Printing Items, Toner & Cartridges, to SASRD, NU, Medziphema as per list enclosed below under the following terms and conditions:

1. The Tender should be addressed to the Pro-Vice Chancellor, SASRD, Nagaland University Medziphema.
2. The quoted rate should be valid for use for a minimum period of one year from the date of submission of quotation.
3. The quoted rate should be FOR the office of the Pro-Vice Chancellor, SASRD, Nagaland University, Medziphema.
4. The quoted rate should specify the GST on each item separately as applicable.
5. The tender should be submitted to the office of the undersigned on or before 17-03-2021 during working hours.
6. Nagaland University SASRD, Medziphema reserves the right to accept or reject the tender without assigning any reason whatsoever.

(OTOVA SWU)
Deputy Registrar

NO. NU/SASRD/ADMN/C-18/2014- 1249

Date. 23/02/2021

Copy to:

1. The System Administrator, Nagaland University, Hqr. Lumami for information and web hosting.
2. Notice Board.
3. Office copy.

Deputy Registrar

List of Stationery Items

Sl.No	Particulars	Make/Specification
1.	COPIER PAPER A4	
2	COPIER PAPER FS	
3	COPIE PAPER A3	
4	BOND REGISTER NO. 6	
5	BOND REGISTER NO.10	
6	BOND REGISTER NO.12	
7	BOND REGISTER NO.16	
8	CALCULATOR (12 DIGITS)	
9	DESPATCH REGISTER NO.12	
10	RECEIPT REGISTER NO.12	
11	GUM (500 ML)	
12	GLUE STICK	
13	CORRECTING PEN	
14	CORRECTING FLUID	
15	STAPLER MACHINE NO.26/4	
16	STAPLER MACHINE NO.10	
17	STAPLER PIN (BIG)	
18	STAPLER PIN (SMALL)	
19	STAPLER PIN 23/17 / 5/8	
20	HAND TOWEL (BIG)	
21	HAND TOWEL SMALL(SMALL)	
22	TOILET BRUSH	
23	PAPER WEIGHT	
24	PAPER CLIP	
25	T.PIN	
26	RUBBER BAND	
27	TABLE GLASS (20X30)	
28	WHITE BOARD 4"X6" ft	
29	WHITE BOARD 3"X 4" ft	
30	MARKER	
31	FILE FLAG (BIG)	
32	FILE FLAG (MEDIUM)	
33	FILE FLAG (SMALL)	
34	HIGHLIGHTER	
35	WASTE PAPER BIN	
36	DUST BIN (BIG)	

37	TOILET PAPER	Make/Specification
38	TOILET SOAP	
39	SINGLE PUNCHING MACHINE	
40	DAK FILE	
41	BALL PEN (BLUE)	
42	BALL PEN (BLACK)	
43	CARBON PAPER	
44	STEEL SCALE	
45	SKATCH PEN	
46	PLASTIC THREAD (per/kg)	
47	HARD BROOM	
48	SOFT BROOM	
49	POKER	
50	ERASER	
51	PENCIL	
52	PENCIL SHARPNER	
53	FOLDER FILE COVER	
54	PEON BOOK	
55	CELLO TAPE (BROWN)	
56	CELLO TAPE (TRANSPARENT)	
57	FILE TAG	
58	PHENYLE (500ml)	
59	HARPIC (500ml)	
60	CITRONELLA (500ml)	
61	CERA CLEAN (1 ltr)	
62	CEILING BRUSH	
63	LOCK & KEY (500mm)3 keys	
64	SCISSOR	
65	PAPER RAZOR	
66	DUSTLESS CHALK	
67	FLOOR WIPER	
68	PLASTIC BUCKET	
69	PLASTIC MUG	
70	PEN STAND	
71	STAMP PAD	
72	STAMP PAD INK	
73	ODONIL FRESHNER	
74	DUSTER	
75	THUMB PIN	

-230-

List of Toners & Cartridges

Sl.No	Particulars
1	HP LASERJET 1007
2	HP LASERJET 1020 PLUS
3	CANNON LBP 2900 B
4	CANNON NPG 28
5	CANNON LBP 3000
6	HP LASERJET P1108
7	HP LASERJET M 1136
8	GESTETNER COPY MASTER ROLL CPMT15
9	GESTETNER COPY PRINTER INK CP 17
10	HP COLOR LASERJET CP 6015N
11	RICOH MP 6054S
12	RICOH DIGITAL B/W MP 5054
13	RICOH DIGITAL COLOUR COPIER MPC 2003 SP (Black)
14	RICOH MP 5002 SP
15	RICOH MP 1600 Le
16	RICOH MP 2500E
17	RICOH TONER 1230 D
18	RICOH MP 4500 COPIER
19	RICOH CARTRIDGE TONER MP 2501S
20	PRINTER CARTRIDGE HP 1000 (802 color)
21	PRINTER CARTRIDGE HP 1000 (802 black)
22	HP COLOR CP 1215 (black)
23	HP COLOR CP 1215 (Cyan)
24	HP COLOR CP 1215 (Yellow)
25	HP COLOR CP 1215 (Magenta)
26	HP RICOH ATICIO MP 2030 (BLACK)
27	RICOH ATICIO MP 2500
28	SHAPRP FO-A650
29	SHARP AR- 270ST
30	SHARP AR- 5127

31	RICOH DIGITAL COLOR COPIER MPC 2003 (CYAN)
32	RICOH DIGITAL COLOR COPIER MPC 2003 (Yellow)
33	RICOH DIGITAL COLOR COPIER MPC 2003 (MAGENTA)
34	HP RICOH ATICIO MPC 2030 (CYAN)
35	HP RICOH ATICIO MPC 2030 (YELLOW)
36	HP RICOH ATICIO MPC 2030 (MAGENTA)
37.	RICHO MP 6054S
38	FORMUJET -12A
39	FORMUJET- 88A

List of Printing

Sl.No	Particulars	Make/Specification
1.	LETTER HEAD FS SIZE	
2	LETTER HEAD A4	
3	LETTER HEAD SMALL (7.5X10	
4	SCRIBBLING PAD (5X9)	
5	NU NOTE SHEET	
6	ENVELOPE 11"X 5"	
7	ENVELOPE 10" X 8"	
8	ENVELOPE 4" X 9"	
9	CLOTH BOUND ENVELOPE FS SIZE	
10	CLOTH BOUND ENVELOPE A4 SIZE	
11	CLOTH BOUND ENVELOPE A3 SIZE	
12	FILE BOARD	
13	FILE COVER	
14	STOCK REGISTER (50 PAGES)	
15	CASH BOOK WITH REKSIN BINDING	
16	PEON BOOK (50 PAGES)	
17	ATTENDANCE REGISTER (50 PAGES)	
18	TRANSFER CERTIFICATE	
19	CONDUCT CERTIFICATE	
20	BONAFIDE CERTIFICATE	
21	TEACHERS CLASS BOOK	
22	COURSE REGISTRATION FORM (FIVE COLOUR SET)	
23	MID-TERM ANSWER SHEET (10 SHEET)	
24	COMPREHENSIVE ANSWER SHEET (6 SHEET)	
25	PRACTICAL ANSWER SHEET (5 SHEET)	
26	ADDITIONAL ANSWER SHEET (2 SHEET)	

List of Sport Materials

Sl.No	Particulars	Make/Specification
1.	CARROM BOARD SET	
2	CARROM DICE	
3	T.T BOARD	
4	T.T NET	
5	T.T BAT	
6	T.T BALL	
7	CHINESES CHECKER	
8	BADMINTON NET	
9	BADMINTON RACQUET	
10	SHUTTLE COCK	
11	CRICKET KIT SET	
12	CRICKET BALL	
13	CRICKET BAT	
14	PLAYER BOOT	
15	FOOTBALL NET	
16	FOOTBALL	
17	FOOTBALL GLOVES	
18	BASKETBALL BOARD	
19	BASKETBALL	
20	BASKETBALL NET	
21	VOLLEY BALL	
22	VOLLEY NET	
23	JEVELINE	
24	DISCUSS THROW	
25	SHOT PUT	
26	CHESS BOARD	
27	LUDO	
28	SCRABBLE	
29	HAND PUMP (BALL)	
30	T.T CLAMP	
31	FOOTBALL JERSY	
32	TRECK SUIT	