



NAGALAND UNIVERSITY

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

Headquarters : Lumami - 798627

No. NU/HQ-L/ADMN/GEN/A-20/08-


Dated: 26th Oct'2021

NOTICE INVITING EXPRESSION OF INTEREST

Nagaland University invites Expression of Interest (EOI) from interested reputed firms experienced in supply of Stationeries and Printing especially to Educational Institutions. The EOI documents containing the details can be downloaded from the Nagaland University website www.nagalanduniversity.ac.in

Last date for submission of EOI is 16th November 2021 upto 4:00PM. Sealed envelope marked to the captioned address, containing EOI and non-refundable fee of Rs.1,000/- Only by way of DD/University Challan in favour of "Nagaland University" payable at SBI, N.U, Lumami may be submitted mentioning "EOI for Stationeries and Printing" with Advertisement No. on the top cover:


"REGISTRAR
NAGALAND UNIVERSITY, LUMAMI-798627"


(Dr. Abemo) 26-10-21
Registrar,
NU, Lumami.

No. NU/HQ-L/ADMN/GEN/A-20/08- 1797
Copy to:

Dated: 26th Oct'2021

- 1) The Secretary to Vice Chancellor, Nagaland University, for in formation of the VC.
- 2) The Finance Section Incharge, NU, Lumami for information.
- 3) The System Administration, NU, Lumami for uploading in the NU Website.
- 4) The Editor, Morung Express, Dimapur (Size - 5cmx8cm) for Kind publication in the next daily publication.
- 5) The Editor, Arihant Advertising Agency, Guwahati for kind publication in the *Times of India (North East Edition)* size 5cmx8cm.
- 6) Office copy.


Registrar
NU, Lumami.

ANNEXURE-1

TERMS OF REFERENCE

1. OBJECTIVES

The objective of the EOI is to enable Nagaland University to identify a suitable firm for entering into "Rate Contract" for supply of items.

2. CONDITIONS TO BE FULFILLED

- a) Prospective bidders are to quote the rates/prices as per the list of items at Annexure - II.
- b) The firms should have authorization from the Manufacturer, if not an OEM.
- c) Trade License, GST Registration in the State of Nagaland, PAN card, Income Tax Return of two years, Financial Statement (Balance sheet and Income/expenditure) of two years should be enclosed.
- d) Experience Certificate/ Supply orders to government Organizations in the past three years i.e 2018-19, 2019-20, 2020-21 verifiable any time by the University should be enclosed.
- e) Self Declaration Certificate that the Firm has not been black listed by any Government Organization.
- f) *Nagaland University reserves the right to cancel this request for EOI and/or invite fresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and Nagaland University reserves the right to amend/add further details in the EOI.*

3) SELECTION PROCEDURE

The Price Quotations of technically qualified firms only shall be opened for final selection by a duly constituted committee. Therefore, the Price quotations should be enclosed in a separate sealed envelope, captioned as "Price Quotation" and placed inside the cover envelope i.e mentioned as "EOI for Stationeries and Printing".

4) RATE CONTRACT


Selected bidder shall be required to enter into "Rate Contract" with Nagaland University. The Terms and Conditions shall be expressly incorporated in the "Rate Contract".

5) VALIDITY

Validity of the "Rate Contract" shall be for a minimum period of one year. Nagaland University also reserves the right for any extension(s) of validity of the "Rate Contract" depending on requirement.

6) OTHERS

- All price bids should be quoted in the firm's format indicating Tax components and other charges. All rates should be Freight on Road (FOR), to respective Campuses of the University.



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ANNEXURE-II

STATIONERIES & PRINTING

Firms should specify the rate/price of each item of the available brands and specifications as per the list provided. Besides, the firms can also quote the prices of any other item with brand and specifications of items that are not listed below, but may be required in the University.

Sl.no.	ITEM
1.	HP Original Toner 88A
2.	HP Original Toner 78A
3.	HP Original Toner 12A
4.	HP Pro Dot Toner 88A
5.	HP Pro Dot Toner 78A
6.	HP Pro Dot Toner 12A
7.	Dell Toner 113X
8.	Canon cartridge G2010
9.	File Cover board (NU printing) (different types of paper quality/printing)
10.	A3 size envelope (NU printing) (different types of paper quality/printing)
11.	A4 size envelope (NU printing) (different types of paper quality/printing)
12.	Legal size envelope (NU printing) (different types of paper quality/printing)
13.	Brown envelope 10"x4.5" (different types of paper quality)
14.	A4 size Paper (different Brand/GSM)
15.	A5 size Paper (different Brand/GSM)
16.	A3 size Paper (different Brand/GSM)
17.	Green Notesheet (NU printing) (different types of paper quality/printing)
18.	Long Register 72 Pages (different types of paper quality/printing)
19.	Long Register 144 Pages (different types of paper quality/printing)
20.	Long Register 216 Pages (different types of paper quality/printing)
21.	Long Register 360 Pages (different types of paper quality/printing)
22.	Ricoh toner 2320D
23.	Ricoh toner MP 2501S
24.	Ricoh Toner MP 6054
25.	Riso SF5350 Master roll
26.	Riso S-8113UA black ink


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