

# **TENDER DOCUMENT**

**(NIT No: RGNUL/ 288**

**Dated: 08/02/2024**

**Supply of Stationary & Housekeeping material items for year 2024-25 at RGNUL Campus ,Sidhuwal, Patiala.**



**Rajiv Gandhi National University of Law, Punjab,  
Sidhuwal Bhadson Road Patiala**



# **RGNUL, PUNJAB**

## **TENDER DOCUMENT**

<b>TENDER NO.</b>	<b>:</b>	<b>RGNU/288</b>
<b>NAME OF WORK</b>		Supply of Stationary & Housekeeping material items for year 2024-25 at RGNUL Campus, Sidhuwal, Patiala.
<b>COST OF DOCUMENTS</b>	<b>:</b>	<b>Rs. 1,000/- + 18% GST</b>
<b>EARNEST MONEY</b>	<b>:</b>	<b>Rs. 5,000/-</b>
<b>DATE AND TIME OF ISSUE OF TENDER DOCUMENTS</b>	<b>:</b>	<b>08.02.2024 TO 16.02.2024 UPTO 10:30 AM</b>
<b>DATE AND TIME OF RECEIPT OF TENDERS</b>	<b>:</b>	<b>16.02.2024 (UPTO 11:00)</b>
<b>DATE AND TIME OF OPENING OF TENDERS</b>	<b>:</b>	<b>16/02/2024 (AT 11:30 A.M.)</b>

**Rajiv Gandhi National University of Law Punjab.**  
**NOTICE INVITING TENDERS**

**Date 08.02.2024**

**No 288/ RGNUL**

Sealed tenders are **invited** from reputed & genuine Manufacturers/ Importers/ Authorized Dealers/ Distributors who are interested and eligible to Supply of Stationary and housekeeping consumable items for RGNUL Campus at Sidhuwal, Patiala, are invited, so as to reach this office by **16-02-2024 at 11:00 A.M.** Bids will be opened on same day at 11:30 AM by Tender Opening Committee in the presence of representative of agencies, who may like to be present.

<b>S. No</b>	<b>Name of work</b>	<b>Earnest money</b>	<b>Time period</b>
1	Supply of Stationary & Housekeeping material items for one year at RGNUL Campus, Sidhuwal, Patiala.	<b>Rs. 5,000/-</b>	<b>One year</b>

**Terms and Conditions:**

1. The complete Bidding document / DNIT can be obtained from office against Demand draft for **Rs. 1000/-+18% GST (Non-refundable) between 9.00 AM to 4.00 PM from 08.02.2024 to 16.02.2024 up to 10:00AM.** Earnest money of the unsuccessful bidders shall be refunded after the allotment of work. Earnest money of the lowest bidder shall be refunded after successful completion of the work.
2. Subletting the work after its award is not permissible.
3. The bid shall be accompanied by **Earnest Money Rs. 5,000/-** in the shape of Cheque or **Demand Draft** from the reputed Bank preferably Nationalized Bank only, in favour of the Registrar, RGNUL Patiala. . The agency will also furnish copy of valid enlistment, copy of PAN & GST registration.
4. The conditional tenders contrary to DNIT will not be accepted.
5. The Tender Allotment committee reserves the right to accept or reject any or all the tenders Without assigning any reason.
6. Noncompliance of instructions of the authorities of the University or delay in completion of the assigned work or non-removal of defects in time; the Institute shall be free to get the job done or get the defects rectified through any other agency at the risk and cost of the Firm.
7. The Contract will be valid for period of one year from the date of issue of acceptance letter. It may be further extended upon mutual consent, for another period of one year, or more.
8. The Housekeeping and Stationary items will be purchased on monthly basis / as or when required
9. Amount / Quantity can be increased & decreased.
10. If **16-02-2024** is declared holiday by RGNUL, the tender will be received on the next working day.

REGISTRAR  
RAJIV GANDHI NATIONAL  
UNIVERSITY OF LAW PUNJAB,  
BHADSON ROAD PATIALA-147006

### **SUBMISSION/OPENING OF TENDERS:**

1. Please subscript our reference number and date of tender opening on sealed cover. Failure to do so will render your offer invalid. The technical bid and financial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed.
2. Sealed quotations, along with samples, addressed to Registrar, Rajiv Gandhi National University of Law Punjab Bhadson Road Patiala 147006 should be sent by hand or by registered post so as to reach in University by due date and time. No responsibility will be taken for postal delay or non-delivery/non- receipt of tender documents.
3. Sealed quotations, along with samples, will be opened by a Committee on due date and time. Your representative may attend the tender opening with authorization letter in the prescribed format enclosed. If due to any exigency, the due date for opening of tender is declared closed holiday, in such case the tenders will be opened on next working day at the same time or any other day/ time as intimated by the buyer.
4. The prices quoted by the bidder should not exceed the controlled price, if any, fixed by the Central / State Government and the Maximum Retail Price (MRP) of the item.
5. Tenders sent by fax will not be considered. Tenders found in sealed cover will only be considered. To avoid any complication with regard to late receipt/non-receipt of tenders, it may please be noted that responsibility rests with the tenderer to ensure that tenders reach before due date and time. Late quotes will be rejected out rightly.
6. **Technical documents:** The firm in this regard should submit the following documents -
  - a. Income Tax Return File Acknowledgements for the last two years
  - b. PAN Number
  - c. GST Number
  - d. TIN number of the firm
  - e. Telephone number(Landline & Mobile)
  - f. A copy of the complete bid document duly signed & stamped by the authorized signatory of the firm, in token of acceptance of the terms and conditions of the tender.
  - g. Copies of the work-order for the last two years should be enclosed.

7. **Clarification of Bid Documents** : A prospective bidder requiring any clarification of the bidding documents shall notify to the purchaser in writing and the purchaser respond in writing to the clarification sought, not later than 5 days prior to the date of opening of the tenders. Copies of the queries and clarification by the purchaser shall be sent to all prospective bidders who have received the bidding documents.
8. **Amendments of Bidding Documents**: At any time prior to the date of submission of bid, when at his own or in response to a clarification requested by a prospective bidder, the purchaser may modify bid documents by amendments. The amendments shall be notified in writing to all prospective bidders. In order to afford prospective bidder, a reasonable time to take the amendment into account in preparing their bids, the purchaser at his discretion, may extend the dead line for submission of bids.
9. **Modification and withdrawal of bids**: A withdrawal notice may be sent by fax but followed by a signed confirmation copy by post not later than the dead line for submission of bids. No bid shall be withdrawn in the interval between the deadline for submission of bids and expiration of the period of bid validity specified. Withdrawal of a bid during the period will result in bidders for feature of bid security.
10. **Clarification of Bids**: During evaluation and comparison of bids, the purchaser may at its discretion ask the bidder for clarification of its bid. The request for clarification shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted. No post bid clarification at the initiative of bidder shall be entertained.
11. **Delivery schedule**: Delivery of goods shall be made by the supplier within 03-07 days of placing of purchase order, however, in case of emergent requirement he has to supply the required quantity of goods within 24 hours of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 2-4 hours
12. The purchaser however reserves the right to advance or delay the delivery within the stipulated time period. All the items will be delivered to Property In-charge in RGNUL campus Sidhuwal Bhadson Road Patiala and no transport/Carriage charges shall be paid for the delivery of goods.
13. Contract can be cancelled unilaterally by the buyer in case items are not received within the contracted delivery period. Extension of contracted delivery period will be at the sole discretion of the buyer with applicability of liquidated damages clause.
14. **Earnest Money Deposit**: The tender will be required to submit an Earnest Money Deposit (also known as Bid Security) of Rs. 5,000/- (Rupees Five Thousand only) in the form of Account Payee Demand Draft from any of the commercial banks in favour of Registrar, RGNUL Patiala, valid for a period of 120 days. Offer not accompanied with earnest money of the requisite amount or without proper validity will be summarily rejected.
15. **Price**: Price quoted should be firm and not subject to variation on any account during the fulfillment of the order. The price quoted shall be inclusive of tax, packing, forwarding, freight charges, transit insurance and other charges as applicable for **one year**

16. **Evaluation Criteria:** The guidelines for evaluation of offer will be as follows:
- a. Only those offers/samples shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of the tender.
  - b. RGNUL shall evaluate the bids/samples to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order.
  - c. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the total price shall be corrected by the RGNUL. If there is a discrepancy between words and figures, the amount in words shall prevail. If the supplier does not accept the correction of errors, his bid shall be rejected.
  - d. Prior to detailed evaluation, RGNUL will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one which confirms to all the terms and conditions of the bid documents without material deviation. RGNUL's determination of bids responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
  - e. A bid determined as substantially non responsive will be rejected by the RGNUL and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non-conformity.
  - f. RGNUL may waive any minor infirmity or non-conformity or irregularities in a bid which doesn't constitute a material deviation provided such waiver doesn't prejudice or affect the relative ranking of any bidder.
17. **Right to vary quantities:** The purchaser reserves the right to increase or decrease of the specified quantities in the schedule of requirements without any change in the unit price or other terms and conditions within the agreed delivery schedule.
18. **Bid validity:** A bid shall remain valid for 120 days unless otherwise specified from the date of opening of tender. A bid valid for shorter period can be rejected by the purchaser, as being non-responsive. In exceptional circumstance, the purchaser may request the consent of the bidder for an extension to a period of bid validity. Such request shall be made in writing. The bid security provided shall also be suitably extended. A bidder accepting the request and granting extension shall not be permitted to modify his bid.
19. **Warranty for product performance:**
20. The supplier shall warrant that everything to be supplied hereunder shall be free from all defects and faults in material and manufacture.
21. The supplier shall replace any defective Stationary & Housekeeping material items free of any charges within 10 days of supply of items, failing which the supplier shall pay to the purchaser value thereof at the contract price or in the absence of such price at price decided by the purchaser.

## **22. JURISDICTION**

The jurisdiction of Civil Court for matters under dispute shall be Patiala.

REGISTRAR  
RAJIV GANDHI NATIONAL  
UNIVERSITY OF LAW PUNJAB,  
BHADSON ROAD PATIALA-147006

**PRICE BID**  
**BOQ "A"**

**Supply of Stationary items for one year at RGNUL Campus, Sidhuwal, Patiala.**

S.no	Items	Brand	Unit	Qty.	Amount/Rate including of GST	Remarks
1	Paper pin	WORLDONE	Pkt	1		
2	Ball pen (Flair brite)	FLAIR	No	1		
3	Ball pen (Butter flow) Cello	CELLO	No	1		
4	Ball pen (Butter flow)cello	CELLO	No	1		
5	Pilot pen Hi tech V7 (Luxer)	PILOT LUXER	No	1		
6	Pilot pen Normal (white) (Luxer)	PILOT LUXER	No	1		
7	Sign pen V pilot	PILOT LUXER	No	1		
8	Cello tape 2"	WORLDONE	Roll	1		
9	Cello tape 1	WORLDONE	Roll	1		
10	Brown tape 2"	WORLDONE	Roll	1		
11	Cello tape 2" (White/brown)	WORLDONE	Roll	1		
12	Cello tape 1"	WORLDONE	Roll	1		
13	Paper tape 1" Asian paints	AURO	Roll	1		
14	Tape Double sided 1"	D-FIX	Roll	1		
15	Invisible tape with dispenser	SAYA	Roll	1		
16	Invisible tape w/o dispenser	WORLDONE	Roll	1		
17	Dispenser Tape	PREMIER	No	1		
18	Pencil soft Natraj	NATRAJ	Pkt	1		
19	Pencil soft Apsara	APSARA	Pkt	1		
20	Checking pencil brown	POLO	Pkt	1		
21	CD Marker HP,INTAX	LUXER	No	1		
22	Ink for stamp pad Ashoka 30ML	ASHOKA	Bottle	1		
23	Stamp pad Large Ashoka	ASHOKA	No	1		
24	Stamp pad Small Fabber castle11X6.9 CM	FABER CASTLE	No	1		
25	Stamp pad Medium Fabber castle	FABER CASTLE	No	1		
26	Register 200p yuge	MAGIC WALL	No	1		
27	Register 300p	MAGIC WALL	No	1		



28	Register 400p	MAGIC WALL	No	1		
29	Stick Note (3"x3")Butterfly	ODDY.	No	1		
30	Stick Note (2"x3")Butterfly	ODDY.	No	1		
31	Stick Note(1.5"x2") Butterfly	ODDY.	No	1		
32	Stapler D-10 Kangaroo PL BODY	KANGAROO	No	1		
33	Stapler D-26 Kangaroo HS 45P	KANGAROO	No	1		
34	Stapler D-26 Kangaroo HP-45(steel)	KANGAROO	No	1		
35	Table call bell	FORT	No	1		
36	Envelope A4 size Yellow M/D	WORLDONE	No	1		
37	Fluid/ Correction pen 7ml(White) Cello	FLAIR	No	1		
38	Fevi stick 15g	PIDILITE	No	1		
39	Stapler pin no 10 Kangaroo	KANGAROO	Pkt	1		
40	stapler pin no 26 Kangaroo	KANGAROO	Pkt	1		
41	Colour flags(De'smat)	ODDY.	Pkt	1		
42	White board Marker pen (Camlin)	CAMLIN	No	1		
43	White board Marker pen (Luxer)	LUXER	No	1		
44	Binder clip 1" (25mm)	WORLDONE	Pkt	1		
45	Binder clip 3/4"(19mm)	WORLDONE	Pkt	1		
46	Binder clip 1.1/2" (32mm)	WORLDONE	Pkt	1		
47	Binder clip 1.5/8" (41mm)	WORLDONE	Pkt	1		
48	Binder clip 2" (51mm)	WORLDONE	Pkt	1		
49	Button bag F/S Twin pocket Worldone	WORLDONE	No	1		
50	Button bag F/S single pocket coloured	WORLDONE	No	1		
51	U Clip coloured ordinary	MEGA	Pkt	1		
52	U Clip coloured Superior Quality (Plastic box) worldone	WORLDONE	Box	1		
53	Executive JK Bound paper A4100 gm 100 sheet	BILT	Ream	1		
54	Executive Bound paper A4 100 gm 500 sheet	BILT	Ream	1		
55	Paper A4 (Spectra copier)	SPECTRA	Ream	1		
56	Paper A3 (Spectra copier)	SPECTRA	Ream	1		
57	Paper Legal size FS (Spectra copier)	SPECTRA	Ream	1		

58	Eraser (Rubber) Natraj	NATRAJ	No	1		
59	Punching machine Kangaroo no 280	KANGAROO	No	1		
60	Punching machine Kangaroo no 600	KANGAROO	No	1		
61	Single Punch machine Kangaroo	KANGAROO	No	1		
62	High letter Pen different colour cello	FABER CASTLE	No	1		
63	High letter Pen different colour (Fabre castle)	FABER CASTLE	No	1		
64	High letter pen Yellow(Fabre castle)	FABER CASTLE	No	1		
65	Calculator(Casio MJ- 120D)	CASIO	No	1		
66	Calculator(Casio DJ- 120D)	CASIO	No	1		
67	Scale steel 30cms		No	1		
68	Paper cutter Big	PREMIER	No	1		
69	Paper cutter Big	NATRAJ	No	1		
70	Paper cutter blade (Big)		No	1		
71	Black board duster wooden handle	KAJAL	No	1		
72	Black board duster plastic handle	BOSS	No	1		
73	Rubber band Large	WORLDONE	Pkt	1		
74	Scissor 5.5" (SAYA)	SAYA	No	1		
75	Scissor 6.25" (SAYA)	SAYA	No	1		
76	Scissor 8" (SAYA)	SAYA	No	1		
77	Permanent marker pen(Luxer) (Thick)	LUXER	No	1		
78	Note pad 33 no Neelgagan	NEELGAGAN	No	1		
79	Note pad 22 no Neelgagan	NEELGAGAN	No	1		
80	Writing pad A4 size lines Neelgagan	NEELGAGAN	No	1		
81	Conference pad	NEELGAGAN	No	1		
82	Clear bag plain	MEGA	No	1		
83	Folder L shaped plastic Neelgagan	WORLDONE	No	1		
84	Folder L shaped plastic ordinary mega	MEGA	No	1		
85	Push pin (Colour)	WORLDONE	Pkt	1		
86	Pen/Pencil holder	WORLDONE	No	1		
87	Daak Pad folder Neelgagan	NEELGAGAN	No	1		
88	Gum liquid (paste) 700ml Kores	CAMEL	Bottle	1		

89	Gum liquid (paste) 300ml Kores	CAMEL	Bottle	1		
90	Fevi Gum 50ml	PIDILITE	Tube	1		
91	Fevicol 1kg American		Kgs	1		
92	Fevicol 200ml	FEVICOL	Bottle	1		
93	Table top glass	BOSS	No	1		
94	Clear book 30 pocket Certificate file	WORLDONE	No	1		
95	Pencil Sharpener small	NATRAJ	No	1		
96	Damper(sponge) 1"	STAR	No	1		
97	Paper pin/ clip cushion round	STAR	No	1		
98	Thermal paper roll width 80mm length 50mtr	CLASSIC	Roll	1		
99	Envelope small(9x4) Sheesh mahal	TAJMAHAL	Box	1		
100	Envelope (11x5) Taj mahal	TAJMAHAL	Box	1		
101	Envelope (10x8) Yellow	TAJMAHAL	No	1		
102	Envelope(10x8)Brown	TAJMAHAL	No	1		
103	Envelope A4 size Yellow (Manohar & Son)	TAJMAHAL	No	1		
104	Envelope A4 size White	TAJMAHAL	No	1		
105	Envelope file size (12x16) S/M	TAJMAHAL	No	1		
106	Envelope FS 12X16 (Inner cloth)	TAJMAHAL	No	1		
107	Envelope size 14x10 green (Inner cloth)	TAJMAHAL	No	1		
108	Tags small white 800 TAG		PAKING	1		
109	Tags large 36" Green 100 PC		Bundle	1		
110	Button bag F/S Twin pocket Ordinary	MEGA	No	1		
111	Button bag single pocket	MEGA	No	1		
112	Plastic Sutli gola		Bundle	1		
113	Paper weight		No	1		
114	File/Paper Tray plastic	MY CHOICE	No	1		
115	Name plate(Veg plate) plastic	BOSS	No	1		
116	Tea coaster stainless steel		Sets	1		
117	tea coaster		Sets	1		
118	Address sticker paper	DE-SMAT	Sheet	1		

119	Chart paper		No	1		
120	Ivory sheet A3 size		No	1		
121	Ivory sheet A4 size		No	1		
122	Color sheet A4 size		Pkt	1		
123	Glance paper		No	1		
124	Pen drive 32gb Scan disk	SCAN DISK	No	1		
125	CD Normal 100 nos.	RIGHT X	Box	1		
126	Flapper with cardboard File binder		No	1		
127	File binder Flapper		No	1		
128	Drawing sheet		Sheet	1		
129	Gift/wrapping paper sheet		Sheet	1		
130	Ribbon roll large 1"		Roll	1		
131	Ribbon roll small 1"		Roll	1		
132	Pokker wooden grip	NATIONAL	No	1		
133	Pokker steel grip		No	1		
134	Safety pin		Pkt.	1		
135	I card cover		No	1		
	<b>Total =</b>					<b>A</b>

### **BOQ-"B"**

**Supply of Housekeeping items for one year at RGNUL Campus, Sidhuwal, Patiala.**

S.no	Items	Brand	Unit	Qty.	Amount/Rate including of GST	Remarks
1	Hard Broom (425 GM)		Per Pcs	1		
2	Bamboo stick wooden 5' LONG		Per Pcs	1		
3	Iron ring for broom		Per Pcs	1		
4	Full Broom plastic hand HONEY 450GM		Per Pcs	1		
5	Dry Mop Cotton 24" Set		Per Pcs	1		
6	Dry Mop Cotton 24" Refill		Per Pcs	1		
7	Check Duster superier 12"X12"		Per Doz.	1		
8	Pocha large (XL) 30"X3"		Per Doz.	1		

9	Wiper Big superior quality	INOVA	Per pcs	1		
10	Wiper Med superior quality	INOVA	Per pcs	1		
11	Wiper Small for kitchen	INOVA	Per pcs	1		
12	Phenyl Liquid (Gainda) 450 ml	GAINDA	Per bot	1		
13	Phenyl Liquid white 1 ltr	GAINDA	Per ltr	1		
19	Iron Scrub		Per Doz	1		
20	Nylon Scrub		Per Doz	1		
21	Yellow Duster 12"X18"		Per Doz	1		
22	Pocha (M) 24"X24"		Per Doz	1		
23	Toilet Brush	BRW	Per pcs	1		
24	Toilet paper superior		Per pcs	1		
25	Paper Napkin		Per pkt	1		
26	Toilet roll	OREL	per pcs	1		
27	Dust pan (cello)		per pcs	1		
28	Dettol Hand wash 750 ml	DETTOL	per pcs	1		
29	Dettol Hand wash 250 ml PUMP	DETTOL	per pcs	1		
30	Lizol 500 ml	LIZOL	Per Kg	1		
31	Naphthalene balls 1kg	FLORA	Per Kg	1		
32	Naphthalene balls 200gm	FLORA	Per pcs	1		
33	Hit spray 320 ml	HIT	Per pcs	1		
34	Harpic (blue) 500ml	HARPIC	Per pcs	1		
35	Harpic (red) 500ml	HARPIC	Per pcs	1		
36	Collin 500ml	COLLIN	Per pcs	1		
37	Soap for Hand wash (Lux) 47gm	SANTOR	Per pcs	1		
38	Medimix soap 18gm	MEDIMIX	Per pcs	1		
39	Soap 20gm Joi	Joi	Per pcs	1		
40	Odonil 75gms Multi	ODONIL	Per pcs	1		
41	Odonil 50gms Multi	ODONIL	Per pcs	1		
42	Cleanzo 5ltr	Cleanzo	Per can	1		
43	Room Freshener spray 250ml	Odonil	Per pcs	1		
44	Room Freshener spray (Godrej) 270ml	pure home	Per pcs	1		
45	Room Freshener spray (toby) 250ml	TOBY	Per pcs	1		
46	Air wick Room spray (Complete set)	AIR WICK	Per pcs	1		

47	Urinal cubes 300 PC	FLORE	Per pkt	1		
48	Garbage Bag black (S)		Per kg	1		
49	Garbage Bag black (L)		Per kg	1		
50	Washing powder (Nirma) 500g	NIRMA	Per pkt	1		
51	Washing powder (Fena) 500g	FENA	Per pkt	1		
52	Surf Excel 1kg	Surf Excel	Per pkt	1		
53	Plastic Mug big	MILTON	Per pcs	1		
54	Plastic Bucket 15 ltr	MY CHOICE	Per pcs	1		
55	Plastic Bucket 25 ltr	MY CHOICE	Per pcs	1		
56	Thinner		Per ltr	1		
57	Scraper		Per pcs	1		
58	Gloves SURGICARE		Per pair	1		
59	Dust bin Small without Lid	MY CHOICE	per pcs	1		
60	Dust bin Small with Lid	MY CHOICE	per pcs	1		
61	Dust bin 60 ltr(Cello) Square	CELLO	per pcs	1		
62	Dust bin 80 ltr(cello) Square	CELLO	per pcs	1		
63	Dust bin 100 ltr(cello) Square	CELLO	per pcs	1		
64	Tile Brush superior Quality		per pcs	1		
65	Harpic Tikki (pack of 2 pcs)	HARPIC	per pcs	1		
66	Air wick complete	GODRAJ	per pcs	1		
67	Air wick refill	GODRAJ	per pcs	1		
68	Allout Machine	ALL OUT	per pcs	1		
69	Allout refill	ALL OUT	per pcs	1		
70	Toilet cleaner Acid (1 ltr )	MEC	Per bottle	1		
71	Pencil cell AA eveready	EVEREADY	per pcs	1		
72	Pencil cell AA Duro	DURO	per pcs	1		
73	Pencil Cell AAA size	EVEREADY	per pcs	1		
74	Brush for nest (Jalla) foldable long stick		per pcs	1		
75	Tea Bag (Taj Mehal)	TAJMEHAL	per pkt	1		
76	Milk powder pouch nestle	NESTLE	per pkt	1		
77	Sugar pouch		per pkt	1		
78	Water Jug Plastic Superior Nayasa	NAYASA	per pcs	1		
79	Water Glass borosil (med) (Set of 6)	BOROSIL	per set	1		

80	Tea cup bone china (Set of 6)	MARWAL	per set	1		
81	Bleaching powder		per pcs	1		
82	Mosquito Repellent Cream (Odomos)	Dabur	per pcs	1		
83	Tooth Paste	COLGATE	per pcs	1		
84	Tooth brush	MERLIN	per pcs	1		
85	Shampoo Pouch	CLINC PLUS	per pcs	1		
86	Urinal Screen		Per Pcs	1		
87	Dish wash gel 500gm	VIM	Per Pcs	1		
88	Ezee Liquid Detergent 500gm	Godrej	Per Pcs	1		
	<b>Total =</b>					<b>B</b>

**Sub Total of BOQ- “A” + “B” =**

Note: -

1. Rates are inclusive of all taxes/GST & FOR at RGNUL campus, Sidhuwal, Patiala etc.
2. Quantity may be increase/ decrease.
3. Time limit shall be 12 month. Date of start shall be reckoned after seven days from the date of issue of acceptance letter.

(Authorized signatory of the firm with stamp)

**AGREEMENT**

This Agreement made this .....day of .....between ..... (Hereinafter called the "Firm" of the first part and Rajiv Gandhi National University of Law, Punjab, Patiala through the Registrar (hereinafter called "The University") of the other part.

Whereas the Firm has offered for the work of **"Supply of Stationary & Housekeeping material items for one year at RGNUL Campus, Sidhuwal, Patiala."** and the University has accepted his tendered offer for the execution of afore mentioned work. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this agreement, words and expressions shall have the same meanings as are respectively assigned to them as per the general conditions of contract enclosed herewith.
2. The following documents shall be deemed to form and be construed as part of this Agreement:
  - (i) The "NOTICE INVITING TENDER" AND "INSTRUCTIONS TO TENDERERS" enclosed as ANNEXURE - with this agreement.
3. The work will be executed strictly according to specifications and sample and the schedule of items of work as per quantities specified therein at the accepted rates.
4. All correspondence and modifications, if any and acceptance letter will from part of this agreement.
5. The University hereby covenants to pay the Firm, in consideration of completion of works, the price in the manner as specified in this Agreement.

IN WITNESS THEREOF THE PARTIES HERE TO SET THEIR RESPECTIVE HANDS AND SEALS ON THE DAY AND YEAR MENTIONED ABOVE IN THE PRESENCE OF WITNESSES AS UNDER:

**Name and Address of the Firm**

.....  
.....

**Signature of Firm**

.....  
.....

Signed sealed and Delivered by ..... in the capacity of .....

**In presence of (Name and Address)**

**Witness No. 1**

.....  
.....

**Witness No. 2**

.....  
.....

Registrar  
For & on behalf of the  
Rajiv Gandhi National  
University of Law, Punjab  
Patiala (RGNUL)