



**DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT**

(Established by the Haryana State Legislature Act No. 15 of 2012)

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Ref. No.: DBRANLU/P&S/2025/53/RFQ-03

Date: 16.12.2025

The University invites bids from interested and reputed firms for printing and allied items required for use in the University. Interested vendors/firms/institutions may submit their bids in the prescribed proforma enclosed herewith. The bids may be submitted either through email at [registrar@dbranlu.ac.in](mailto:registrar@dbranlu.ac.in) or sent by post or delivered in person to the office mentioned below on or before 31.12.2025:

**The Registrar,  
Dr. B. R. Ambedkar National Law University  
Rai (Sonipat), 131029**

**DR. B.R. AMBEDKAR NATIONAL LAW UNIVERSITY, SONIPAT**

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To

The Registrar,  
Dr. B. R. Ambedkar National Law University  
Rai (Sonipat), 131029  
E-mail: [registrar@dbranlu.ac.in](mailto:registrar@dbranlu.ac.in)

**Subject: Quotation for Stationery (Printing Material) and allied items for use in the university-regarding.**

Name of Firms/Suppliers:

Address:

GST No.:

Contact Person Name:

Mobile no.:

Sr. No	Name of Items	Qty.	Specification	Rate with GST Per Unit	Total Amount
1.	File Cover (Pink) Printed with University Logo	500 Nos.	File cover (record/Tag File) Pink with university logo & details <ul style="list-style-type: none"><li>Width 240 mm (+/-5 mm)</li><li>Height 350 mm (+/-5 mm)</li><li>Printing -as per requirement of university</li><li>GSM-350</li></ul>		
2.	File Cover (Red) Printed with University Logo	500 Nos.	File cover (record/Tag File) Red with university logo & details <ul style="list-style-type: none"><li>Width 240 mm (+/-5 mm)</li><li>Height 350 mm (+/-5 mm)</li><li>Printing -as per requirement of university</li><li>GSM-350</li></ul>		
3.	File Cover (Yellow) Printed with University Logo	500 Nos.	File cover (record/Tag File) Yellow with university logo & details <ul style="list-style-type: none"><li>Width 240 mm (+/-5 mm)</li><li>Height 350 mm (+/-5 mm)</li><li>Printing -as per requirement of university</li><li>GSM-350</li></ul>		
4.	Note Pad Printed with University Logo	400 Nos.	Note Pad with University logo & details <ul style="list-style-type: none"><li>Type of binding – stapple and cloth bound</li><li>Width of Pad -152 mm (+/-10 mm)</li><li>Length of Pad 225 mm (+/-10 mm)</li><li>Paper GSM 65</li></ul>		

5.	Conference Pad Printed with University Logo	500 Nos.	Conference Pad with University logo & details <ul style="list-style-type: none"> <li>Type of binding -staple and cloth bound</li> <li>Width of Pad -152 mm (+/- 10 mm)</li> <li>Length of Pad 225 mm (+/- 10 mm)</li> <li>Paper GSM 65</li> </ul>		
6.	Envelop Small Printed with University Logo	1000 Nos.	Envelop Small size <ul style="list-style-type: none"> <li>Length 120 mm</li> <li>Width 280 mm</li> <li>Paper GSM 80</li> </ul>		
7.	Envelop A/3 Size Big Printed with University Logo	500 Nos.	<ul style="list-style-type: none"> <li>Paper GSM 80</li> </ul>		
8.	Serving Tray Medium	10 Nos.	Medium Size <ul style="list-style-type: none"> <li>(~325x220 mm)</li> </ul>		
9.	Water Glass	20 Set.	Borosil Glass Size <ul style="list-style-type: none"> <li>300 ML Minimum</li> </ul>		

<b><u>Other Terms and Conditions:</u></b>	
<b>GST</b>	Including
<b>Payment Terms</b>	After Delivery
<b>Delivery Period</b>	20 Days
<b>Delivery at</b>	DBRANLU, Rai, Sonipat
<b>Cartage/Freight Charges</b>	Including

**(Seal/Signature)**

Note:-

1. The vendor may visit the University to examine the quality of the product on or before **21.12.2025**, no later than 4:00 P.M.
2. The financial evaluation of bids will be conducted solely on an item-wise lowest quoted price basis.
3. Conditional bids shall be summarily rejected.
4. The University reserves the right to reject any or all bids without assigning any reason.
5. The University reserves the right to issue a purchase order for all items, selected items, or none at all.