

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna- 800001

NIQ- 88/2025-26

Date: 28.02.2026

SHORT TENDER NOTICE FOR PRINTING AND SUPPLY OF GRADE SHEETS

Chanakya National Law University, Patna invites sealed quotations from Printers having license of printing for Printing and supply of Grade Sheets.

1. Last Date of Submission of Quotation : 10.03.2026 till 02:00 pm.
2. Date of opening of Quotation : 10.03.2026 at 02:30 pm.

The quotation is required to be submitted in a sealed cover addressed to the **Registrar, Chanakya National Law University, Patna-800001** so as to reach the University on or before 02:00 pm on 10th March-2026 duly superscripting the quotation for supply of "**Printing and supply of Grade Sheets.**" on the top of sealed envelope.

Scope of Work: Printing and Supply of Grade Sheets are as follows: -

Sl. No	Type of Grade Sheets with Specification	Quantity
1.	Grade Sheets (On 10-Point Scale (CGPA) Four Colour Printing, A4 Size Maplitho White Paper (100 GSM)	500 Pcs.
2.	Grade Sheets (On 10-Point Scale (GPA) Four Colour Printing, A4 Size Maplitho White Paper (100 GSM)	1000 Pcs.
3.	Grade Sheets (On 7-Point Scale (GPA) Four Colour Printing, A4 Size Maplitho White Paper (100 GSM)	1000 Pcs.
4.	Grade Sheets (On 7-Point Scale (CGPA) Four Colour Printing, Legal FS Size, Maplitho White Paper (100 GSM)	500 Pcs.

Terms and Conditions:

1. The bidders are requested to visit the University Examination Section in order to examine the sample of above-mentioned Grade Sheets.
2. The agency is required to submit its quotation on their letter head.
3. Cutting and overwriting in the quotation are not allowed. If, there is cutting and overwriting such quotation will not be entertained.
4. No manpower will be provided by the university for Loading and unloading the goods/material.
5. The quotation received after last date and time of submission will not be entertained.
6. Copy of PAN card is to be enclosed.
7. Copy of GST Registration certificates is to be enclosed.
8. Registration certificate as per existing norms (indicating the legal status company/partnership firm/proprietorship concern etc.) to be enclosed.
9. The conditional quotations would not be accepted.
10. If the vendor is unable to execute the work after receiving the purchase order the firm will be debarred for one year to participate in the tendering process of the University and the debar notice will be uploaded on the University website.
11. If it is found, that the printing work is not satisfactory and as per requirement, the University have rights to cancel the order and no payment will be made in this regard.
12. The university has reserved the rights to cancel the quotation/tender without assigning any reason/ notice.

REGISTRAR

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna- 800001

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Date: 28.02.2026

Annexure-I

FINANCIAL BID

To
The Registrar
Chanakya National Law University,
Nyaya Nagar, Mithapur, Patna-800001

Sub: Financial Bid for Printing and supply of Grade Sheets.

Dear Sir,

I/we have gone through the tender document and terms & conditions, understood it fully and declare that I/we shall abide by the terms and conditions mentioned therein for supply of the items required. I/we here also seen the sample and specification of for Printing and supply of Grade Sheets.

Sl. No	Type of Grade Sheets with Specification	Quantity	Rate	Amount
1.	Grade Sheets (On 10-Point Scale (CGPA) Four Colour Printing, A4 Size Maplitho White Paper (100 GSM)	500 Pcs.		
2.	Grade Sheets (On 10-Point Scale (GPA) Four Colour Printing, A4 Size Maplitho White Paper (100 GSM)	1000 Pcs.		
3.	Grade Sheets (On 7-Point Scale (GPA) Four Colour Printing, A4 Size Maplitho White Paper (100 GSM)	1000 Pcs.		
4.	Grade Sheets (On 7-Point Scale (CGPA) Four Colour Printing, Legal FS Size, Maplitho White Paper (100 GSM)	500 Pcs.		

(Total Amount in Words)

I/we certify that information furnished above is true and correct. All the terms and Conditions mentioned in the tender documents are acceptable to us.

(Authorized Signature)

Name of the Firm:

Name of the Authorized Person:

Address of the Firm:

Contact No:

Email Id: