

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna- 800001

NIQ- 07/2026-27

Date: 25.04.2026

SHORT TENDER NOTICE FOR PRINTING OF ATTENDANCE REGISTER

1. Last Date of Submission of Quotation : 05.05.2026 till 02:00 pm.
2. Date of opening of Quotation : 05.05.2026 at 02:30 pm.

Chanakya National Law University, Patna invites sealed quotations from reputed Printers having license of printing work for Supply of Attendance Register.

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 05th May-2026 duly superscripting the quotation for supply of "**Supply of Attendance Register.**" on the top of sealed envelope.

Scope of Work: Supply of Printed Attendance are as follows: -

Sl. No	Description	Quantity
1.	Printing of Attendance Register	1000 Pcs.

Terms and Conditions:

1. The bidders are requested to visit the University for collection of sample of Attendance Register.
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.
13. If supply is not done within 20 days from the date of issue of the order. The delay per day will attract liquidated damages @ 0.5% of the total value (subject to maximum 10% of the total value).

Sd/-

REGISTRAR

Chanakya National Law University

Nyaya Nagar, Mithapur, Patna- 800001

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Annexure-I

FINANCIAL BID

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

Sub: Financial Bid for Supply of Printed Attendance Register.

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 Supply of Printed Attendance Register.

Sl. No	Description	Quantity	Rate per piece with GST	Amount with GST
1.	Printing of Attendance Register	1000 Pcs.		
Total Amount inclusive of all taxes				

(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: