

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
NAGARBHAVI, BENGALURU – 560 072**

**REQUEST FOR PROPOSAL (RFP)
FOR EMPANELMENT OF VENDORS FOR SUPPLY OF STATIONERY ITEMS**

RFP Reference No.	NLSIU/PROC/STATIONERY/2026-27/01
Date of Issue	23.10.2026
Last Date & Time for Submission	04.11.2026
Empanelment Period	Three (3) years, subject to performance and University approval

1. Invitation

National Law School of India University (NLSIU), Bengaluru, invites proposals from eligible and experienced manufacturers, authorised distributors, dealers and suppliers for empanelment for supply of stationery and office consumables for a period of three years. The procurement shall be undertaken through Purchase Orders/Requests issued from time to time. Empanelment does not create any minimum purchase commitment.

2. Objective

- Create a panel of dependable vendors for recurring stationery requirements.
- Obtain competitive and transparent rates while maintaining required quality.
- Ensure timely delivery to NLSIU departments, centres, schools, offices and stores.
- Reduce repetitive procurement processing for routine stationery items while retaining competition and value for money.

3. Scope of Supply

The indicative BOQ below contains 120+ commonly required stationery items. Quantities are not guaranteed and may be ordered according to actual requirements. NLSIU may add, delete or modify items during the empanelment period.

The vendor shall supply items strictly in accordance with the specifications, approved brand/make (where specified), quantity and delivery instructions in the Purchase Order.

4. Bid Structure and Commercial Submission

- The bidder shall quote item-wise rates for all items in the BOQ. Bidders may quote for the complete BOQ or an identified category; NLSIU may empanel vendors category-wise where operationally appropriate.
- Rates shall be quoted exclusive of GST, with GST shown separately. Freight, loading, unloading and delivery to NLSIU shall be included in the quoted rate unless specifically stated otherwise.
- No minimum order quantity shall be imposed unless expressly accepted by NLSIU in writing.
- The quoted rates shall remain firm for the initial 12 months from the date of empanelment. Thereafter, any price revision shall require prior written approval and documentary justification.

- NLSIU may compare rates with market rates, previous purchase rates and quotations from empanelled vendors before placing orders.

5. Eligibility Criteria

Criterion	Requirement	Documentary Evidence
Legal status	Proprietorship/Partnership/LLP/Company or other legally recognised business entity.	Certificate of incorporation/registration/partnership deed/Udyam certificate, as applicable.
GST & PAN	Valid GST registration and PAN. GST exemption, if legally applicable, shall be supported by documentary evidence.	GST certificate and PAN copy.
Experience	Minimum 3 years' experience in supply of stationery/office supplies to Government institutions, Universities, educational institutions, PSUs, corporates or reputed organisations.	Work orders/purchase orders/contracts/invoices/client certificates.
Turnover	Average annual turnover of at least ₹25 lakh during the last three completed financial years (FY 2023-24, 2024-25 and 2025-26). NLSIU may relax this requirement for MSMEs/start-ups where permitted and supported by valid registration/certification.	Audited financial statements or CA-certified turnover statement for the relevant years.
Institutional clients	At least three institutional clients in the preceding three years, with at least one Government/University/PSU/reputed educational institution preferred.	Client list with contact details and supporting orders/certificates.
Supply capability	Demonstrable ability to maintain stock and deliver routine stationery orders within 3-7 working days, or the period specified in the PO.	Company profile, warehouse/logistics details and delivery network.
Non-blacklisting	Bidder shall not be blacklisted/debarred by any Government department, PSU, statutory authority, University or public institution as on bid submission date.	Signed declaration in Annexure IV.
Authorisation	Where branded products are offered as authorised products, bidder shall submit manufacturer/distributor authorisation where requested.	Manufacturer/distributor authorisation, where applicable.

6. Bid Submission Checklist

- Covering Letter / Bid Submission Form.
- Firm/company registration or constitution document.
- PAN and GST registration certificate.
- Udyam/MSME certificate, if applicable.
- Audited financial statements / CA-certified turnover statement.
- Details of similar supplies and major clients.
- Documentary evidence of experience.

- Non-blacklisting declaration.
- Authorised signatory proof/board resolution/authorisation letter, as applicable.
- Completed BOQ and price schedule.
- Signed acceptance of RFP terms and conditions.
- Bank details and cancelled cheque.
- Manufacturer/distributor authorisation, where applicable.
- Declaration regarding conflict of interest.
- Declaration of compliance with applicable laws and ethical procurement requirements.

7. Evaluation Methodology

Evaluation will be conducted in stages. NLSIU may empanel more than one vendor and may empanel vendors category-wise. The lowest overall bidder shall not automatically receive all future orders.

Stage	Assessment	Weight/Result
A. Preliminary Compliance	Mandatory documents, bid completeness, signed declarations and eligibility	Pass/Fail
B. Technical/Capability	Relevant experience, institutional clients, supply capability, product range, delivery capability	30 marks
C. Commercial	BOQ rates and competitiveness against evaluated basket/representative quantities	60 marks
D. Service & Delivery	Delivery commitment, replacement mechanism, responsiveness and logistics	10 marks

Minimum technical/capability qualifying score: 18/30. Only technically qualified bidders shall be considered for commercial evaluation. NLSIU may use a representative basket of high-frequency items for comparative commercial evaluation and may also evaluate category-wise rates.

8. Commercial Evaluation and Empanelment

- NLSIU may evaluate item-wise/category-wise L1 rates and may empanel multiple vendors to ensure continuity of supply and competitive sourcing.
- For routine low-value requirements, orders may be placed with an empanelled vendor based on approved rates, availability, delivery time and procurement requirements.
- For higher-value requirements, NLSIU may seek competitive quotations/rate confirmations from empanelled vendors or undertake a separate procurement process, as applicable.
- Where a specific brand/specification is required for compatibility or quality, NLSIU may restrict the item accordingly with recorded justification.
- The evaluation methodology and final award/empanelment shall remain subject to NLSIU's applicable procurement policy and approval matrix.

9. Delivery, Inspection and Replacement

- Routine stationery shall normally be delivered within 3–7 working days from the Purchase Order unless another period is specified.
- All deliveries shall be made at the NLSIU designated location in Bengaluru, with delivery challan and Purchase Order reference.
- Goods shall be new, unused, genuine and free from defects.
- Rejected, damaged, short-supplied or incorrect items shall be replaced at the vendor's cost within 3 working days or such period specified by NLSIU.
- Inspection/acceptance at delivery shall not relieve the vendor from responsibility for latent defects or non-conformity.
- Excess quantities supplied without written approval may be returned at the vendor's cost.

NLSIU purchase orders commonly require delivery within the specified PO period and provide that rejected/excess items may be returned at vendor expense; payment is subject to applicable tax deductions.

10. Payment Terms

- Payment shall be processed after satisfactory delivery, inspection/verification, submission of invoice and completion of required approvals/documentation.
- Payment shall normally be made through electronic bank transfer.
- Applicable TDS and other statutory deductions shall be made.
- No advance payment shall be made unless specifically approved and stated in the Purchase Order.

11. Taxes and Statutory Compliance

- The vendor shall comply with GST, income tax and all other applicable laws.
- GST shall be charged at the legally applicable rate and separately shown on the invoice.
- Any liability arising from incorrect tax classification, non-compliance or inaccurate statutory declarations shall be the vendor's responsibility.

12. Integrity, Conflict of Interest and Ethical Conduct

- The bidder shall not offer gifts, commissions, inducements or any improper benefit to university personnel.
- The bidder shall disclose any actual or potential conflict of interest.
- Collusive, fraudulent, coercive or misleading practices may result in rejection, suspension or termination.
- NLSIU reserves the right to seek clarification and documentary verification of any submitted information.

13. Suspension / Termination of Empanelment

- Repeated delayed supply or poor service.
- Repeated supply of substandard, counterfeit or non-conforming products.
- Material breach of RFP, empanelment agreement or Purchase Order.
- Submission of false information or forged documents.
- Blacklisting/debarment by a competent authority.

- Fraud, corruption, collusion or conduct prejudicial to NLSIU's interests.

NLSIU may, after giving reasonable notice where appropriate, procure the requirement from another source and recover excess cost arising from vendor failure, and may terminate the relevant Purchase Order.

14. No escalation of whatsoever nature shall be payable.
15. The Selected Bidder shall not subcontract any part of the work without prior written approval of NLSIU.
16. NLSIU reserves the right to negotiate the terms, conditions, and quoted price with the Bidders before final award of work.
17. NLSIU reserves the right to cancel or withdraw the RFP at any stage without incurring any liability or obligation towards the bidders.
18. The selected bidder must comply with all applicable laws, rules, and regulations set by Central Governments, State Governments, Local Authorities or any other Government Authorities.
19. This RFP shall be governed by and construed in accordance with the laws of India. The courts at Bengaluru, Karnataka shall have exclusive jurisdiction.
20. The terms and conditions outlined in this RFP are binding on all bidders.
21. For any queries or additional information, please contact us at procurement@nls.ac.in.



Registrar

National Law School of India University

Annexure I – Bid Submission Form

To: The Procurement Department, National Law School of India University, Bengaluru

We, M/s _____, submit our proposal for empanelment for supply of stationery items in response to RFP No. NLSIU/PROC/STATIONERY/2026-27/01. We confirm that the information submitted is true and that we accept the RFP conditions.

Name of Firm: _____

Authorised Signatory: _____

Designation: _____

Mobile/Email: _____

Date: _____

Place: _____

Signature & Seal: _____

Annexure II – Vendor Profile

Legal Name	
Constitution	
Registered Address	
GSTIN	
PAN	
Udyam/MSME No.	
Year of Establishment	
Contact Person	
Mobile	
Email	
Website	
Average Annual Turnover (3 years)	
Warehouse/Stock Location	
Bank Name	
Account No.	
IFSC	

Annexure III - Experience

Sl.	Client	Nature of Supply	PO/Contract No. & Date	Value	Period
1					
2					
3					
4					
5					

Annexure IV – Non-Blacklisting Declaration

I/We hereby declare that M/s _____ has not been blacklisted, debarred or banned by any Central/State Government Department, PSU, statutory body, University or other competent authority as on the date of submission. We undertake to inform NLSIU immediately if this status changes during the empanelment period.

Authorised Signatory: _____

Date: _____

Seal: _____

Annexure V – Conflict of Interest Declaration

We declare that there is no actual or potential conflict of interest that would improperly influence our participation in this RFP. Any conflict arising during the empanelment period shall be disclosed to NLSIU immediately.

Authorised Signatory: _____

Date: _____

Seal: _____

Annexure VI – Price Schedule

The bidder shall complete the following columns in the BOQ. Rates shall be exclusive of GST. GST and final landed price shall be shown separately in the financial submission.

Sl.	Item	UOM	Make/Brand	Basic Rate	Discount, if any	GST %	Landed Rate incl. GST
1	Ball Pen – blue	Each	Doms				
2	Ball Pen – black	Each	Doms				
3	Ball Pen – red	Each	Doms				
4	Gel Pen – blue	Each	Doms				
5	Gel Pen – black	Each	Doms				
6	Gel Pen – red	Each	Doms				
7	Roller Ball Pen	Each	Doms				
8	Permanent Marker – black	Each	Camlin				
9	Permanent Marker – blue	Each	Camlin				
10	Permanent Marker – red	Each	Camlin				
11	Whiteboard Marker – black	Each	Camlin				
12	Whiteboard Marker – blue	Each	Camlin				
13	Whiteboard Marker – red	Each	Camlin				
14	Highlighter – yellow	Each	Camlin				
15	Highlighter – assorted	Each	Camlin				
16	HB Pencil	Each	Doms				
17	2B Pencil	Each	Doms				
18	Mechanical Pencil	Each	Doms				
19	Mechanical Pencil Leads	Tube	Doms				
20	Eraser	Each	Camlin				
21	Sharpener – single	Each	Camlin				
22	Sharpener – double	Each	Camlin				
23	A4 Copier Paper 75 GSM	Ream	TNPL Platinum				
24	A4 Copier Paper 80 GSM	Ream	TNPL Platinum				

25	A3 Copier Paper 75 GSM	Ream	TNPL Platinum				
26	A3 Copier Paper 80 GSM	Ream	TNPL Platinum				
27	Legal Paper 75 GSM	Ream	JK FS				
28	Executive Paper 75 GSM	Ream	JK FS				
29	Coloured A4 Paper	Ream	JK FS				
30	A4 Premium Paper	Ream	TNPL Platinum				
31	A4 Card Sheet	Pack	TNPL Platinum				
32	A4 Art/Presentation Sheet	Pack	TNPL Platinum				
33	A4 Notepad 50 sheets	Pad	Standard				
34	A5 Notepad 50 sheets	Pad	Standard				
35	A4 Notebook 100 pages	Each	Standard				
36	A5 Notebook 100 pages	Each	Standard				
37	Spiral Notebook A4	Each	Standard				
38	Spiral Notebook A5	Each	Standard				
39	Writing Pad – legal	Pad	Standard				
40	Graph Sheet A4	Pack	Standard				
41	Tracing Paper A4	Pack	Standard				
42	A4 Plastic File	Each	Standard				
43	A4 Button File	Each	Standard				
44	A4 Spring File	Each	Standard				
45	A4 Display File 20 pockets	Each	Standard				
46	A4 Display File 40 pockets	Each	Standard				
47	A4 Lever Arch File	Each	Standard				
48	A4 Box File	Each	Nandi				
49	A4 Ring Binder 2D	Each	Standard				
50	A4 Ring Binder 4D	Each	Standard				

51	Expanding File 12 pocket	Each	Standard				
52	Expanding File 24 pocket	Each	Standard				
53	Document Folder with Elastic	Each	Standard				
54	Conference Folder	Each	Standard				
55	File Cover – plastic	Each	Standard				
56	File Cover – board	Each	Standard				
57	Hanging File	Each	Standard				
58	Zip Document Pouch	Each	Standard				
59	Document Wallet	Each	Standard				
60	File Labels	Pack	Standard				
61	Stock Register 200 pages	Each	Standard				
62	Stock Register 300 pages	Each	Standard				
63	Attendance Register 200 pages	Each	Standard				
64	Visitor Register 200 pages	Each	Standard				
65	Dispatch Register 200 pages	Each	Standard				
66	Receipt Register 200 pages	Each	Standard				
67	Movement Register 200 pages	Each	Standard				
68	Inward Register 200 pages	Each	Standard				
69	Outward Register 200 pages	Each	Standard				
70	Minute Book 200 pages	Each	Standard				
71	Log Book 200 pages	Each	Standard				
72	Cash Book 200 pages	Each	Standard				
73	Bill Register 200 pages	Each	Standard				

74	Complaint Register 200 pages	Each	Standard				
75	Issue Register 200 pages	Each	Standard				
76	Stapler – small	Each	Kangaro				
77	Stapler – medium	Each	Kangaro				
78	Stapler – heavy duty	Each	Kangaro				
79	Staple Pins No. 10	Box	Kangaro				
80	Staple Pins 24/6	Box	Kangaro				
81	Staple Pins 24/8	Box	Kangaro				
82	Staple Pins 23 series	Box	Kangaro				
83	Paper Clips 28 mm	Box	Standard				
84	Paper Clips 50 mm	Box	Standard				
85	Binder Clips 19 mm	Box	Standard				
86	Binder Clips 25 mm	Box	Standard				
87	Binder Clips 32 mm	Box	Standard				
88	Binder Clips 41 mm	Box	Standard				
89	Binder Clips 51 mm	Box	Standard				
90	Drawing Pins	Box	Standard				
91	Rubber Bands – assorted	Pack	Standard				
92	Scissors 6 inch	Each	Standard				
93	Scissors 8 inch	Each	Standard				
94	Paper Cutter	Each	Standard				
95	Paper Punch – 2 hole	Each	Standard				
96	Paper Punch – 4 hole	Each	Standard				
97	Glue Stick 8 g	Each	Standard				
98	Glue Stick 20 g	Each	Standard				
99	Liquid Adhesive 50 ml	Bottle	Standard				
100	Transparent Tape 12 mm	Roll	Standard				
101	Transparent Tape 18 mm	Roll	Standard				

102	Transparent Tape 24 mm	Roll	Standard				
103	Double-sided Tape 12 mm	Roll	Standard				
104	Masking Tape 24 mm	Roll	Standard				
105	Correction Pen	Each	Standard				
106	Correction Tape	Each	Standard				
107	Stamp Pad – blue	Each	Standard				
108	Stamp Pad – black	Each	Standard				
109	Stamp Pad – red	Each	Standard				
110	Ink Pad Refill	Bottle	Standard				
111	Calculator – basic	Each	Standard				
112	Calculator – scientific	Each	Casio				
113	Ruler 15 cm	Each	Standard				
114	Ruler 30 cm	Each	Standard				
115	Ruler 50 cm	Each	Standard				
116	Desk Organiser	Each	Standard				
117	Pen Stand	Each	Standard				
118	Letter Tray – single	Each	Standard				
119	Letter Tray – 3 tier	Each	Standard				
120	Document Tray – 4 tier	Each	Standard				
121	Name Plate – desk	Each	Standard				
122	A4 Envelope – plain	Each	Standard				
123	A4 Envelope – window	Each	Standard				
124	A5 Envelope	Each	Standard				
125	DL Envelope	Each	Standard				
126	A3 Envelope	Each	Standard				
127	Brown Paper Sheet	Kg	Standard				
128	Bubble Wrap	Roll	Standard				
129	Packing Tape 48 mm	Roll	Standard				
130	Self-adhesive Labels A4	Pack	Standard				
131	Address Labels	Pack	Standard				
132	Parcel Tags	Pack	Standard				
133	Index Divider A4 – 5 part	Pack	Standard				

134	Index Divider A4 - 10 part	Pack	Standard				
135	Page Marker Flags	Pack	Standard				
136	Sticky Notes 3x3 inch	Pad	Standard				
137	Sticky Notes 2x2 inch	Pad	Standard				
138	Memo Cube	Cube	Standard				
139	Document Clip Folder	Each	Standard				
140	Clipboard A4	Each	Standard				
141	Clipboard A3	Each	Standard				
142	Whiteboard Duster	Each	Standard				
143	Whiteboard Cleaning Spray	Bottle	Standard				
144	Magnetic Board Pins	Pack	Standard				
145	Push Pins	Box	Standard				
146	Cable Labels	Pack	Standard				
147	Correction Roller Refill	Each	Standard				

Authorised Signatory: _____

Date: _____

Seal: _____