



EOI NO: 068/RPNLUP
DATE : 02-02-2026

Dr. Rajendra Prasad National Law University, Prayagraj

EMPANELMENT NOTICE

EMPANELMENT REGISTRATION OF VENDORS FOR THE SUPPLY OF STATIONERY, HOUSEKEEPING, AND ELECTRICAL ITEMS

Dr. Rajendra Prasad National Law University, Prayagraj invites applications from reputed and experienced vendors for *Empanelment for the supply of Stationery, Housekeeping, and Electrical Items* for the University, on the following terms and conditions:

1. The firm/s must have *a minimum of three (03) years' experience* in supplying the following items of its respective fields (Stationery, Housekeeping and Electrical Items) to Government Departments / Universities / Institutions of repute.
2. The firm/s should have *a valid GST Number, PAN*, and should submit ITRs of the last *three financial years*.
3. The firm should not be blacklisted by any Government/Semi-Government/Autonomous institution/GeM. A *self-declaration certificate* must be submitted.
4. The firm must mention the overall discount on the products.
5. The maximum discount offered by firms will be considered for empanelment.
6. The firm should have an operational shop in Prayagraj.
7. Interested Firm(s) are requested to enclose an EMD of Rs 5,000/- (Rupees Five thousand only) through RTGS in HDFC Bank, Account No (50100590400732), IFSC code (HDFC0000226), attach deposit slip with application. Application Forms without EMD will not be entertained. No interest will be paid by the University on EMD.
8. Bills of supply shall be raised by the supplier in favour of **The Registrar, Dr. Rajendra Prasad National Law University, Prayagraj** which after verification from the concern department shall be paid ordinarily within 30 days of the receipt of the bill/complete supply.
9. The supplier will be responsible for ensuring the delivery of ordered items in a time-bound manner and no delivery/service charges will be paid.
10. Disputes are subject to jurisdiction of Prayagraj Court only.

Application Form for Empanelment Registration is available on the website of the University at www.rpnlup.ac.in

Application Form along with enclosures must be addressed to the Registrar RPNLU, Prayagraj **(Application should be send by post or by hand at RPNLU Prayagraj latest by 13/02/2026).**

SCOPE OF SUPPLY

The empanelled vendor shall supply the item in their respective field as per requirement:

A. Stationery Items

Pens, Pencils, Register, File, Folder, Glue, A4/A3 Paper, Markers, Envelopes, Staplers, Punching Machine, Printer Cartridge, items related to computer etc.

B. Housekeeping Items

Broom, Mop, Wiper, Floor Cleaner, Toilet Cleaner, Disinfectant, Garbage Bags, Phenyl, Naphthalene Balls, Harpic, Liquid Soap, etc.

C. Electrical Items

LED bulbs, Tube lights, Switches, Holders, Cables, Extension Boards, MCB, Appliances used for minor electrical maintenance, etc.

(List is indicative; additional items may be included as per University requirement.)

**APPLICATION FORM FOR THE EMPANELMENT REGISTRATION OF VENDORS
FOR THE SUPPLY OF STATIONERY, HOUSEKEEPING, AND ELECTRICAL ITEMS**

1. Name of the Firm : _____

2. Address : _____

(Attach Documentary Proof)

E-mail : _____

Phone Mobile No.(s) : _____

Website : _____

3. Constitution of the Firm : Proprietor Partnership/Company (Please tick)

4. Name of the Owner (s): _____

E-mail : _____

Phone/Mob No.(s) : _____

Nature of Business :

a) Supply of Stationery Items

b) Supply of Housekeeping Items

c) Supply of Electrical Items

5. Annual Turn Over for last three years : _____

(Attach copy ITR filed in last three years)

6. List of Regular clients with the name of Contact Person(s) and Phone/Mobile No's

7. Permanent Account Number (PAN) _____

(Attach copy)

8. Goods and Service Tax Number (GST) _____

(Attach copy)

9. EMD Details :

Name of the Bank & Address : _____

Amount : _____

Signature : _____

(Authorised Signatory)

Name : _____

Designation : _____

(Note: Self – attested documents are to be enclosed and submit in University)

ANNEXURE-I

To

**The Registrar
Dr. Rajendra Prasad National Law University
Prayagraj**

Sub:-Self Declaration Certificate

**Reference : EOI No.: Date:
(Expression of Interest for Empanelment of vendors for Supply of Stationery,
Housekeeping, and Electrical Items for RPNLU Prayagraj).**

Dear Sir,

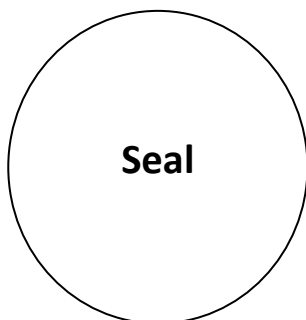
With reference to the above, I/We hereby submit our competitive bid for the Notice Inviting Stationery, Housekeeping, and Electrical Items for RPNLU Prayagraj.

I/We reconfirm and declare that I/We have carefully read, understood, and agree to comply with the tender document, including all instructions, terms and conditions, specifications, schedule of quantities, and other contents stated therein. I/We undertake to deliver the requisite items within the stipulated time period i.e. 10 days.

I/We further confirm that the discounts quoted by me/us are inclusive of all applicable taxes, duties, etc., as on the date of submission, and include free delivery and unloading at RPNLU Prayagraj.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

E-mail:

ANNEXURE-II

CERTIFICATE

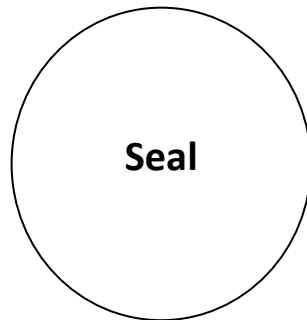
(To be provided on the letter head of the firm)

I hereby certify that the above firm is neither blacklisted/defaulted by any Central / State Government / Public Undertaking / GeM / Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case, at alter date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm should be blacklisted.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

E-mail:

TERMS AND CONDITIONS FOR SUPPLY OF STATIONERY, HOUSEKEEPING, AND ELECTRICAL ITEMS

TERMS & CONDITIONS

1. The University reserves the right to terminate the empanelment at any time without assigning any reason.
2. Rates must be competitive; the University may call for quotations on a requirement basis.
3. All items supplied must be **brand-new, genuine, and of standard quality**.
4. Damaged or sub-standard items must be replaced by the vendor within **48 hours**, failing which penalty may be imposed.
5. No additional packing/transport charges will be payable; **rates must be inclusive of all charges**.
6. Payment will be released within **30 days** after inspection and acceptance of items.
7. In case of any dispute, the jurisdiction will be **Prayagraj** only.
8. Submission of incorrect or misleading information will lead to *instant cancellation* of empanelment and *forfeiture of EMD/security*.
9. The University reserves the right to modify, amend or cancel any or all conditions without prior notice.