

**TENDER NOTICE**  
**For Empanelment of Suppliers**  
**For**  
**Stationery & Other Consumable Items**



**JHARKHAND UNIVERSITY OF TECHNOLOGY**  
Science and Technology Campus,  
Sirkha-Toli, Namkum Ranchi-834010



# JHARKHAND UNIVERSITY OF TECHNOLOGY

Science and Technology Campus,

Sirkha-Toli, Namkum Ranchi 834010 <http://www.jutranchi.ac.in>

**Tender no: -JUT-697/2021**

**/ Ranchi, Date:-31/01/2022**

## **Short Notice Tender for "Empanelment of Suppliers for Stationery & Other Consumable Items during the given period"**

Jharkhand University of Technology (JUT), Ranchi invites sealed tenders under **"TWO BID SYSTEM"** from the interested parties for Empanelment of Suppliers for Stationery & Other Consumable items during the given period at JHARKHAND UNIVERSITY OF TECHNOLOGY Campus, Ranchi

It is advised to the Bidder that **"TWO BID SYSTEMS"** should be taken care of, to submit the tender in accordance with requirement in sealed covers which must be duly filled and signed on each page of the bid documents. Bids received shall be evaluated as per the criteria prescribed in the tender document. Jharkhand University of Technology (JUT), Ranchi will not entertain any modifications subsequent to the opening of bids and bids not conforming to tender term & conditions shall be liable to be rejected.

It is also advised to the Bidder that the technical bid and financial bid should be sealed by the tenderer in two separate covers duly super scribed as **"Technical Bid"** and **"Financial Bid"** respectively and keep both the bids in a single envelope which will also be superscribed **"Empanelment of Suppliers for Stationery & Other Consumable items "** at Jharkhand University of Technology, Ranchi".

The Tender fee and the EMD Draft should be kept in the Technical bid packet. The tender document shall be available on official website- [www.jutranchi.ac.in](http://www.jutranchi.ac.in) from 01/02/2022 Interested Parties/ Person shall have to submit the DD of Rs. 500/- (Rs Five Hundred) only as tender fee (non refundable) and DD of Rs. 10,000/- (Rs. Ten thousand Only) only as Earnest Money Deposit (EMD) in favor of " Jharkhand University of Technology", Payable at Ranchi. The EMD of unsuccessful tenderer shall be refunded within 30 days after finalization of the contract. The bid shall have to be submitted, duly filled in and signed, sent in a sealed cover at the above mentioned address.

**Sd/-**

Registrar (I/C)

Jharkhand University of Technology, Ranchi

Letter No: - JUT-697/2021/109

/Ranchi, Date: 31/ 01 /2022

Copy to: -

1. **Office of the Vice-Chancellor**, Jharkhand University of Technology, Ranchi.
2. **Notice Board**, Jharkhand University of Technology, Ranchi.
3. **Website**, Jharkhand University of Technology, Ranchi.

*[Signature]* 31/01/22

Registrar (I/C),

Jharkhand University of Technology, Ranchi

*[Signature]* 31/01/22

*[Signature]* 31-01-2022  
P.O.

*[Signature]* 31.01.2022

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31.01.2022  
31/01/22

## SECTION 1 – BID SCHEDULE

| Tender for Empanelment of Suppliers for Stationery & Other Consumable Items |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tender No.                                                                  | Rate Contract No. JUT-697/2021                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Date of Tender                                                              | 01/02/2022(Tuesday)                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Item Description                                                            | “Empanelment of Suppliers for Stationery & Other Consumable items”.                                                                                                                                                                                                                                                                                                                                                                                               |
| Tender Type                                                                 | <b>Two Bid Systems:</b> Tender should be submitted on the scheduled date with your covering letter in the enclosed form duly signed. Your quotation must be submitted in two Envelopes: <b>Technical Bid</b> and <b>Financial Bid</b> super scribing on both the Envelopes- the Tender no. and the due date and both these sealed Envelopes are to be put in a bigger Envelope which should also be sealed and duly super scribed with the Tender No. & Due Date. |
| Date of Pre Bid Meeting                                                     | <del>16/02/2022</del> up to 02:00 PM( <del>Thursday</del> )                                                                                                                                                                                                                                                                                                                                                                                                       |
| Last date & time of submission of Tender                                    | 22/02/2022 up to 02:00 PM.(Tuesday)                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Place, Date & Time of Opening the Financial Bids.                           | Office of the Registrar, Jharkhand University of Technology, Science and Technology Campus, Sirkha Toli, Namkum, Ranchi-834010<br>25/02/2022 up to 02:00 PM. (Friday)                                                                                                                                                                                                                                                                                             |
| Tender Fees                                                                 | Tender Fee of Rs 500/- (Rs. Five Hundred Only) in the form of Demand Draft in the favor of Jharkhand University of Technology " payable at Ranchi, to be submitted in the Technical Bid                                                                                                                                                                                                                                                                           |
| Earnest Money Deposit                                                       | Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten thousand Only) in the form of Demand Draft in the favor of "The Registrar, Jharkhand University of Technology " payable at Ranchi, to be submitted in the Technical Bid.                                                                                                                                                                                                                                     |
| Contact No.                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

**Note: 1. The authority (JUT Ranchi) reserves the right to reject any or all the bid(s) received without assigning any reason thereof. JUT reserves the right to cancel the tendering process at any stage without assigning any reason thereof.**

**2. This tender document contains 21 pages and bidders are requested to sign on all the pages. The duly filled in bid should be sealed by the bidders and super scribed as “Empanelment of Suppliers for Stationery & Other Consumable items”.**

## SECTION 2 – ELIGIBILITY CRITERIA

1. Enclose copy of Certificate of **Incorporation Under the Company's Act**, Certificate of Registration under Shop & Business Establishment Act.(Whichever is applicable)
2. Enclose copy of valid **GST Registration** Certificate.
3. Enclose Bidder's Information as per **Annexure A1**
4. The bidder must not be a Blacklisted/Suspended firm or have not been involved in any service related dispute with any Government or Private organizations / Banks, in or outside India, as per **Annexure A2**
5. The bidder should accept tender terms & Conditions as per **Annexure A3**
6. Preference will be given to those bidders who have an **experience** of supplying similar items to various Government/ Semi- Government/ PSUs during the **previous three consecutive years**. Enclose copy of purchase orders or completion certificates/ invoices as per **Annexure A4**, if any.
7. The bidder must have an Average Annual Business Turnover of a minimum of Rs 25 lakhs in the last three consecutive financial years **Annexure A5**. (Enclose copy of Audited Annual Accounts with Chartered Accountant certificate for turnover for the last three years).
8. Tender Documents should be duly signed on each page by the concerned/ competent person of the firm.





## SECTION 3 – INSTRUCTIONS TO BIDDERS

### SUBMISSION OF OFFER:

1. Technical And Financial bid for the items must be submitted to the Registrar, Jharkhand University of Technology, Ranchi in a sealed Envelope clearly mentioning the name of tender on the top of the Envelope and must reach the Jharkhand University of Technology, Ranchi office on or before **22/02/2022; Time-2:00PM**. In case due date happens to be a holiday the tender will be accepted and opened on the next working day.
2. Tender must be submitted in two bid system. Envelope "A" containing Technical Bid and Envelope "B" containing Financial Bid.
3. The Quotation must be enclosed in a SEALED COVER super scribing Tender number / due date & should reach the office of the undersigned on or before due date mentioned in the tender notice. If the quotation cover is not found sealed, it will be rejected.
4. Price Bid must be submitted in the enclosed "price bid format" only.
5. Quoting of Price(s): Price quoted should be in Indian Rupees including free delivery at JUT Ranchi Campus site basis.
6. If Price bid is not quoted in the Price Bid Format as provided in Tender document, then JUT Ranchi will Reject Bid along with forfeiting Earnest Money Deposit.
7. Every Bidder shall enclose an affidavit to the effect that he has not been Black listed by any Govt. Dept. /PSU.
8. Any bidder currently engaged in litigation with any other Organization, must inform their status in writing.
9. Any future Communication with bidders will be carried out electronically and /or in hard copy. All the bidders must provide their current E-mail address along with their Postal Address.

### CANCELLATION OF TENDER:

1. Notwithstanding, anything specified in this tender document, Purchaser / JUT Ranchi in his sole discretion, unconditionally and without assigning any reasons, reserves the rights:
  - To accept OR reject lowest tender or any other tender or all the tenders.
  - To accept any tender in full or in part.
  - To reject the tender offer not conforming to the tender's terms and conditions.
  - To give purchase preference to Public Sector undertakings wherever applicable as per Govt. Policy/ Guidelines.

**VALIDITY OF THE OFFER:** One Year from the date of awarding the contract.

**TRANSFER AND SUBLETTING:** The seller shall not sublet, transfer, assign or otherwise part with the acceptance to the tender or any part thereof, either directly or indirectly, without the prior written permission of the Purchaser.

### EVALUATION OF OFFER:

1. JUT Ranchi will evaluate technical and financial acceptable offers on landed net Price basis inclusive of all taxes and levy.
2. Offer which deviates from the vital conditions (as illustrated below) of the tender shall be rejected:
  - Non submission of complete offers.
  - Receipt of offers after due date and time and or by email/fax (unless specified otherwise).
  - Receipt of offers in open conditions.
3. In case any BIDDER is silent on any clauses mentioned in this tender documents, JUT Ranchi shall construe that the BIDDER had accepted the clauses as per the invitation to tender and no further claim will be entertained.
4. No revision in the terms and conditions quoted in the offer will be entertained after the last date and time fixed for receipt of tenders is over.
5. In case of two bid system the date and time of Price Bid opening shall be intimated to technically qualifying bidders only.

## SECTION 4 – TERMS AND CONDITIONS

### AWARD OF CONTRACT:

- a) A panel of bidders/suppliers shall be selected for rate contract supply.
- b) The Empanelled suppliers will abide by all the Terms & Conditions of the Tender Document.
- c) Empanelment of bidders will be done only on L1 rate basis.
- d) The qualified suppliers will be empanelled initially for a period of one year and may be extended further for another two years, subject to an annual revision, if their performance is found satisfactory.
- e) The Performance of the empanelled supplier's will be reviewed by a committee during contract period and JUT Ranchi reserves its right to add or delete the number of suppliers in the list.
- f) Initially the contract will be awarded for a period of one year, thereafter it may be reviewed. So, all the rates quoted should remain valid for at least one year Period.

### **EARNEST MONEY DEPOSIT:**

1. Earnest Money Deposit (EMD) of Rs. 10,000/- (Rs. Ten Thousand Only) in the form of Demand Draft in the favor of- " Jharkhand University of Technology, Ranchi " payable at Ranchi, to be submitted in Technical Bid, failing which, the submitted bid will be rejected.
2. EMD of unsuccessful bidders will be returned within 30 days after the award of the contract.
3. For successful bidder, **EMD will be converted into security Deposit and will be retained with JUT Ranchi till the expiry / termination of rate contract without interest.**
4. EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or derogates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
5. In case there is any loss or damage to the material or unsatisfactory services provided to JUT, Ranchi by the bidder then such losses will be adjusted from the Security deposit.
6. If the quality of product and service provided is not found satisfactory, JUT Ranchi reserves the right to cancel or amend the contract.

### **PAYMENT TERMS:**

100% Payment will be made within 30 days after submission of bill and acceptance of goods supplied. Payment will be made through RTGS/electronics payment mode.

### **DELIVERY SCHEDULE:**

Free delivery at JUT Ranchi-Material should be supplied within a maximum period of 07 days from the date of issue of Purchase order. Non-availability of the stock should be informed in writing immediately. No part supply will be allowed. Defective items or items not as per given brands or sample/specification, if any, supplied must be taken back and be replaced with no additional cost.

### **PENALTY:**

Timely delivery is essence of the contract and hence if the supply of any consignment is delayed beyond the stipulated period, a liquidated damage at the rate 2% of the price of the delayed consignment, for each week or part thereof, shall be levied and recovered subject to a maximum of 10% of total purchase order value.

### **FORCE MAJEURE:**

Force Majeure will be accepted on adequate proof thereof.

  
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**OTHER TERMS AND CONDITIONS:**

1. The Bidder must supply all the items listed in the Rate contract.
2. Bidder should submit samples of listed items for inspection in JUT, Ranchi premises and must supply similar quality material throughout the year as per requirement.
3. Material supply will be made on a weekly basis based on the requirement indent placed by the JUT, Ranchi as per Rate contract -Rates & Other Terms & Conditions.
4. If supplied material is not as per given brands or sample then such material will not be accepted and JUT, Ranchi will not be responsible for paying any transportation charges or any other claim from supplier for such replacement.
5. In the event of any dispute over this contract, JUT Ranchi's decision shall be final and binding.
6. Any dispute arising out of this contract shall be subject to Ranchi (Jharkhand) jurisdiction.





## SECTION 5 – FINANCIAL BID

STATIONERY ITEMS

Bidders are directed to quote the rates with reputed brand names only as per specifications mentioned in the table below. Bidders can bid for multiple brands against each it.

| SL.No | Name of Items                                                   | Specification                                             | Brand                             | Rate |
|-------|-----------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------|------|
| 1     | A 4 Size Paper                                                  | 75 GSM/ Per Pkt                                           | Century                           |      |
| 2     | Legal Paper                                                     | 75 GSM/ Per Pkt                                           | Century                           |      |
| 3     | Royal Executive Bond Paper                                      | 75 GSM/ Per Pkt                                           | Century                           |      |
| 4     | A3 Size paper                                                   | 75 GSM/ Per Pkt                                           | Century                           |      |
| 5     | A1 Size paper                                                   | 75 GSM/ Per Pkt                                           | Century                           |      |
| 6     | Art Paper for drawing<br>White colour                           | 80 GSM/ Per Pkt                                           | Century                           |      |
| 7     | Blotting Paper                                                  | 150 X 250 mm 500 sheet                                    | Century                           |      |
| 8     | Exercise Book (Ruled)<br>¼ DFC size with hard<br>board binding  | A5 Size(22cmx17cm)<br>200 Pages                           | 80 gsm , Hard Cover<br>(700 GSM); |      |
| 9     | Exercise Book<br>(UnRuled)¼ DFC size<br>with hard board binding | A5 Size(22cmx17cm)<br>200 Pages                           | 80 gsm , Hard Cover<br>(700 GSM); |      |
| 10    | Long Exercise Book                                              | A4 Notebook Single Line<br>(Pages-172 )                   | 840 g/ Ranka                      |      |
| 11    | Ledger Book                                                     | Ledger Super Bright Paper<br>(Pages-500)                  | 110 GSM                           |      |
| 12    | Journal Register                                                | 111 Pages, Hard Bound                                     | single ruled                      |      |
| 13    | Register Book                                                   | 19 x 31 cm   90 Pages                                     | (Oxford)                          |      |
| 14    | Register Book                                                   | Kanha Long Note Book                                      | 90 Pages/ Kanha                   |      |
| 15    | Stock Register                                                  | Kanha Long Note Book                                      | 90 Pages/ Kanha                   |      |
| 16    | Student Attendance<br>Register                                  | Kanha                                                     | 24 Page / Kanha                   |      |
| 17    | Note Sheet Paper                                                | Unruled A4 100 gsm                                        | Set of 15                         |      |
| 18    | Arch File                                                       | Can hold approximately 500<br>pages                       | Set of 15                         |      |
| 19    | Auto Clip File                                                  | Small Size, Big Size                                      | Set of 15                         |      |
| 20    | File Board with Cover                                           | Embossed Matt Paper<br>Board                              | 14X10 INCH/ 10 Pcs                |      |
| 21    | File (Plastic Coated)                                           | Button Closer Size: A4                                    | 14X10 INCH/ 10 Pcs                |      |
| 22    | Stick File                                                      | Standard Size/A4                                          | 10 Pcs                            |      |
| 23    | Tracing Paper                                                   | 90/100 GSM per Roll                                       | 10 Pcs                            |      |
| 24    | Binder Clip                                                     | Small size ,Big size                                      | 10 Pcs                            |      |
| 25    | Cello Tap                                                       | Transparent white roll,<br>1", 2" size (White &<br>Brown) | 10 Pcs                            |      |
| 26    | Gems Clip                                                       | Stainless steel 26mm                                      | 10 Pcs                            |      |

|    |                                         |                                                |                                                                           |  |
|----|-----------------------------------------|------------------------------------------------|---------------------------------------------------------------------------|--|
| 27 | Cello tape machine                      | Standard size                                  | 10 Pcs                                                                    |  |
| 28 | Calculator                              | 12 Digit scientific<br>10 Digit CT-512 Citizen | (Casio)                                                                   |  |
| 29 | Correction Pen                          | Standard Size                                  | 10 Pcs                                                                    |  |
| 31 | Dot pen                                 | Cello Butterflow Ball<br>Pen (Blue,Rad )       | Pack of 25                                                                |  |
| 32 | Dust Cleaner (with<br>handle)           | Best quality                                   | 10 Pcs                                                                    |  |
| 33 | Envelope(A4 Size)<br>Plastic Coated     | 12" x 10" size                                 | Per 100                                                                   |  |
| 34 | Envelope (Legal Size)<br>Plastic Coated | 14" x 10" size                                 | Per 100                                                                   |  |
| 35 | Envelope Plastic coated                 | 16" x 12" size                                 | Per 100                                                                   |  |
| 36 | Envelope                                | 9" x 4" white or craft<br>paper (bestquality)  | Poly Laminated inside<br>Pack of 50 Envelopes<br>(Yellow)<br>90 GSM Thick |  |
|    |                                         | 10" x 4.5" size (best<br>quality)              |                                                                           |  |
|    |                                         | 10" x "5 white or craft<br>paper (bestquality) |                                                                           |  |
|    |                                         | 9" x 4" size (Plastic<br>Coated)               |                                                                           |  |
|    |                                         | 10" x 4.5" size (Plastic<br>Coated)            |                                                                           |  |
|    |                                         | 10" x 5" size (plastic<br>laminated)           |                                                                           |  |
| 37 | Eraser                                  | Non-dust/ Per dozen                            | Nataraj                                                                   |  |
| 38 | Fevi Gum                                | 200 ml/ Per bottle                             | 250 gm                                                                    |  |
| 39 | Fevicol Gum (Liquid)                    | 200 ml/ Per bottle                             | 250 gm                                                                    |  |
| 40 | Mask                                    | Exdm25                                         | Allexxtreme                                                               |  |
| 41 | Highlighter Pen                         | Standard Size                                  | Per packet 10 Pieces                                                      |  |
| 42 | Lock & Key                              | Brass or Steel made,<br>20mm, 3leaver          | Per set/ Link                                                             |  |
|    |                                         | Brass or Steel made,<br>30mm, 5 leaver         |                                                                           |  |
|    |                                         | Brass or Steel made,<br>30mm, 7 leaver         |                                                                           |  |
|    |                                         | Brass or Steel made,<br>40mm, 7leaver          |                                                                           |  |
| 43 | Marker Pen For<br>White Board           | Containing 10 pens per<br>pkt.                 |                                                                           |  |
| 44 | OHP Marker                              | Containing 10 pens /per<br>pkt.                |                                                                           |  |
| 45 | Paper Weight                            | Standard size (Best<br>quality)                | Each                                                                      |  |



|    |                            |                                 |                      |  |
|----|----------------------------|---------------------------------|----------------------|--|
| 46 | Permanent Marker           | Standard Size                   | Per packet of 10 pcs |  |
| 47 | Plastic Sutli              | Plastic                         | Per kg               |  |
| 48 | Push Pin(For Notice Board) | Magnetic Holder Plastic Body    | Each                 |  |
| 49 | Pen Stand                  |                                 |                      |  |
| 50 | Punching Machine           | Two way punching 280            |                      |  |
|    |                            | Single hole punching            |                      |  |
| 52 | Punching Machine           | Small Hole                      |                      |  |
| 53 | Paper Tray Plastic         | 14" x 11" size                  |                      |  |
| 54 | Pencil Battery             | 1.5 Volts battery 1U            |                      |  |
| 55 | Pencil Cutter              | Ajanta                          | 12 Pcs               |  |
| 56 | Paper Weight               | Glass Plate                     | 12 Pcs               |  |
| 57 | Remote Battery for AC      | Eveready                        | Each                 |  |
| 58 | Scale                      | Plastic 30cm                    |                      |  |
|    |                            | Plastic 60cm                    |                      |  |
|    |                            | Wooden 30cm                     |                      |  |
|    |                            | Wooden 60cm                     |                      |  |
| 59 | Stainless Steel Scale      | a. 12 inch long                 |                      |  |
|    |                            | b. 24 inch long                 |                      |  |
|    |                            | c. 1 meter long                 |                      |  |
| 60 | Scissor                    | Long                            | Each                 |  |
| 61 | Stamp Pad                  | Big size 90 x 150 mm            | Each                 |  |
|    |                            | Small size 51 x 95 mm           |                      |  |
| 62 | Stapler Pin                | Big/ Small Per pkt              | Each                 |  |
| 63 | Stapler Machine            | Big/ Small Per pkt              | Each                 |  |
| 64 | Stamp Pad Ink              | 60ml                            | Each                 |  |
| 65 | Torch Light                | 2 Cell capacity of Eveready     | Each                 |  |
| 66 | Tag                        | 9" long both side in mounting   | Per 100              |  |
| 67 | Towel                      | 18" x 27" DCM                   | Each                 |  |
|    |                            | 14" x 10" DCM                   |                      |  |
| 68 | Thread Roll                | Length 300 mtrs of Madura Coats |                      |  |
| 69 | Thread Ball                | 100gm per pkt                   | Each                 |  |
| 70 | Wooden Pencil              | Camel                           | Per Pkt 12 Pcs       |  |
| 71 | Water Sponge               | Best quality in plastic         | Per pcs              |  |

|    |                                      |                                                       |                             |  |
|----|--------------------------------------|-------------------------------------------------------|-----------------------------|--|
|    |                                      | Body (Mangal)                                         |                             |  |
| 72 | Waste paper Basket                   | Standard Size, Plastic made                           | Per pcs                     |  |
| 73 | Acrylic Cover Notice Board           |                                                       | Per pcs                     |  |
| 74 | Sliding Glass Cover Pin Boards       |                                                       | Per pcs                     |  |
| 75 | Astra Felt/ Fabric Notice Board      | 1.5X2 ft. Aluminium Framed Foam Cushioned Blue Fabric | Width 60 cm<br>Length 45 cm |  |
| 76 | Fabric Magnetic Pin up Notice Boards | 600mm x 900mm                                         | 1 Pcs                       |  |
|    |                                      | 900mm x 1200mm                                        |                             |  |
| 77 | Magazine/ Newspaper Stands           | 650mm x 500mm x 1070mm                                | 1 Pcs                       |  |
| 78 | Steel Key Cabinets                   | Hooks: 50,100 ,200 Keys                               | 1 Pcs                       |  |
| 79 | Anti theft sticker                   | Oil Proof Waterproof Units: 45 cm length X 200 cm     | Per pcs                     |  |
| 80 | RFID Card printer cleaning kit       | Screen Cleaner Kit                                    | 100ml                       |  |
| 81 | Wastage Pipe                         | Flexible Waste Drain Pipe for Wash Basin Water Line   | White, 3-feet               |  |
| 82 | Hand wash Jar                        | Dettol Original Liquid Hand Wash Refill Pouch         | 750ml                       |  |
| 83 | Black Phenyl                         | Captain                                               | 500ml                       |  |
| 84 | Toilet Cleaner                       | Harpic Power Plus Original Liquid                     | 500ml                       |  |
| 85 | Odonil Pouch                         | Odonil Air Freshner Blocks 50g                        | Pack of 8                   |  |
| 86 | Colin                                | Glass & Surface Cleaner Liquid Spray Bottle           | 500ml                       |  |
| 87 | Wet Mop Set                          | Flexible moving head 360 degree                       | 18 Inches Runwet            |  |
| 88 | Dry Mop Set                          | Mop is 360 Degree mov                                 | Per pcs                     |  |
| 89 | Soft Broom                           | 95mm x 44mm x 890mm                                   | HandleMaterial: Plastic     |  |
| 90 | Check Duster                         | Material: Cotton                                      | 16 x16 inch12 Pc            |  |
| 91 | Bleaching Powder                     | 500gm                                                 | Omgra                       |  |
| 92 | Godrej Air Spray                     | 540 ml                                                | Godrej                      |  |
| 93 | Floor Wiper                          | Mop Head and Rod Cotton                               | HTIPL Fast Clean            |  |



|     |                            |                                         |                  |  |
|-----|----------------------------|-----------------------------------------|------------------|--|
| 94  | Micro Fiber Cloth          | Gala Microfiber                         | 25 inch          |  |
| 95  | A1 Toilet Cube             | Stainless Steel 100 cm                  | Floyd            |  |
| 96  | R7 Multipurpose Cleaner    | 5 Litre                                 | Taski            |  |
| 97  | Hand Towel                 | Material: Cotton                        | 16 x16 inch12 Pc |  |
| 98  | Hand Scrubber              | Special handle for easy and strong grip | Gala             |  |
| 99  | Nariyal Seak (Broom Stick) | Coconut Stick                           | Standard         |  |
| 100 | Loose Hand Gloves          | Size-M                                  | Latex            |  |
| 101 | Bulb/Tube Light            | Surya (9,30 w)                          | 10 Pcs           |  |
| 102 | Candle (Biggest)           |                                         | 12 Pcs           |  |
| 103 | Match Box                  | Home Light                              | 10 Pcs           |  |
| 104 | Sutri                      | Per Kg                                  |                  |  |
| 105 | Lah                        | Per Kg                                  |                  |  |
| 106 | Modular Switch(Anchor)     | 16 Amp                                  | 10 Pcs           |  |
| 107 | Modular Switch(Anchor)     | 6 Amp                                   | 10 Pcs           |  |
| 108 | Angle Holder               | Anchor/ Havells                         | 10 Pcs           |  |
| 109 | Fan Regulator              | 6 Amp Havells (White)                   | 10 Pcs           |  |
| 110 | MCB 20B                    | Havells                                 | 10 Pcs           |  |
| 111 | MCB 40B                    | Havells                                 | 10 Pcs           |  |
| 112 | Panel Indicator (R.G.B)    | 230 Volts/ CONTROL                      | 10 Pcs           |  |
| 113 | MCB C 63 (TP)              | 415 V Havells                           | 10 Pcs           |  |
| 114 | MCB C 20 (DP)              | 415 V Havells                           | 10 Pcs           |  |
| 115 | Board/Switch combined      | 6 Amp Havells                           | 10 Pcs           |  |
| 116 | Board/Switch combined      | 16 Amp Havells                          | 10 Pcs           |  |
| 117 | Screw Driver               | TAPARIA                                 | Per pcs          |  |
| 118 | Combination Pliers         | TAPARIA                                 | Per pcs          |  |
| 119 | Long Nose Pliers           | TAPARIA                                 | Per pcs          |  |
| 120 | Cutting Pliers             | TAPARIA                                 | Per pcs          |  |
| 121 | Phase Tester               | TAPARIA                                 | Per pcs          |  |
| 122 | Crimping Tool              | TAPARIA                                 | Per pcs          |  |
| 123 | Firmer Chisel              | 1046/ Steel / TAPARIA                   | Per pcs          |  |
| 124 | Adjustable Wrench          | TATA 12 Inch                            | Per pcs          |  |
| 125 | Pipe Wrench                | TATA 12 Inch                            | Per pcs          |  |

31/1/22



|     |                            |                                                                                        |         |  |
|-----|----------------------------|----------------------------------------------------------------------------------------|---------|--|
| 126 | Hambar Drill/Remople Drill | Bosch                                                                                  | Per pcs |  |
| 127 | Pipe Cutter                | The handle of the plastic cutter covered by soft rubber size of 1-1/4", 1/2", 3/4", 1" | Per pcs |  |
| 128 | Bench Vice                 | Mild Steel / Taparia                                                                   | Per pcs |  |
| 129 | Beorin Puller              | GIZMO /Carbon Steel                                                                    | Per pcs |  |
| 130 | MCB C 6                    | Havells                                                                                | Per pcs |  |
| 131 | MCB C 20                   | Havells                                                                                | Per pcs |  |
| 132 | Angle Holder               | Havells                                                                                | Per pcs |  |
| 133 | Button Holder              | Havells                                                                                | Per pcs |  |
| 134 | File Flat                  | Mettle/200mm                                                                           | Per pcs |  |
| 135 | Tool Kit & Screw driver    | Black Decker Bmt108c Hand ToolKit(108Piece)                                            | 1 Set   |  |
| 136 |                            |                                                                                        |         |  |
| 137 |                            |                                                                                        |         |  |
| 138 |                            |                                                                                        |         |  |
| 139 |                            |                                                                                        |         |  |
| 140 |                            |                                                                                        |         |  |
| 141 |                            |                                                                                        |         |  |
| 142 |                            |                                                                                        |         |  |
| 143 |                            |                                                                                        |         |  |
| 144 |                            |                                                                                        |         |  |
| 145 |                            |                                                                                        |         |  |
| 146 |                            |                                                                                        |         |  |
| 147 |                            |                                                                                        |         |  |
| 148 |                            |                                                                                        |         |  |
| 149 |                            |                                                                                        |         |  |
| 150 |                            |                                                                                        |         |  |
| 151 |                            |                                                                                        |         |  |
| 152 |                            |                                                                                        |         |  |
| 153 |                            |                                                                                        |         |  |
| 154 |                            |                                                                                        |         |  |
| 156 |                            |                                                                                        |         |  |
| 157 |                            |                                                                                        |         |  |
| 158 |                            |                                                                                        |         |  |
| 159 |                            |                                                                                        |         |  |

Additional columns/rows may be added if required.

**Note: Quoted rate should be inclusive of all Taxes & levies.**

Place:

Signature:

Date:

Name:

Office Address:

Affix Rubber Stamp:

  
3/12/21

**ANNEXURE A1: BIDDER'S INFORMATION**  
(On Company / Firm's Letterhead)

**Details of the Bidders:**

1. Name of the Bidder :
2. Address of the Bidder :
3. Status of the Company (Public Ltd./  
Pvt. Ltd/Proprietorship) :
4. Details of the Incorporation of the Company(Under the Company Act) Date:

Tender Document-

5. GST Registration No. :
6. Permanent Account No. (PAN) of the firm :
7. Name & Designation of the Contact- :  
person, to whom all references shall be  
made regarding this tender
8. Mobile No. :
9. Email Address of the contact person :
10. Fax No. (with STD Code) :



## ANNEXURE A2 – DECLARATION REGARDING CLEAN TRACK RECORD

Declaration of Clean Track Record (On Company/Firm's Letterhead)

To,

Date:

The Registrar,  
JUT Ranchi.

Sir/Madam,

**Sub:- Rate Contract- Tender No. JUT-697/2021 “Empanelment of Suppliers for Stationery & Other Consumable Items”**

I/We have carefully gone through all the Terms & Conditions contained in the above referred RFP. I/We hereby declare that my company/firm are not debarred/black listed by any Government /Semi Government Organizations/Institutions in India or abroad. I/We further certify that I'm competent officer in my company/firm to make this declaration.

Or

I/We declare the following

| No. | Black listed / debarred by Government / Semi Government Organizations / Institutions | Reason | Since when for how long |
|-----|--------------------------------------------------------------------------------------|--------|-------------------------|
|     |                                                                                      |        |                         |
|     |                                                                                      |        |                         |

(NOTE: In case the company / firm was blacklisted previously, please provide the details regarding Period for which the company / firm was blacklisted and the reason/s for the same)

Yours faithfully

(Signature of the Bidder)

Name

Designation

Seal

## ANNEXURE A3: DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS

(On Company / Firm's Letterhead)

To,

Date:

The Registrar  
JUT Ranchi.

Sir/Madam,

**Sub:- Rate Contract- Tender No. JUT-697/2021 "Empanelment of Suppliers for Stationery & Other Consumable Items"**

I/We have carefully gone through the Terms & Conditions as mentioned in the above referred RFP document. I/We declare that all the provisions of this tender are acceptable to my company / firm. I /We further certify that I'm an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date

Business Address:



## ANNEXURE A4: CLIENT DETAILS

(On Company / firm's Letterhead)

To,

Date:

The Registrar  
JUT Ranchi.

Sir/Madam,

**Sub:- Rate Contract- Tender No. JUT-697/2021 "Empanelment of Suppliers for Stationery & Other Consumable Items"**

I/We hereby mention following list of our clients where our firm had provided our materials in time and in good condition. (Supported by copy of Purchase orders/work orders for your reference:

| Sl.No | Name of Client | Short Description of Work done | Contract Value (in Rs.) | Contact Person & Telephone No. |
|-------|----------------|--------------------------------|-------------------------|--------------------------------|
|       |                |                                |                         |                                |
|       |                |                                |                         |                                |

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date

Business Address:

Encl: As above


**ANNEXURE A5: DECLARATION OF ANNUAL  
TURNOVER**

(On Company / Firm's Letterhead)

To,

Date:

The Registrar,  
JUT Ranchi.

Sir/Madam,

**Sub:- Rate Contract- Tender No. JUT-697/2021 for “Empanelment of Suppliers for Stationery  
& Other Consumable Items”**

1) I/We hereby declare that, our firm's Annual Turnover/GTO as reported in Annual Return of GST  
i.e. GSTR-9, for last three consecutive years, is as follows.

| F. Y. 2018-19 | F. Y. 2019-20 | F. Y. 2020-21 |
|---------------|---------------|---------------|
|               |               |               |

2) Copy of ITR for last 3 Years.

Yours faithfully,

(Signature of the Bidder)

Name

Designation

Seal

Date

Business Address:

Encl: As above

## SECTION 7 • CHECKLIST

Your quotation must be submitted in two Envelopes- Technical Bid (Envelope A) and Financial Bid (Envelope B) super scribing on both the Envelopes the Tender no. and the due date and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with our Tender no.& due date.

**The following items must be checked before the Bid is submitted:**

**1. Envelope "A"**

Technical Bid:

Demand Draft for Rs.500/- (Rs. Five Hundred only) towards the cost of Bid document

Demand Draft for Rs.10, 000/- (Rs. Ten Thousand only) towards the Earnest Money Deposit.

Eligibility Criteria Responses (Each page duly sealed and signed by the authorized signatory)

Copy of this Tender document duly sealed and signed by the authorized signatory on every page.

Annexure A1 : Bidder's Information.

Annexure A2 : Declaration Regarding Clean Track Record, by the bidder.

Annexure A3 : Declaration for Acceptance of Tender Terms and Conditions.


Annexure A4 : Client's Details.

Annexure A5 : Declaration of Annual Turnover.

**2. Envelope "B"**

Financial Bid:

  
31/01/2022

  
31.01.2022  
P-D.

  
31/1/22