



RANCHI UNIVERSITY RANCHI

TENDER DOCUMENT FOR SUPPLY OF STATIONARY ITEMS IN RANCHI UNIVERSITY, RANCHI

Registrar, Ranchi University invites sealed tenders from the interested and eligible bidders for supply of stationery items to Ranchi University Administrative Block, Ranchi. Sealed quotations should be submitted in TWO BID SYSTEM i.e. two sealed envelope one marked as "Technical Bid" having all technical specification details without price & other sealed envelope marked as Financial Bid" should contain price only.

Sl.No.	Name of Work	Estimated Cost (Rs.)	Tender Document fee	Earnest Money Deposit (EMD)	Last Date of Receiving of sealed tender bids	Date of Tender Opening (Technical Bid)
1.	Supply of Stationary Items for Ranchi University Administrative Block, R.U.	10,00,000.00 (Approx.)	1000/-	30,000/-	10.02.2022 till 3.00 p.m.	10.02.2022 at 3.30 p.m.

Tender Document can also be downloaded from University website www.ranchiuniversity.ac.in and may be submitted along with above prescribed tender form fee by stipulated date & time. In case, tender documents are downloaded from website cost of tender documents i.e. Rs.1000/- shall be deposited along with E.M.D. amount.

Eligibility Criteria

The Bidding is open to all qualified Bidder who fully meet the following qualifying requirements:

- EXPERIENCE** : The bidder must have minimum three years of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Universities/Autonomous Bodies. Copies of three such Purchase Orders (of Rs.1 lac or more) received during each of the last three years should be enclosed.
- ANNUAL TURNOVER** : Annual Turnover should be Rs.20 lacs or more during last 3 financial years i.e. 2018-19,2019-20 and 2020-21. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2018-19, 2019-20 and 2020-21 to be submitted along with the technical bid.
- STATUTORY REGISTRATIONS** : The tenderer must have valid PAN No. and Jharkhand GST Registration. Photocopy of PAN Card of the Firm/Dealer/Proprietor and GST return for last 3 years is to be submitted with the technical bid.
- Bidder must not have been blacklisted by any PSU's/ Central or State Government /University /Court of Law. (Submit Affidavit)

PRICE BID

Supply of Stationary Items for Ranchi University

Sl.No.	Name of Item	Quantity	Rate (Unit Cost)	Total Cost including G.S.T.
1	Brown Paper Big	10 Rim		
2	Heiligher Pen	100 pc		
3	Stapler Small	50 pc		
4	Stapler Big	50pc		
5	Stapler Pin Small	100pc		
6	Stapler Pin Big	100pc		
7	Tekuwa	100 pc		
8	Tag	800 pc		
9	Marker	50 pc		
10	Ball Pen (Rs 05)	250 pc		
11	Pen Stand for Table	20 pc		
12	Cloth Duster	300 pc		
13	Lock (Small 50 No)	20 pc		
14	Lock 55 No.	20 pc		
15	Lock (Big 60No	20 pc		
16	Led Bulb 9w	200 pc		
17	Led Bulb 15w	100 pc		
18	Led Bulb 20w	50 pc		
19	Led Bulb 30w	50 pc		
20	Cello Tape (Brown)	100 pc		
21	Cello Tape (White)	100 pc		
22	Whitner	100 pc		
23	Camel Black Ink	3 pkt		
24	Seccor	30 pc		
25	Pencil + Red	05 pkt		
26	Pencil Black	05 pkt		
27	Scale (Steel + Plastic)	24 pc		
28	Paper Try	25 pc		
29	Paper Roll	15 pc		
30	Rubber	02 pkt		
31	Fevi Stick (08 gr)	100 pc		
32	Rubber Band (Big)	15 kg		
33	Arch File	200 pc		
34	Highlighter Paper	100 pc		
35	Stamp Pad	75 pc		
36	Calculator	20 pc		
37	Punching machine (single hole)	30 pc		
38	Register Rulled (200 Pg)	50 pc		
39	Dustbin	30pc		

Authorised Signature of Firm
Seal