



RANCHI UNIVERSITY,  
RANCHI

**SHORT TENDER NOTICE**

Tenders are invited from the reputed firms/dealers/distributors for supply of Stationery items for Ranchi University. Envelope containing tender should be clearly marked as "Tender for Supply of Stationery". Tender documents can be downloaded from Ranchi University website [www.ranchiuniversity.ac.in](http://www.ranchiuniversity.ac.in), cost of tender documents i.e. Rs.1000/- shall be deposited along with E.M.D. amount as per tender document. Draft should be prepared in the favour of "Registrar, Ranchi University", payable at Ranchi.

The tenders is to be submitted till 12.00 p.m. on 14/08/2024 in the office of CCDC, Ranchi University and will be opened on the same date at 1.30 p.m. University reserves the right to accept or reject any tenders without assigning any reason whatsoever. Details of document can also be seen at University website [www.ranchiuniversity.ac.in](http://www.ranchiuniversity.ac.in).

By order of the Vice Chancellor  
Sd/-

Registrar

Ranchi University, Ranchi

Dated 31.07.2024

Memo No. PL/ 1121-23/24

Copy to:

1. The Advertising Manager, Hindustan, Ranchi,
2. The Advertising Manager, Dainik Bhaskar, Ranchi,  
With a request to publish in single issue for a maximum amount not exceeding 12000.00
3. Director, Computer Centre, Ranchi University to upload on R.U. website.

  
31.7.24  
Registrar

Ranchi University, Ranchi

31/7/24



RANCHI UNIVERSITY,  
RANCHI

**Tender Document**

Name of the work : Supply of Stationery items for Ranchi University.

Cost of Tender Document : Rs.1000.00 (Rupees One Thousand Only)

Cost of EMD : 3% of tendered amount, to be paid through DD in the name of "Registrar, Ranchi University", payable at Ranchi

Tender Notice No.:

**Items to be supplied**

1	Led Bulb (30 W) Philips	500pc
2	Led Bulb (15 W) Philips	500pc
3	Led Bulb (9W) Philips	200pc
4	Tag (Red and White) (50 का गुच्छा)	1000 Bunch
5	Pen (Blue) (Flair woodi)	500 pc
6	Stapler Big (Kangaro)	200 pc
7	Stapler Small (no 10)	200 pc
8	Lock Big (60 no.) Link	50 pc
9	Lock medium (55 No.) Link	50 pc
10	Whitener Camlin	50 pc
11	Paper Flags	100 pkt
12	Marker Pen	50 pc
13	Calculator Casio	50 pc
14	Rubber Band Big	10 pkt
15	Rubber Band Small	10 pkt
16	Pencil (Natraj)	10 pkt
17	Mug	50 pc
18	Glue Stick Kores	200 pc
19	Cheque Issue Register	50 pc
20	Dubble Punch Machine	100 pc
21	Brown Paper	20 Rim
22	Sutli	1000 kg
23	Cello Tape Brown 3 inch	200 Bandal (Rim)
24	Cello Tape white 3 inch	200 Bandal (Rim)
25	Cello Tape Brown 2 inch	100 Bandal (Rim)
26	Cello Tape White 2 inch	100 Pc
27	Highlighter Pen	50 pcs
28	Scissor	50 pc
29	Calculator Battery	50 pc
30	Cloth Duster	500pc

**Eligibility Criteria:**

1. EXPERIENCE: The bidder must have minimum three years of experience of supplying the Stationery items in bulk to Govt. Departments/PSUs/Universities/Autonomous Bodies/Nationalized Banks. Copies of three such Purchase Orders (of Rs.1 lac or more) received during each of the last three years should be enclosed.

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## RANCHI UNIVERSITY, RANCHI

2. ANNUAL TURNOVER: Annual Turnover should be Rs.15 lacs per year or more during last 3 financial years i.e. 2021-22, 2022-23 and 2023-24. Complete audited annual turnover report with profit & Loss, balance sheet, income and expenditure reports for last 3 years i.e. 2021-22, 2022-23 and 2023-24. to be submitted along with the technical bid.
3. STATUTORY REGISTRATIONS: The bidder must have valid PAN No. and TIN/VAT No. Photocopy of PAN Card of the Firm/Dealer/Proprietor and VAT/Trade Tax return for last 3 years is to be submitted with the technical bid.
4. Bidder must not have been blacklisted by any PSU's/Central or State Government /University/ Court of Law. (Submit Affidavit).

*Amal*  
31-7-24

Registrar  
Ranchi University

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