

**RATE CONTRACT  
FOR  
STATIONARY ITEMS**



**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
(Following Upgradation of Ranchi College, Ranchi, under RUSA Programme, Component-I)  
**Ranchi, Jharkhand.**



## **DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**

(Following Upgradation of Ranchi College, Ranchi, under RUSA Programme, Component-I)

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### **NOTICE INVITING TENDER**

Sealed item rate tenders are invited on behalf of the Vice-Chancellor, Dr. Shyama Prasad Mukherjee University, Ranchi for the Annual Rate Contract for Supply of Stationery items at Dr. Shyama Prasad Mukherjee University, Ranchi from suppliers of reputed firms dealing in supply jobs for items of similar nature who have completed at least one work of 80% or two works of 60% value of the estimated cost during last 7 years (work completion certificate is to be attached). The tender document can be downloaded from the University website URL Link: <http://www.dspmuranhi.ac.in> (w.e.f. 15.09.2021).

*Namita S.*  
16.09.21  
**Registrar**

## **Notice Inviting Tender**

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites sealed tenders (under RUSA Scheme) for the Annual Rate Contract for Supply of Stationery items, from the authorized distributors/dealers only for Supply of the items at the University. The tender document can be downloaded from the University website URL Link: <http://www.dspmuranchi.ac.in> (w.e.f. 15.09.2021).

S. No.	Item Description	Specification/Quantity	Estimated Cost
1.	Annual procurement of office stationery items for Twelve months with effect from the date of awarding the contract. (Extendable for a further period of 03 (Three) months). As per Annexure-A Mentioned in Page No. 08 to 10.	As specified in Annexure-A	

1. Tender form can be downloaded from the website of the University only.
2. Last Date and time for submission of Tender offer: 20.10.2021 up to 1600 Hrs (IST).
3. Date of opening of Technical bid (Envelope-A): 22.10.2021 at 1300 Hrs (IST).
4. Date of opening of Financial bid (Envelop-B): will be informed.
5. DSPMU, Ranchi reserves the right to reject any or all Tenders without assigning any reason. No responsibility will be taken for postal delay or non-delivery/non-receipt of the tender documents.

Quotation should be sealed and superscribed with tender number and due date of submission and address to:

**“ The Registrar”**

**Dr. Shyama Prasad Mukherjee University**

**P.O.: Ranchi College, Morabadi**

**Ranchi-834008, Jharkhand.**





## **DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**

(Following Upgradation of Ranchi College, Ranchi, under RUSA Programme, Component-I)

**P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.**

Email: [registrardspmuranchi@gmail.com](mailto:registrardspmuranchi@gmail.com)

Website: <http://www.dspmuranchi.ac.in>

### **GENERAL INFORMATION/GUIDELINES.**

1. Tender documents are non-transferable.
  2. Technical bid must be sealed in Envelope – “A” and Financial bid must be sealed in Envelope – “B” and both the envelopes are to be sealed in one master envelope.
  3. Envelope – “A” shall contain:
    - (a) (1) Demand draft of Rs. 5000/- only in favour of “Registrar, DSPMU, Ranchi” payable at Ranchi as tender fee.
    - (2) unconditional acceptance letter duly signed with seal. (as per the format enclosed)
    - (3) List of relatives employed in DSPMU, Ranchi self-attested copies.( as per the format enclosed)
    - (4) VAT/GST registration certificate self-attested copies.
    - (5) Copy of PAN/TIN.
  - (b) Details of experience in the trade for which the tenderer intends to participate in this tender along with supported authenticated document.
  - (c) Last financial years filed income tax return including documents such as :
    - (I) Profit and loss account, balance sheet.
    - (II) Assessment order for last completed assessment, In case no assessment is completed an affidavit to that effect be furnished.
    - (III) Attested copies of Memorandum and articles of association in case of registered firm/cooperative societies/companies.
    - (IV) Partnership deed in case of partnership firm.
    - (V) Any other relevant information/document which tenderer may consider appropriate including their expertise and experience in the areas other than for which tenders invited by DSPMU, Ranchi.
- Original document has to be produced as and when asked by DSPMU, Ranchi for verification.
- EMD equal to 2% of the total cost of the items should be submitted in the form of Bank Demand draft drawn from a scheduled bank in favour of “**The Registrar, DSPMU, Ranchi**” payable at Ranchi which will be converted into security deposit and will be released after successful completion of



stipulated contract period. The EMD will be secured with the University as security deposit for successful bidders till the contract is valid and will be returned back to unsuccessful bidders. It may be clearly noted that in case tender(s) submitted by the Tenderer(s) not accompanied by all or any of the documents stated above, such Tender(s) will be rejected by the Authority outrightly.

Additionally, a security amount equal to 8% of the total amount must be deposited in the form of Bank Demand draft drawn from a scheduled bank in favour of **"The Registrar, DSPMU, Ranchi"** payable at Ranchi.

4. Envelope "B" (Financial bid) superscripted "Tenderer for rate contract for supply of Stationery Items" shall contain the original quotation price bid supplied in Notice Inviting Tender (NIT) duly filled and signed in each pages, with seal.

5. The Envelope – "A" shall be opened first and if all the documents are found in order then only Envelope – "B" of the respective bidder shall be opened for which the prospective bidders shall be informed of the date of opening of Financial bids.

6. The total offer amount should be clearly written both in figures and words on the space provided in the annexure, the gross total (Rate x Quantity) will be considered as price bid. Over writing/correction, if any should be signed by authorized signatories.

7. The Quantity projected in schedule is an approximate Annual requirement, which may vary @  $\pm 15\%$ . Supply will have to be given by the firm on monthly requirements basis or on need basis as and when orders placed by DSPMU, Ranchi.

8. At the time of placement of the order the University reserves the right to increase or decrease the quantity mentioned in schedule of quantities.

9. Any party either a firm or an individual falling under the following categories is not eligible for participation in tender process.

(a) De-barred/black listed by DSPMU, Ranchi or undertakings/Departments like: Department of Govt. of India, State Government, Department of Commercial at RHQ.

(b) Parties facing action under PPE act with DSPMU, Ranchi.

(c) Parties either an individual or a business establishments, who has been ordered by a court of law to pay the outstanding dues of DSPMU, Ranchi as a whole and has not paid such dues to AM shall also not be eligible for taking part in the Tender.

(d) A declaration to this effect (Clause – 9 above) is also to be submitted by the Tenderer while submitting the Tender Papers.

## **TERMS AND CONDITIONS**

(This form in original has to be submitted by the tenderer)

1. The rates quoted shall be inclusive of all statutory levies (GST/excise duty, Sales tax, Commercial tax, Octroi, Entry tax or any other local/state/Central/ govt tax). The rate shall be inclusive of transportation up to delivery point that is up to the office premises of Registrar, DSPMU, Ranchi – 843008. No extra claim shall be entertained by DSPMU, Ranchi after award of contract
2. The rates and Gross total should be entered in figures as well as in words and be cello taped on gross total. In case of any discrepancy the later shall prevail.
3. Items should be in good conditions and free from any defect. In case the supplied items are not found up to the mark, DSPMU, Ranchi will have the right to reject the items without assigning any reason.
4. The eligible lowest bidder will be decided on the basis of Gross Total as quoted by the Tenderer.
5. Any loss or damage to the item to the item while handling/transporting till such time the items are delivered and handed over to this office is the responsibility of supplier/dealer.
6. On receipt of the demand from DSPMU, Ranchi the agency will supply all the items within 03 days. Part supply will not be accepted. Any delay in supply of items more than 07 days, the agency shall be liable to pay compensation for the delay @ half (1/2) percent of the item cost per week of delay subject to maximum of 10% of items cost.
7. 95% Payment of the items supplied shall be released after receiving the items in good condition at DSPMU, Ranchi, residual 5% of the payment will form part of the Security Deposit, which will be released after successful completion of stipulated contract period. The Payment will be made after deducting all statutory material taxes, duties and LD if any, to which the agency has rendered itself.
8. DSPMU, Ranchi reserves the right to reject any or all Tenders without assigning any reason thereof.
9. The rates of all the items shall remain firm throughout the contract period. The rate quoted shall be valid for 01 year (one year) from the date of awarding the contract. The contract can be extended for a further period of 03 (Three) months on the same terms and condition.
10. I/we hereby undertake that the items to be supplied by me/us shall be of good quality free from any defect/deficiency to the entire satisfaction of DSPMU, Ranchi and also strictly in accordance with the NIT conditions. It during the currency of the contract, DSPMU, Ranchi is of the opinion and find that any and/or all items supplied by me/us is/are inferior, substandard and or below the quality standard, DSPMU, Ranchi shall have within its right to call for me/us to immediately replace the same with the quality items, forfeit the security in part and/or full besides levying fine/penalties including termination of the contract as the case may be. I/we further agree that the assessment with regard to the quality of items and its acceptance shall rest solely with DSPMU, Ranchi and I/we shall abide by the directives/instructions issued by DSPMU, Ranchi in this regard.

Signature and Seal of tenderer

For Registrar,  
DSPMU, Ranchi



## **ACCEPTANCE LETTER**

(This form has to be submitted in original by the tenderer)

To,  
The Registrar,  
Dr. Shyama Prasad Mukherjee University,  
Morabadi, P.O.: Ranchi College,  
Ranchi-834008 (Jharkhand)

Sub-Acceptance of DSPMU's tender conditions for supply of Stationery items on rate contract basis.

Sir/Madam,

I/We hereby unconditionally accept the Tender conditions of DSPMU, Ranchi for Supply of Stationery items.

The contents and conditions of NOTICE INVITING TENDERS with particular reference of Annexure-I and II (Terms and Conditions) have been noted for strict compliance. After having accepted the same unequivocally and unconditionally, I/we shall not, under any circumstances, ask for any rebate/relief and/or dispute any condition of tenders and abide all the terms and conditions during the currency of the contract period, In case, it is found at a later date that the documents submitted are counterfeit/false, our contract/tender shall be rejected out rightly besides DSPMU, Ranchi shall be at liberty to take action as per the agreement.

I/we declare that I/we have not paid and will not pay any bribe to any officer of DSPMU, Ranchi for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of DSPMU, Ranchi asks for bribe/gratification, I will immediately report it to the appropriate authority in DSPMU, Ranchi.

The required earnest money for this work is enclosed herewith.

Yours faithfully

(Signature of the Tenderer with rubber stamp)



**STATIONARY ITEMS**

S. No.	Name of the Item to be Procured	Quantity* with Specification	Rate per unit with GST	Remarks
1	Xerox Paper	40 Cartoons (Century, 75 GSM)		
2	Ball Pen Blue	300 pcs (Ball-point/Gel Pen)		
3	Ball Pen Black	100 pcs (Ball-point/Gel Pen)		
4	Ball Pen Red	100 pcs (Ball-point/Gel Pen)		
5	Ball Pen Green	50 pcs (Ball-point/Gel Pen)		
6	Hi-lighter Pen (Multicolour Pack of 4)	50 packets (Luxor)		
7	Whitener (Correction) Pen	100 pcs (Camlin)		
8	Stamp Pad	50 pcs (Camel)		
9	Fevistick-Gluestick	200 pcs (Fevicol)		
10	Chalk Colour	3 Cartoon		
11	Chalk White	5 Cartoon		
12	Duster	200 pcs		
13	Register No. 6	1000 pcs (6q Neel Gagan)		
14	Register No. 8	1000 pcs (6q Neel Gagan)		
15	Scale	50 pcs each (12") (Omega –Steel and Plastic)		
16	Punching Machine Single Hole	50 pcs (DC Kangaroo)		
17	Punching Machine DP 500	30 pcs (DG Kangaroo)		
18	Stapler Big Size	50 pcs (Kangaroo)		
19	Stapler No. 10	100 pcs (Kangaroo)		
20	Stapler Pin Big	200pkt (Kangaroo)		
21	Stapler Pin No.10	300pkt (Kangaroo)		
22	Scissors	48 pcs		
23	Board Pin	4 box (40pkt)		
24	Paper Pin	2 Box (20pkts)		
25	Gems Pin	2 Box (20pkts)		
26	Leaf File	5000 pcs (Neel Gagan)		

27	Cover File (Printed as per the format to be provided)	3000 pcs (Neel Gagan)		
28	Board File	1000 pcs (Neel Gagan)		
29	Guard File	500 pcs (Neel Gagan)		
30	Calculator	50 pcs		
31	Eraser	100 pcs (Apsara)		
32	Pencil	10 pkts (Apsara)		
33	Sharpener	100 pcs (Apsara)		
34	Rubber Band	6 kg.		
35	Tag	4 Boxes (40 bunches)		
36	Marker Pen	100 pcs (Luxor)		
37	CD Marker	100 pcs (Faber Castle)		
38	Arch File	50 pcs		
39	Brown Tape 2"	24 pcs		
40	Paper Weight	100 pcs		
41	Plastic Sponge	50 pcs		
42	White Tap 1"	24 pcs		
43	Book Marker	24 pcs		
44	Takua	50 pcs		
S. No.	Name of the Item to be Procured	Quantity* with Specification	Rate with GST	Remarks
1	Bonafide Form (Booklet of 100 pages as per the provided format)	100 Booklets		
2	Note sheet (Booklet of 100 pages as per the provided format)	100 Booklets		
3	Voucher List (Booklet of 100 pages as per the provided format)	25 Booklets		
4	Receipt Book (Booklet of 100 pages as per the provided format)	50 Booklets		
5	Students Attendance Register	2000 pcs		
6	Casual Leave Form (Booklet of 100 pages as per the format to be provided)	30 Booklets		
7	Migration Application Performa (Booklet of 100 pages as per the format to be provided)	50 Booklets		
8	College Leaving Certificate (Booklet of 100 pages as per the format to be provided)	50 Booklets		
9	Migration Certificate (Booklet of 100 pages as per the format to be provided)	50 Booklets		
10	Transfer Certificate (Booklet of 100 pages as per the format to be provided)	50 Booklets		
11	Character Certificate (Booklet of 100 pages as per the format to be provided)	50 Booklets		

12	Student Hostel Form(Booklet of 100 pages as per the format to be provided)	10 Booklets		
13	File Movement Register	100 pcs		
14	DCR 400 pages Booklet	15Booklets		
15	Stock Register	15 pcs		
16	Cash Book 300 pages	15 pcs		
17	Cash Book 150 pages	25 pcs		
18	Bill Book 300 pages	15 pcs		
19	Bill Book 150 pages	25 pcs		

**\*The actual quantity may be indicative only and may vary depending upon the amount of quantity consumed in a year. It may not be guaranteed that the mentioned quantity will be ordered.**

**\*Any other similar items required in University for office use which are not mentioned in the list will be supplied by the Vendor as well as per requirement.**



**LIST OF NEAR RELATIVES EMPLOYED IN DSPMU, RANCHI**

1.

2.

3.

**(Signature of the Tenderer with rubber Stamp)**

**\*\*NOTE:** By the Term 'Near relatives' is meant wife, husband, parents and grand-parents, children and grand-children, brothers and sisters, uncles, aunts and cousins and their corresponding in-laws.