

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2

INVITATION TO TENDER

Ref: JVM/OT-10/2018-19

Date 19.12.2018

**Sub: Tender for Supply of Stationary items in Jawahar Vidya Mandir, Shyamali.**

DESCRIPTION OF WORK.	SUPPLY OF STATIONARY ITEMS IN JVM SHYAMALI, RANCHI
LAST DATE, TIME AND PLACE OF RECEIPT OF TENDER.	ON OR BEFORE 04.01.2019 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI,RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	04.01.2019 AT 1.00 PM IN JVM SHYAMALI, RANCHI
COST OF TENDER DOCUMENT	Rs. 500/- (RUPEES FIVE HUNDRED ONLY)
<u>REFERENCE NO. OF RETENDER .</u>	<u>JVM/OT-10/2018-19</u>

Dear Sir,

We have pleasure in enclosing herewith the tender document as detailed below related to supply of stationary items in JVM Shyamali and would invite you to submit your best offers in sealed cover so as to reach us on or before the due date and time as mentioned above.

- |      |              |   |                          |
|------|--------------|---|--------------------------|
| i)   | Annexure-I   | : | Instructions to retender |
| ii)  | Annexure-II  | : | List of items            |
| iii) | Annexure-III | : | Technical and commercial |
| iv)  | Annexure-IV  | : | Price format             |

Thanking you,

Yours faithfully,  
For Jawahar Vidya Mandir Shyamali

( Samarjit Jana)  
Principal

## ( Instruction of tender)

1.0 **SUBMISSION OF TENDER:**

- 1.1 The party should belong to Ranchi District.
- 1.2 Only those party can participate in tender enquiry who has GST NUMBER.
- 1.3 Price should be inclusive GST.
- 1.4 Tender shall be submitted in separate sealed cover, in two parts, as mentioned below.

1.5 **Part-I :TECHNO COMMERCIAL BID (Unpriced)**

Part-1 of the offer shall contain a copy of the complete invitation to Tender duly signed and stamped by the bidders as a token of acceptance to the terms and conditions of the Invitation of Tender.

1.6 **Part-II: PRICE BID**

The price bid shall be submitted in the prescribed format enclosed at Annexure-IV. Both sealed envelopes viz Part-I and Part-II shall be put in a separate sealed cover which shall superscribe "Tender Number & date" The sealed cover containing sealed Part-I & Part-II envelopes shall be sent to the following address.

Shri Samarjit Jana  
Principal  
Jawahar Vidya Mandir Shyamali,  
P.O.Doranda, Dist. Ranchi-834 02

1.7 **Price evaluation criteria:- Item wise L1 bidder will be evaluated.**

- 1.8 Price bid will be opened only for techno-commercially eligible tenderer .
- 1.9 JVM reserve the right to accept any bid or reject any or all bids without assigning any reason thereof.
- 2.0 Offers not submitted as per the requirement of JVM as indicated in the "Invitation to Tender" are likely to be rejected.

3.0 **SCOPE OF WORK/SERVICE**

Supply of items as listed in Annexure-II, on staggered delivery basis, for a period of one year.

4.0 **COST OF TENDER DOCUMENT**

The Tender (techno-commercial part-I) must be accompanied by Cost of Tender document, which is **Non-refundable**, in the form of a Demand Draft/At Par Cheque drawn on any Nationalized Bank in favor of Jawahar Vidya Mandir, Ranchi for a value of Rs. 500/- (Rupees Five hundred only). Tender not accompanied by cost of Tender shall be liable for rejection

5.0 **VALIDITY OF RATES FOR WORK ORDER.:**

Your rates should be valid for one year, shall come into force from the date of issue of the work order by JVM as material will be purchased from your ready stock as when an required by the School. Purchaser shall have the option to procure different item from different bidders as per L1 rates.

6.0 **PAYMENT TERMS**

100% payment shall be released within 15 days after supply of stationary items on submission of bill along with receipted challan and certified copy from concerned deptt. of the School.

7.0 **DELIVERY :**

The supplier shall be responsible for timely supply of the stationary items. The Materials shall be delivered at JVM Shyamali stores positively within 7 (seven) working days from receipt of intimation otherwise penalty of Rs. 50/- per day will be deducted from the bill.

## Annexure –II

List of items

SI No.	Name and description of stationary items	Apprx.Qty. Reqd
1	Black Board Duster with jute	15 dozen
2	Board Pin (top should be plastic) contd. 100 pin in p/box	10 box
3	Brown Envelope 28x11 cm (50 in per pkt)	20 pkts
4	Cello tape Med 1" ( big roll) plane cond.	15 roll
5	Duster for White Board	6 pcs.
6	Computer Paper 10x12x1 EZR/Plane 60 GSM	10 pkts
7	Computer Paper 10x12x2 EZR/Plane 60 GSM	20 pkts
8	Chart Paper white (Thick)	50 nos.
9	Cover File (Ambassador )	2 dozen
10	Writing Pad 40 pages A/4 size (best quality)	2 dozen.
11	Eraz-ex 15 ml Correcting Fluid Kores	2 dozen..
12	Glue Stick 15 grams	4 dozen.
13	Transparent folder file (Plastic)	5 dozen
14	Fevicol 200 ml	10 nos.
15	Felt of Duster (Jute) green/Meruen colour	10 dozn..
16	File Arch best quality	4 dozn.
17	Gems Clip 35 mm	10 box
18	Gum Bottle 700 ml	15 nos.
19	Graph paper A/4 size (cond. 500 nos. in p/pkt)	24 pkts
20	Outline Map Political/Physical (size 27"x21")	40 pad
21	Paper Pin King (conted. 20 box in per pkt)	2 box.
22	Pen High lighter	8 pcs.
23	Pen for white board blue	6 pcs.
24	Pen paramagnet Marker	8 pcs.
25	Pen V-5 (Blue and Green 5 each)	10 nos.
26	Pencil Battery -Red Eveready	24 nos.
27	Gel Pen ( Red,Black,Blue,Green) three pkt. each	12 pkts
28	Pen ball (0.5 (fingerip)	80 pkts..
29	Locks (Link) Atoot (Medium size)	1 dozen
30	Printer Cartridge HP -12A	6 nos
31	Printer Cartridge HP -88A	8 nos.
32	Printer Cartridge Brother	4 nos.
33	Refill Blue/Red small (long nob) contained 10 nos. in p/pkt	4 pkts.
34	Ruled Register 192 pages on 70 GSM Paper	4 dozen.
35	Ruled Register 92 pages on 70 GSM paper	4 dozen.
36	Rubber Band size 3" nylon (contd. 500 grams. In per pkt)	20 pkts.
37	Re-Stick (notes) self stick size 3"X3" three colour	10 nos.
38	Sketch Pen ( thick) contained 10 nos. in per pkt.	6 pkts.
39	Stapler Medium Size-10 (Kangaroo)	6 nos
40	Stapler Pin (Kangaroo) (contd. 20 box in per pkt)	5 pkts.
41	Stamp Pad Blue Faber-Castell 88 mmx54 mm	10 pcs.
42	Thread Tempo/Mukti (10 roll in a box)	20 box
43	Two way pen best quality	2 pkts.
44	<b>Colored Chalk dust free- Kores</b> (contd. 144 stick in p/box and 18 box in per cartoon)	2 cartoon.
45	<b>White Chalk dust free- Kores</b> (contd. 144 stick in p/box and 18 box in per cartoon)	40 cartoon.
46	Xerox Paper A/4 75 GSM size contd. 500 sheets in p/pkt	450 pkts
47	Xerox Paper A/3 75 GSM size contd. 500 sheets in p/pkt	10 pkts.

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Dated 19.12.2018

## Technical - Commercial Bid

Sl no.	General requirement:-	Please confirm
1	Please mention the Brand/Make against each item	
2	Please quote your rates inclusive of GST.	
3	Consent regarding validity of tender for a period of One year .	
4	Payment shall be released within 15 days.	
5	Materials shall be delivered at JVM Shyamali stores positively within 7 (seven) working days from receipt of intimation	
6	F.O.R (Jawahar Vidya Mandir, Shyamali,Ranchi)	
7	Name, address & telephone number of the agency / firm	
8	Name, Designation, Address and telephone No. of authorized person	
9	Copy of PAN card issued by Income Tax Department	
10	GST No. (Please attach)	
11	Details of Cost of tender documents: a) Amount: b) Demand Draft / Banker's Cheque No: c) Date of issue: d) Name of issuing Bank:	

This is to certify that I / We before signing this tender have read and fully understood about the requirement of the Stationary items for JVM Shyamali, Ranchi.

Signature of the Tenderer  
With seal and Tele no.  
Mob. no.

**PRICE FORMAT**

Rates should be inclusive of GST.

S.No	Description of Stationary items	Brand/ Make	Unit	Rates (Inclusive of GST)

Name of firm:

GST No.

Name of proprietor:

Signature :

Mob. No.

