

JAWAHAR VIDYA MANDIR, SHYAMALI, RANCHI-2
INVITATION TO TENDER

Ref: JVM/OT-02/2023-24

Date 01.07.2023

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 18.07.2023 BY 12.00 PM IN OFFICE OF PRINCIPAL JVM SHYAMALI, RANCHI-83402
DATE & TIME OF OPENING OF TENDER.	18.07.2023 AT 1.00 PM IN JVM SHYAMALI, RANCHI
COST OF TENDER DOCUMENT	Rs. 500/- (RUPEES FIVE HUNDRED ONLY)
REFERENCE NO. OF RETENDER .	JVM/OT-02/2023-24

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

Samarjit Jana 1 of 5
Principal
Jawahar Vidya Mandir
Shyamali, Ranchi-2.
Aff. No.- 3430004 (66230)

Annexure –II

List of items

Sl No.	Name of stationary items	Apprx.Qty. Reqd
1	Black Board Duster (Wooden with jute)	25 dozen
2	Board Pin (top should be plastic) contd. 100 pin in p/box	20 box
3	Computer Paper 10x12x1 EZR/Plane 70 GSM	20 pkts
4	Computer Paper 10x12x2 EZR/Plane 70 GSM	30 pkts
5	Cover File (Ambassador)	2 dozen
6	Cloth Duster Yellow for PC's cleaning	2 dozen
7	Plastic Scale 12"	10 pcs
8	Glue Stick 15 grams	2 dozen.
9	Eraz-ex 15 ml Correcting flued (Pen)	2 dozen
10	Fevicol 200 ml	8 nos.
11	Folder file Plastic with button Transparent thick	6 dozen
12	File Arch best quality	5 dozn.
13	Gems Clip 35 mm	10 box
14	Gum Bottle 700 ml	15 nos.
15	Graph paper A/4 size (cond. 500 nos. in p/pkt)	24 pkts
16	Outline Map Political/Physical (size 27"x21")	40 pad
17	Paper Pin King (contd. 20 box in per pkt)	2 box.
18	Pencil Battery -Red Eveready	4 dozen.
19	Binder clip 19 mm	6 pkts.
20	Binder Clip 25 mm	6 Pkts.
21	Printer Cartridge HP -12A	20 nos
22	Printer Cartridge HP -88A	20 nos.
23	Ruled Register 192 pages on 70 GSM Paper	4 dozen.
24	Ruled Register 92 pages on 70 GSM paper	4 dozen.
25	Rubber Band size 3" nylon (contd. 500 grams. In per pkt)	20 pkts.
26	Sketch Pen (thick) contained 10 nos. in per pkt.	6 pkts.
27	Stapler Medium Size-10 (Kangaroo)	10 nos
28	Stapler Pin (Kangaroo) (contd. 20 box in per pkt)	5 pkts.
29	Thread Tempo/Makati (10 roll in a box)	20 box
30	Apsara white dust less chalks contd. 100 sticks in per pkt.	10 cartoon.
31	White Chalk dust free- Kores (contd. 144 stick in p/box and 18 box in per cartoon)	50 cartoon.
32	Xerox Paper A/4 75 GSM size contd. 500 sheets in p/pkt	550 pkts
33	Xerox Paper A/3 75 GSM size contd. 500 sheets in p/pkt	20 pkts.
34	Royal Executive Bond 100 GSM A/4 100 sheets of different color	20 pkts
35	Oddy Label Sheets A/4 size label sheets (210x297mm)	15 pkts
36	Scribbling Pad A/4 size	24 pcs.
37	Blue Refill Small (Link) for two way pen	5 pkts.
38	Red Refill small(Link) for two way pen	2 pkts.
39	Two way pen -Link	2 pkts.
40	Paper weight	4 dozen

Sang
01/07/2023
 Principal
 Jawahar Vidya Mandir
 Shyamali, Ranchi - 834 002.

Techno- 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 3 (three) 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 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.

[illegible]

Name of firm:

GST No.

Name of proprietor:

Signature :

Mob. No.