

CENTRAL UNIVERSITY OF JHARKHAND, RANCHI

(A Central University established by an Act of Parliament in 2009)

No.CUJ/ Purchase/04/ 1064/2012

Dated: 6 July 2012

Central University of Jharkhand invites sealed quotations for purchase of stationary items from reputed firms or authorized dealers.

TERMS & CONDITIONS OF QUOTATION

1. Quotations without any erasures and overwriting must be submitted in sealed cover superscribed Enquiry No. and the due date failing which, quotation may be ignored. Tender/ quotation should be sent through Post/ Courier/ By Hand.
2. The rate quoted should be inclusive of all packing, forwarding, taxes & duties, freight and insurance charges and should remain valid for our acceptance for minimum period of 90 days from the due date of opening of the quotations. The quotation should be CUJ consignee's site basis i.e. Central University of Jharkhand, Ratu- Lohardaga Road, Brambe, Ranchi.
3. Manufacturer's name of company of origin of materials offered must be clearly specified. Complete details of illustrated literatures/ or drawings, if any must accompany all quotations.
4. The University will not entertain requests for revision in prices once quoted for whatever reason after the quotations are opened.
5. All goods must be delivered at our university at Ratu- Lohardaga Road, Brambe, Ranchi for inspection by our inspecting authority.
6. Full payment will be made within 30 days of the receipt and acceptance after inspection of supplies at destination, quotations containing different payment terms are liable to be ignored.
7. All goods must be delivered at our university at Ratu- Lohardaga road, Brambe, Ranchi (Stores & Purchase Section) free of cost after confirmed order.
8. Only Manufacturer/ Authorized dealer/ firms of repute dealing in the items listed in the quotation having experience in sale and repair/ maintenance, need apply.
9. Only latest models of items need to be quoted.
10. It should be mentioned specifically whether price quoted includes all taxes and duties. Sales tax and/ or other duties legally leviable and intended to be claimed should be distinctly shown in the quotation.
11. VAT/CST Registration Number and its validity should be indicated.
12. All rates shall be indicated both in words and figures. Where there is difference between the rates quoted in words and figures, rate quoted in words will prevail.

13. The supplier shall make delivery of the items within 15days from the placement of the purchase order. The purchase order would be placed after assessing the requirement and hence, actual quantity may increase/ decrease.
14. The cost of Tender Document is Rs. 200/- (Rs. Two hundred only) (non- refundable). The Tender Document price must be attached with the quotation in the form of Bank Draft in favour of “Central University of Jharkhand” payable at Ranchi.
15. The amount of Earnest Money Deposit is Rs. 10000/- (Rs. Ten thousand only). The EMD must be attached with the quotation in the form of Bank Draft in favour of “Central University of Jharkhand” payable at Ranchi.
16. The quotation must be enclosed with sample of the product which may be supplied if selected.
17. All legal disputes shall be under the jurisdiction of Jharkhand High court, Ranchi.
18. The University shall not be responsible for any delay in receiving bids/sending of tender documents by the post.
19. The University reserves the right to accept or reject any quotation, without assigning any reason thereof. No correspondence in this regard will be entertained.
20. The quotation (non- transferable) along with detailed specifications, terms and conditions may be downloaded by the interested supplier from the website of Central University of Jharkhand www.cuj.ac.in.
21. The quotation should be addressed to the Deputy Registrar (I/c Purchase), Central University of Jharkhand, Ratu-Lohardaga Road, Brambe, Ranchi - 835 205 and should reach on or before 25.7.2012 on or before 5.00 PM.
22. Liquidated damage would be charged from the supplier as follows:
0.5 percent of order amount per week with an upper limit of 10% in case of delay in supply of items ordered.
23. The University reserves the right to split the order among suppliers who have submitted their quotation.
24. No quotation will be accepted after the due date and time.

Dy. Registrar
(I/c Purchase)

FORMAT FOR TENDER

1. Name of Firm/ Dealer:

2. VAT Registration No.
3. Address of the Organization:

Mobile No.:
Email-ID:
Fax No.
4. Signature with full name and seal

Date:

Place:

Name of the Firm with Seal

List of Stationery items to be purchased

SL. NO.	DESCRIPTION/ SPECIFICATION OF ITEM	RATE	PER
1.	Xerox Paper A4 Size		Pkt.
2.	Xerox Paper A3 Size		Pkt.
3.	Flat File		Pc.
4.	Arch File (Small)		Pc.
5.	Arch File		Pc.
6.	Cover File		Pc.
7.	Channel File (Stick File)		Pc.
8.	Channel File (Stick File) Thick		Pc.
9.	Plastic Folder / Report File		Pc.
10.	Stapler Big 24/6		Pc.
11.	Stapler No. 10		Pc.
12.	Stapler Pin No. 10		Pkt.
13.	Stapler Pin No. 24/6		Pkt.
14.	Stapler HS-10 EN (Plastic Body)		Pc.
15.	Stapler HP-45		Pc.
16.	Stapler 23/17 (Heavy Duty)		Pc.
17.	Punching Machine Big 500, 600		Pc.
18.	Punching Machine Small 280, 480		Pc.
19.	Punching Machine Heavy 800		Pc.
20.	Pencil HB & 2B		Pc.
21.	Cluth Pencil 0.5		Pc.
22.	Cluth Pencil Lead 0.5		Pc.
23.	Eraser		Pc.
24.	Scale Inch (Plastic)		Pc.
25.	Scale 12 Inch (Plastic)		Pc.
26.	Glue Stick 8 GRM		Pc.
27.	Glue Stick 15 GRM		Pc.
28.	Carbon Blue		Pkt.
29.	Marker Pen Permanent (Black, White, Yellow)		Pc.
30.	Marker Pen Ink (Red, Green, Blue, Black)		Pc.
31.	Marker Pen white board		Pc.
32.	OHP Marker Pen		Pc.
33.	Highlighter		Pc.
34.	Erazex Whitener		Pc.
35.	Whitener Pen		Pc.
36.	Fancy Register 1 Q.		Pc.
37.	Fancy Register 2 Q.		Pc.
38.	Fancy Register 3 Q.		Pc.
39.	Fancy Register 4 Q.		Pc.
40.	Fancy Register 5 Q.		Pc.
41.	Fancy Register 6 Q.		Pc.
42.	Gum Bottle 700 ML.		Pc.
43.	Gum Bottle 300 ML.		Pc.
44.	Gum Bottle 150 ML.		Pc.
45.	Gum Tube		Pc.

46.	Gems Clip Small		Pc.
47.	Gems Clip Big		Pc.
48.	Plastic Gems Clip		Pc.
49.	Paper Pin		Pc.
50.	Binder Clip 15 mm		Pkt.
51.	Binder Clip 19 mm		Pkt.
52.	Binder Clip 25 mm		Pkt.
53.	Binder Clip 32 mm		Pkt.
54.	Binder Clip 41 mm		Pkt.
55.	Cello Tape 1/2"		Pc.
56.	Cello Tape 1" Transparent 65 Mt		Pc.
57.	Cello Tape 2" 65 Mt		Pc.
58.	Cello Tape Stand		Pc.
59.	Brown Tape 2 inch		Pc.
60.	Brown Tape 1 inch		Pc.
61.	Writing Pad 1/8		Pc.
62.	Writing Pad ¼		Pc.
63.	Ball Pen/ Gel Pen		Pc.
64.	Pen Stand (Tumbler)		Pc.
65.	Pen Reynold All Colour 0.45		Pc.
66.	Reynold Refill 0.45		Pc.
67.	Reynold Gel Pen		Pc.
68.	Add Gel Pen All colour		Pc.
69.	Stamp Pad		Pc.
70.	Stamp Pad large		Pc.
71.	Spiral Pad 1/8		Pc.
72.	Spiral Pad ¼		Pc.
73.	Spiral Pad 1/6		Pc.
74.	Spiral pad Pocket		Pc.
75.	Paper Cutter Big		Pc.
76.	Paper Cutter Small		Pc.
77.	Paper Weight		Pc.
78.	Paper Pin		Box
79.	Pin Box		Pc.
80.	Omega Double Desk Tray		Set
81.	Sharpener		Pc.
82.	CD-R 10 Cake		Box
83.	CD RW		Pc.
84.	DVD-R		Pc.
85.	DVD-RW		Pc.
86.	Light Scribe CD's		Pc.
87.	Light Scribe DVD's		Pc.
88.	Calculator Citizen		Pc.
89.	Postit Pad 2x3		Pc.
90.	Postit Pad 3x3		Pc.
91.	Postit Pad 3x4		Pc.
92.	V Card Holder (240 Holder)		Pc.
93.	V Card Holder (480 Holder)		Pc.
94.	Rubber Band		Pkt.
95.	White Board Duster		Pc.
96.	Dustbin		Pc.
97.	Attendance Register		Pc.

98.	Box File		Pc.
99.	Ring Binder A/4		Pc.
100.	Punchless File A/4		Pc.
101.	Envelope 10x8 yellow Lamination with ptg.		Pc.
102.	Envelope 16x12 Yellow lamination with ptg.		Pc.
103.	Envelope 14x10 Yellow lamination with ptg.		Pc.
104.	Laminated Envelop 15"X10"		Pc.
105.	Cloth Envelop 15"X10"		
106.	F/s Interleaf Pocket		Pc.
107.	White Envelope 11x5		Pc.
108.	Brown Envelope		Pc.
109.	Conference Pad		Pc.
110.	85 Gsm ¼ Size		Pc.
111.	Envelope Big 10.5" x 12"		Pc.
112.	Envelope small 10"x4.5" in single colour		Pc.
113.	11x5 white envelope		Pc.
114.	File Folder A/4		Pc.
115.	File Folder F/s		Pc.
116.	Scissors		Pc.
117.	Stock, Cash, Dispatch, Letter Receipt Register		Pc.
118.	Cobra File		Pc.
119.	Printer Cartridge Canon LBP 2900B		Pc.
120.	Pen Drive 4GB		Pc.
121.	Pen Drive 8GB		Pc.
122.	Pen Drive 16GB		Pc.
123.	Single Punch		Pc.
124.	Pilot Pen		Pc.
125.	Note Pad		Pc.
126.	Envelope (12 x 10)		Pc.
127.	Stamp pad ink		Pc.
128.	Register No. 12		Pc.
129.	Register No. 6		Pc.
130.	Register No. 24		Pc.
131.	L. Folder plastic file		Pc.
132.	Hitech Pen V5		Pc.
133.	Note Sheets		Pc.
134.	Marker Pen Ink		Pc.
135.	Board File		Pc.
136.	Stick File		Pc.
137.	Tag Good Quality		Bunch
138.	Takua		Pc.
139.	Peon Book		Pc.
140.	Re-Stick Flag/ Pad 1X3X4		Pc.
141.	Re-Stick Flag/ Pad 5"x3"		Pc.
142.	Table Duster (Yellow)		Pc.
143.	Fax Machine Cartridge		Pc.
144.	Paper Tray		Pc.

145.	Vehicle log book		Pc.
146.	Rubber Band		Pc.
147.	Duster Big (Khadi)		Pc.
148.	Lock Link Big		Pc.
149.	Pencil Battery		Pc.
150.	Hit Black (Spray) Mortein/ Baygon		Pc.
151.	Room Freshener Good Quality (Sandal, Jasmine)		Pc.
152.	Photocopier Toner 1230D Blk. RICOH		Pc.
153.	HP Toner Cartridge CB540A Black CP 1215		Pc.
154.	HP Toner Cartridge CB541A Cyan CP 1215		Pc.
155.	HP Toner Cartridge CB542A Yellow CP 1215		Pc.
156.	HP Toner Cartridge CB543A Magenta CP 1215		Pc.
157.	Dettol Liquid Hand Wash		Pc.
158.	Stenography Pads		Pc.
159.	Key Chain		Pc.
160.	Boards for hanging keys		Pc.
161.	CD Cover (Plastic Box) Single Piece		Pc.
162.	CD Cover Box Leather		Pc.
163.	Signature Pad		Pc.
164.	Notice Board Pin with Fibre Mounting		Pc
165.	Electronic Calculator		Pc
166.	HP Laser Printer Cartridge 55A		Pc
167.	Printer Black & White Cartridge 88A		Pc
168.	Cartridge for Printer HP Laserjet P 3015		Pc
169.	Legal Size paper		RIM
170.	Printer Colour Cartridge 855 for HP DeskJet – 470b Printer		Pc
171.	Glass Scale		Pc
172.	Sketch Pen		Pc
173.	Tracing Paper		Pc
174.	Measuring Tape		Pc
175.	Permanent CD Marker		Pc
176.	Colour Pencil		Pc
177.	Geometry Box		Pc
178.	Practical Sheets		Pc
179.	Pal Pet (different size)		Pc
180.	Set Squares with Engineering Compas Set		Pc
181.	Photocopier Toner Canon Image runner 2525 (NPG-51)		Pc

Note: The firms may quote rate of stationery items also which are not in the list above.

Name of the firm with Seal

Date:

Place: