

झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
CENTRAL UNIVERSITY OF JHARKHAND, RANCHI
(संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament in 2009)

No. CUJ/ P&S/Rate Contract/261/2014/

Dated: 7th January, 2014

Central University of Jharkhand invites sealed quotations for purchase of stationary items from reputed firms or authorized dealers, for one year Rate contract for stationery items.

TERMS & CONDITIONS OF QUOTATION

1. Quotations without any erasures and overwriting must be submitted in sealed cover super- scribed Tender/ 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 tenders 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 out 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. Documentary evidences be supplied/ attached to the tender documents.
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 price of Tender Document is Rs. 500/- only (Rupees Five 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 Quotation must be enclosed with sample of the product which may be supplied if selected.

16. All legal disputes shall be under the jurisdiction of Jharkhand High court, Ranchi.
17. The University reserves the right to accept or reject any Bid, without assigning any reason thereof. No correspondence in this regard will be entertained.
18. 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
19. The quotation should be addressed to the Dy. Registrar (I/c Purchase), Central University of Jharkhand, Ratu- Lohardaga road, Brambe, Ranchi and should reach on or before **28.01.2014 on or before 5:00 PM** and the Quotations will be opened **on 29/01/2014at 11:30/A.M.**
20. Liquidated damage would be charged from the supplier as follows: 0.5% of order amount per week with an upper limit of 10% in case of delay in supply of items ordered.
21. The university reserves the right to split the order among suppliers who have submitted their quotaion.
22. Your quoted rate should be valid for at list one year.
23. No quotation will be accepted after the due date and time.
24. The University shall not be responsible for any delay in receiving bids/sending of tender documents by the post.
25. Detailed terms and condition regarding performance/ warranty/ Bank guarantee/ inspection/ LD/ Penalty for delayed supplied will be elaborated in our purchase order.

Sd/-
Dy. Registrar
(I/c Purchase)

Annexure-I

LIST OF STATIONERY ITEMS TO BE PURCHASED

Sl. No.	Description/ Specification of Items	Rate	Per	Brand
1	Xerox Paper A4 Size		Pkt.	
2	Xerox Paper A3 Size		Pkt.	
3	Xerox Paper Legal Size		Pkt.	
4	Flat File		Pc.	
5	Arch File (Small)		Pc.	
6	Arch File (Big)		Pc.	
7	Cover File		Pc.	
8	Channel File (Stick File)		Pc.	
9	Channel File (Stick File) Thick		Pc.	
10	L. Folder plastic file		Pc.	
11	Stapler Small No. 10		Pc.	
12	Stapler Big 24/6		Pc.	
13	Stapler No. 10 Pin		Box	
14	Stapler 24/6 Pin		Box	
15	Stapler HS-10 EN (Plastic Body)		Box	
16	Stapler HP-45		Pc.	
17	Stapler 23/17 (Heavy Duty)		Pc.	
18	Punching Machine Small 280, 480		Pc.	
19	Punching Machine Big 500, 600		Pc.	
20	Punching Machine Heavy 800		Pc.	
21	Pencil HB & 2B		Pkt.	
22	Cluth Pencil 0.5		Pkt.	
23	Cluth Pencil Lead 0.5		Pkt.	
24	Eraser good quality		Pkt.	
25	Scale Inch 12" Plastic		Pc.	
26	Scale Inch 12" Steel		Pc.	
27	Glue Stick 8 GRM		Pc.	
28	Glue Stick 15 GRM		Pc.	
29	Carbon Blue		Pkt.	
30	Marker Pen Permanent (Red, Blue, Black, Green)		Pc.	
31	Marker Ink (Red, Blue, Black, Green)		Pc.	
32	Marker Pen White Board		Pc.	
33	OHP Marker Pen (CDs)		Pc.	
34	Highlighter		Pc.	
35	Whitener Pen		Pc.	

36	Register 1Q		Pc.	
37	Register 2Q		Pc.	
38	Register 3Q		Pc.	
39	Register 4Q		Pc.	
40	Register 5Q		Pc.	
41	Register 6Q		Pc.	
42	Gum Bottle 700ml		Bottle	
43	Gum Bottle 300ml		Bottle	
44	Gum Bottle 150ml		Bottle	
45	Gum Tube		Pc.	
46	Gems Clip Small		Pkt.	
47	Gems Clip Big		Pkt.	
48	Paper Pin		Pkt.	
49	Binder Clip 15 mm		Pkt.	
50	Binder Clip 19 mm		Pkt.	
51	Binder Clip 25 mm		Pkt.	
52	Binder Clip 32 mm		Pkt.	
53	Binder Clip 41 mm		Pkt.	
54	Cello Tape 1/2" Transparent		Pc.	
55	Cello Tape 1" Transparent		Pc.	
56	Cello Tape 2" Transparent		Pc.	
57	Cello Tape Dispensor		Pc.	
58	Brown Tape 1 inch		Pc.	
59	Brown Tape 2 inch		Pc.	
60	Writing Pad 1/4		Pc.	
61	Writing Pad 1/6		Pc.	
62	Writing Pad 1/8		Pc.	
63	Spiral Pad 1/4		Pc.	
64	Spiral Pad 1/6		Pc.	
65	Spiral Pad 1/8		Pc.	
66	Ball Pen (Black, Blue, Green & Red)		Pkt.	
67	Add Gel Pen (Black, Blue, Green & Red)		Pkt.	
68	Pen (Black, Blue, Green & Red) 0.45 Reynolds		Pkt.	
69	Pen Stand		Pc.	
70	Paper Cutter Big		Pc.	
71	Paper Cutter Small		Pc.	
72	Paper Weight		Pc.	
73	Paper Pin		Pkt.	

74	Desk Tray		Pc.	
75	Sharpener		Pkt.	
76	CD-R 10 Case		Pc.	
77	CD RW		Pc.	
78	DVD-R		pc.	
79	DVD-RW		Pc.	
80	Light Scribe CD's		Pc.	
81	Light Scribe DVD's		Pc.	
82	Calculator Citizen		Pc.	
83	Postit Pad 2x3		Pc.	
84	Postit Pad 3x3		Pc.	
85	Postit Pad 3x4		Pc.	
86	Rubber Band (Small)		Pkt.	
87	Rubber Band (Big)		Pkt.	
88	White Board Duster		Pc.	
89	Dustbin		Pc.	
90	Attendance Register		Pc.	
91	Box File		Pc.	
92	Envelope 12" x 10"		Pkt.	
93	Envelope 14" x 10" Yellow lamination with ptg.		Pkt.	
94	Envelop 15" x 10" Laminated		Pkt.	
95	Envelope 11" x 5" Yellow		Pkt.	
96	Envelope 11" x 5" White		Pkt.	
97	Hitech Pen V5		Pkt.	
98	File Folder A/4		Pc.	
99	File Folder F/S		Pc.	
100	Scissors		Pc.	
101	Stock Register		Pc.	
102	Ledger		Pc.	
103	Cash Book		Pc.	
104	Dak Dispatch Register		Pc.	
105	Dak Receipt Register		Pc.	
106	Cobra File		Pc.	
107	Note Sheets (Good Quality)		Pc.	
108	Tag (Good Quality)		Pkt.	
109	Label Sheets (16 pieces)		Pkt.	
110	Electric Kettle		Pc.	
111	Odonil		Pc.	

112	Duster Cloth		Dozen	
113	Vehicle log book		Pc.	
114	Hand Towel		Pc.	
115	Towel big Size (For Toilet use)		Pc.	
116	Peon Book		Pc.	
117	Takua		Pc.	
118	Re-stick Flag		Pc.	
119	Lock Link 6 lever		Pc.	
120	Pencil Battery		Pc.	
121	Room Freshener (Good Quality)		Pc.	
122	Dettol Hand Wash		Pc.	
123	Shorthand Note Book		Pc.	
124	Key Chain		Pc.	
125	CD Cover		Pc.	
126	Signature Pad		Pc.	
127	Notice Board Pin with fibre Mounting		Pkt.	
128	Sketch Pen		Pkt.	
129	Colour Pencil		Pkt.	
130	Geometry Box		Box	
131	Pal Pet (different Size)		Pc.	
132	Singal Punch		Pc.	
133	Double Punch		Pc.	
134	Pilot Pen		Pc.	
134	Stapam Pad 110mmx70mm		Pc.	
135	Stapam Pad (Big)		Pc.	
136	Franking Machine		Pc.	

Note : The Firms May Quote Rate of Stationery Items also which are not in the list above.

TONER AND CARTRIDGES

Sl. No.	Description/ Specification of Items	Rate	Per	Brand
1	HP Laser Printer Cartridge 55A			
2	HP Laser Printer Cartridge 12A			
3	HP Laser Printer Cartridge 05A			
4	HP Toner Cartridge CB540A Black CP 1215			
5	HP Toner Cartridge CB541A Cyan CP 1215			
6	HP Toner Cartridge CB542A Yellow CP 1215			
7	HP Toner Cartridge CB543A Magenta CP 1215			
8	HP Toner Cartridge CE310A			
9	HP Toner Cartridge CE311A			
10	HP Toner Cartridge CE312A			
11	HP Toner Cartridge CE313A			
12	Printer Cartridge Canon LBP 2900B			
13	Photocopier Canon NPG-28 Toner Black			
14	Photocopier Canon NPG-51 Toner Black			
15	Photocopier Toner 1230D Blk. RICOH			
16	Printer Black & White Cartridge 88A			
17	Printer Colour Cartridge 855 for HP Desk Jet – 470b			
18	Pen Drive 8GB			
19	Pen Drive 16GB			
20	Pen Drive 32GB			
21	External Hard Disk 500 GB			

Date :/...../2014

Place :

Name of the Firm with Seal

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