



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)

Ref. No.: **CUJ/P&S/RC/275/2015**

Dated: 15/06/2015

SUBJECT: TENDER FOR RATE CONTRACTS FOR SUPPLY OF STATIONERY AND TONER CARTRIDGE.

NIT Issue Date : 15th June, 2015.
Last Date of Submission : 7th July, 2015 at 4:30 PM
Opening Date of Tender : 8th July, 2015 at 11:00 AM

Central University of Jharkhand, Brambe, Ranchi, Jharkhand (hereinafter referred to as the "University") a Central University established by an act of Parliament in 2009, invites sealed tenders (single bid system) for Award of Annual Rate Contract for Supply of Stationery items (category 1), and Printer Cartridges and Photocopier Toner (HP, Canon and Ricoh brand) (category 2) (items annexed as Annexure C, and D, respectively) to Central University of Jharkhand, Brambe, Ranchi from its Companies/Firms/Agencies, for one year from the date of award of contract which can be extendable for 1 more year if performance of the supplier is found satisfactory. In this connection, you are requested to submit the best competitive offer for the items and strictly as per the instruction and terms & conditions mentioned in the tender document. The tender document can be downloaded from the university website at URL Link: <http://www.cuj.ac.in>.

2. Bids may be submitted for one or both categories. It may be noted that bidder for Stationery items should be 'Actual Dealer of Stationery', and bids for Printer Cartridges (category 2, list given in Annexure D) will be considered in respect of those bidders only who have specific authorization from HP, Canon, Ricoh (manufacturer) for supply of HP, Canon, Ricoh brand Toner and Cartridges. In case you are interested in undertaking the job and have the capacity and competence to supply the items, you may please submit your lowest quotation in a duly sealed envelope to Internal Audit Officer (I/c Purchase), Central University of Jharkhand, Ratu-Lohardaga Road, CTI Campus, Brambe, Ranchi-835205, Jharkhand by 04:30 PM and it will be opened on next day at 11:30 AM in the Chamber of Registrar, Administrative Block of the University in the presence of the bidder(s) or their authorized representative(s), who will present at the scheduled date and time. In case due date happens to be holiday the tender will be accepted and opened on the next day working day at the same time. The cover containing the quotation should be super scribed as: **"Tender for Award of Annual Rate Contract for Supply of Stationery / Printer Cartridges to CUJ, Brambe Ranchi"**.
3. A list of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily should be furnished with the tender as required in Annexure-II.
4. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.
5. The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.10,000/- (Rupees Ten Thousand only) which is refundable and a non-refundable tender fee of Rs.500/- (Rupees Five Hundred only) by way of demand draft only. The demand drafts shall be drawn in favour of "Central University of Jharkhand" payable at Ranchi.

The EMD of the successful bidder shall be returned (without interest) after the completion of contract and for unsuccessful bidder(s) it would be returned after award of the contract. This amount (Bid Security) will be converted into performance Security money, if rate contract is awarded. Bid(s) received without demand drafts of EMD and tender fees shall be liable for rejection.

In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

6. The bidder must submit 'Sales Tax Certificate', 'VAT Certificate' and 'Income Tax Certificate' along with its bid documents.
7. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for the University to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer.
8. The University reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
9. Please also see Annexure-A for terms and conditions of the contract, Annexure-B to be filled by the tenderer(s) giving their details, Annexure-C for details of rates for stationery items, and Annexure-D for details of rates for Printer Cartridges.

Internal Audit Officer (I/c Purchase)
CUJ, Brambe, Ranchi

The Contract shall be governed by the following terms and conditions:-

1. The goods/items/stores should be supplied within 02 days or few hours from the date/time of issue of purchase order/supply order either through email or telephonically.
 - (i) The goods/items shall be delivered to CUJ, Ranchi on Door Delivery basis. Unloading of goods / stores and delivery to store at above mentioned place shall be responsibility of the firm.
 - (ii) The supplier will be liable to replace the rejected /damaged stores within 02 days or few hours (as per instructions of the University), failing which the legal action will be taken as deemed fit by the University.
 - (iii) The tenderer must confirm in writing that the goods supplied by them shall be as per specification of goods and of Superior Quality (supplied goods should be accepted by the University) as mentioned in the Tender Enquiry and in case goods of inferior quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L-2 quoting firm or market, and the difference in price would be recovered from L-1 supplier.
 - (iv) Advance payments are not acceptable.
 - (v) In case of failure on the part of approved supplier to supply the above mentioned items as per supply order within the stipulated period, the University shall be at liberty to purchase the said items from other sources and the approved supplier shall be liable to pay the excess amount which this University may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. If the failure continues for the second time or repeated on the part of approved supplier, the contract shall be cancelled and performance security would be forfeited apart from taking other legal action by this University.
 - (vi) Any dispute arising out of the contract shall be referred to Ranchi Jurisdiction only.
2. The University reserves the right to reject or to accept any quotation, in whole or in part without assigning any reason thereof.
3. University reserves the right to purchase those stationery items that are not mentioned in Annexure-C, from any firm.
4. The rates of the items shall be mentioned in figures and in words. There should not be any erasing or over-writing whatsoever.
5. The contract may be placed with one or more than one firms depending upon rates and other factors viz L1 rates, quality of the products etc.
6. The tenderer should keep their offers valid up to one year from the date of starting the Rate Contract period.
7. The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the foregoing paragraphs before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by this University.

Internal Audit Officer (I/c Purchase)
CUJ, Brambe, Ranchi

PARTICULARS TO BE FURNISHED BY THE AGENCY/SUPPLIERS:-

1. Name of the Agency :
2. Address of the Agency :
3. Name of the proprietor of the Agency:
4. Telephone No. and e-mail ID of Agency and Proprietor:
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5. Details of Ministry/Department in which the Agency had worked earlier as mentioned in this Tender (if any):-

Sl. No.	Name of the Ministry/Department (Attach copy of Contract)	Year	Name/Contact no. of the Office of Client Ministry/Department (if any)

6. PAN/TIN number of the agency (Copy attach) :.....
7. Whether 'Sales Tax Certificate' and 'Income Tax Certificate' attached: Yes/No
8. EMD's Draft number, Date and name of the Bank:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. This is also certified that this Agency is not blacklisted by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India. It is certified that I/We have read and understood the terms and conditions of this Tender and will abide by them till the completion of the contract period.

Dated:

Place:

.....
(Signature of Proprietor)

Seal of the firm/Agency

Rates for Annual Rate Contract for Supply of Stationery items to CUJ, Brambe, Ranchi

1. Name and address of the Company/Firm/Agency:.....

.....

2. Rates quoted for Stationery items:-

Sl. No.	Description/ Specification of Items	Unit	Name of the Brand	Rate (including tax)
1	Add Gel Pen (Blue, Black, Green, Red)	Pc.		
2	Arch File (Small)	Pc.		
4	Arch File (Big)	Pc.		
5	Attendance Register	Pc.		
6	Battery 1.5 volt AAA size	Pc.	Duracell	
7	Battery 1.5 volt AA size	Pc.	Duracell	
8	Binder Clip 15 mm	Pkt.	Oddy	
9	Binder Clip 19 mm	Pkt.	Oddy	
10	Binder Clip 25 mm	Pkt.	Oddy	
11	Binder Clip 32 mm	Pkt.	Oddy	
12	Binder Clip 41 mm	Pkt.	Oddy	
13	Binder Clip 51 mm	Pkt.	Oddy	
14	Black Board Duster	Pkt.		
15	Board Pin (Fibre top)	Pkt.		
16	Brown Tape 1 inch	Pc.		
17	Brown Tape 2 inch	Pc.		
18	Cash Book 8Quire	Pc.		
19	Cash Book 10Quire	Pc.		
20	Calculator	Pc.	Citizen/Casio/Sharp	
21	Carbon Blue	Pkt.	Kores	
22	Cello Tape ½" Transparent	Pc.		
23	Cello Tape 1" Transparent	Pc.		
24	Cello Tape 2" Transparent	Pc.		
25	Cello Tape Dispenser	Pc.		

26	Coloured Flag	Pkt.		
27	Chalk White (Dust free)	Cartoon	Kores	
28	Chalk Coloured (Dust Free)	Cartoon	Kores	
29	Cloth binding envelops 11x5	Pack 100		
30	Cobra File	Pc.		
31	Correction Pen 15ml	Pc.	Kores	
32	Correction Pen 20ml	Pc.	Kores	
33	Cover File	Pc.		
34	Channel File (Stick File)	Pc.		
35	Colour Pencil	Pkt.		
36	Channel File (Stick File) Thick	Pc.		
37	CD Mailer (pack of 50 nos.)	50 nos.		
38	CD Re-writable (Pack of 50 Nos.)	50 nos.		
39	CD with plastic case (pack of 50 nos.)	50 nos.		
40	DVD writable (pack of 50 nos.)	50 nos.		
41	DVD-R (pack of 50 nos.)	50 nos.		
42	Dak Pad	Pc.		
43	Dak Dispatch Register 6 quire 60 GSM orient paper	Pc.		
44	Dak Receipt Register 6 quire 60 GSM orient paper	Pc.		
45	Dak Dispatch Register 8 quire 60 GSM orient paper	Pc.		
46	Dak Receipt Register 8 quire 60 GSM orient paper	Pc.		
47	Dak Dispatch Register 10 quire 60 GSM orient paper	Pc.		
48	Dak Receipt Register 10 quire 60 GSM orient paper	Pc.		
49	Dettol Hand Wash 250ml.	Pc.	Dettol	
50	Dustbin	Pc.		
51	Duster Cloth	Dozen		
52	Electric Kettle	Pc.	Bajaj	
53	Envelope 10" x 12"	Pkt.		
54	Envelope A4 size Yellow lamination 105gsm	Pkt.		
55	Envelop A3 size Laminated 105gsm	Pkt.		
56	Envelope 11" x 5" Yellow	Pkt.		

57	Envelope 11" x 5" White	Pkt.		
58	Envelope 11" x 5" window white/brown	Pkt.		
59	Eraser	Pkt.	Apsara/Kores	
60	Executive Bond Paper 85 GSM (Pack of 100sheet)	100 sheet		
61	Fevi Stick 8 GRM	Pc.		
62	Fevi Stick 15 GRM	Pc.		
63	Fevicol 30gm	Pc.		
64	File Folder A/4	Pc.		
65	File Folder F/S	Pc.		
66	File Board	Pc.		
67	Franking Machine	Pc.		
68	Gum Bottle 700ml	Bottle	Kores/camel	
69	Gum Bottle 300ml	Bottle	Kores/camel	
70	Gum Bottle 150ml	Bottle	Kores/camel	
71	Gum Tube	Pc.	Kores/camel	
72	Gems Clip Small (plastic coated)	Pkt.		
73	Gems Clip Big (plastic coated)	Pkt.		
74	Geometry Box	Box		
75	Highlighter (pack of 10 nos.) different colours	Pkt.	Faber castell/ camlin/kores	
76	Laser Light Pen for presentation	Pc.		
77	Label Sheets (16 pieces)	Pkt.		
78	Ledger Book 8Quire	Pc.		
79	Ledger Book 10Quire	Pc.		
80	Lock Link 3 lever	Pc.	Link	
81	Lock Link 4 lever	Pc.	Link	
82	Lock Link 6 lever	Pc.	Link	
83	Lock Link 7 lever	Pc.	Link	
84	L. Folder plastic file (pack of 100 nos.)	Pkt.		
85	Marker Pen Permanent (Red, Blue, Black, Green)	Pc.	Camlin/Luxur/Raynold	
86	Marker Ink (Red, Blue, Black, Green)	Pc.		
87	Note Sheet pad (Green ledger paper) 100 sheet 75gsm F/S Size	100 sheet		

88	Notice Board Pin with fibre Mounting	Pkt.		
89	OHP Marker Pen (CDs)	Pkt.	Camlin/Luxur/Raynold	
90	Odonil	Pc.		
91	Paper A4 Size 75 GSM	Pc.	JK/Century/Bilt	
92	Paper A3 Size 75 GSM	Pc.	JK/Century/Bilt	
93	Paper FS Size 75 GSM	Pc.	JK/CenturyBilt	
94	Page Marker (1''x3'')50x3 colour	Pkt.		
95	Paper Cutter	Dozen		
96	Paper Cutter Plastic with 1.8cm wide Blade	Dozen		
97	Paper Weight (Flowery)	Pc.		
98	Paper Weight square shape	Pc.		
99	Paper Weight Cube tape	Pc.		
100	Paper Pin	Pkt.		
101	Pape Tray	Pc.		
102	Paper Tray 2-tier (Plastic Net)	Pc.		
103	Paper Tray 3-tier (Plastic Net)	Pc.		
104	Pen Stand	Pc.		
105	Pen (Black, Blue, Green & Red) 10nos. pack	Pkt.	Flair/Cello/Montex/ Reynolds	
106	Pen Refill (Ball pen) (Black, Blue, Green & Red)	Pkt.	Flair/Cello/Montex/ Reynolds	
107	Pencil H.B. (10 nos. pack)	Pkt.	Najraj/Apsara/Reynolds	
108	Pencil Sharpener (20 nos. pack)	Pkt.		
109	Peon Dak Book	Pc.		
110	Pilot Pen (Hi-tech V5) pack of 10 nos. (Black, Blue, Green & Red)	Pkt.		
111	Pilot Pen 0.5 pack of 10 nos. (Black, Blue, Green & Red)	Pkt.		
112	Plastic Folder			
113	Pilot Pen Ink 10ml. (Black, Blue, Green & Red)	Dozen		
114	Post it Pad 1''x3'' (Tricolour)	Pc.		
115	Post it Pad 3''x3'' Tricolour)	Pc.		
116	Post it Pad (Single colour)	Pc.		
117	Punching Machine Big size	Pc.	Kangaroo	

118	Punching Machine DP 480 (Double Hole punch)	Pc.	Kangaroo	
119	Punching Machine DP 600 (Double Hole punch)	Pc.	Kangaroo	
120	Punching Machine SHP20 (Single Hole)	Pc.	Kangaroo	
121	Register 2Q	Pc.		
122	Register 3Q	Pc.		
123	Register 4Q	Pc.		
124	Register 6Q	Pc.		
125	Register 8Q	Pc.		
126	Re-stick Flag (Five colour)	Pkt.		
127	Room Freshener (Good Quality)	Pc.		
128	Rubber Band (Small) 500gm.	Pkt.		
129	Rubber Band (Medium) 500gm.	Pkt.		
130	Rubber Band (Big) 500gm.	Pkt.		
131	Scale (Plastic) 12''	Pc.	Omega/Camel/Sharp	
132	Scale (Steel) 12''	Pc.	Omega/Camel/Sharp	
133	Scale (Steel) 24''	Pc.	Omega/Camel/Sharp	
134	Scale (Steel) 24''	Pc.	Omega/Camel/Sharp	
134	Scissors 6''	Pc.		
135	Scissors 8''	Pc.		
136	Scissors Heavy Duty	Pc.		
137	Sealing Wax (Pack of 6 wax sticks)	Pc.		
138	Shorthand Note Book	Pc.		
139	Signature Pad	Pc.		
140	Stapler Small No. 10	Pc.	Kangaroo	
141	Stapler Big 24/6	Pc.	Kangaroo	
142	Stapler No. 10 Pin	Box	Kangaroo	
143	Stapler 24/6 Pin	Box	Kangaroo	
144	Stapler Pin 23/15 (Heavy Duty)	Box		
145	Stapler HD-10 Small Size	Box	Kangaroo	
146	Stapler HD-45 Big Size	Pc.	Kangaroo	
147	Stapler 23/15 (Heavy Duty)	Pc.	Kangaroo	
148	Stock Register 3 Quire (60 GSM Orient Paper)	Pc.		

149	Stock Register 6 Quire (60 GSM Orient Paper)	Pc.		
150	Stamp Pad 110mmx70mm	Pc.		
151	Stamp Pad (Big)	Pc.		
152	Spiral Writing Pad size 5½’’x8½’’ 50 pages	Pc.		
153	Spiral Writing Pad size 5½’’x8½’’ 100 pages	Pc.		
154	Tag 12’’ white (100 nos. in 1 bundle)	Pkt.		
155	Takua	Pc.		
156	Towel Small (Hand)	Pc.		
157	Towel big Size	Pc.		
158	Vehicle log book	Pc.		
159	White Board Marker (Blue, Black, Green Red)	Pkt.		
160	White Board Marker Ink (Blue, Black, Green Red)	Pkt.		
161	White Board Duster	Dozen		
162	Writing Pad 14.8x21 c.m. 22pages	Dozen	ITC/Neelgagan/Bilt	
163	Writing Pad Number 40	Dozen	ITC/Neelgagan/Bilt	
164	Writing Pad 14.8x21 c.m. 44pages	Dozen	ITC/Neelgagan/Bilt	
165	Writing Pad 15x23 c.m. 22pages	Dozen	ITC/Neelgagan/Bilt	
166	Writing Pad 15x23 c.m. 44pages	Dozen	ITC/Neelgagan/Bilt	

(Signature of Proprietor)
Seal of the firm/Agency

**Rates for Annual Rate Contract for Supply of Printer Cartridges to
Central University of Jharkhand, Brambe, Ranchi**

Important: Only those firms are eligible to bid for the supply of Printer Cartridges and Photocopier Toners that have specific authorization from HP, Canon and Ricoh for the supply of HP, Canon, Ricoh brand consumables.

- Name and address of the Company/Firm/Agency:
- Rates quoted for Printer Cartridges & Photocopier Machine Toner (new). Firms should also quote the maximum discount on new cartridge (on the mentioned cost of column no.2) on the basis of returning empty toner/cartridges (of any toner/cartridge number) by CUJ:

REQUIRED CARTRIDGES AND TONER

Sl. No.	Description/ Specification of Items	Quoted rate/unit (including tax) (for new Cartridge)	Quoted maximum discount on new cartridge (on the mentioned cost of column no.2) on the basis of returning empty toner/cartridges (of any toner/cartridge number) by CUJ	Cost for refilling cartridge
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	KeyoceraTaskalfa Photocopier Toner 220			
17	Riso CZ 180 Ink Photocopier (S-4877 ink)			
18	Riso CZ 180 Ink Photocopier (S-4876 Rolls Riso Master CZ Type 13)			
19	Printer Black & White Cartridge 88A			
20	Printer Colour Cartridge 855 for HP Desk Jet – 470b			
21	Canon Pixma CLI8Y			
22	Canon Pixma CLI8M			
23	Canon Pixma CLI8C			
24	Canon Pixma CLI8BK			
25	Pen Drive 8GB			
26	Pen Drive 16GB			
27	Pen Drive 32GB			
28	External Hard Disk 500 GB			
29	External Hard Disk 1 TB			

(Signature of Proprietor)
Seal of the firm/Agency