

कार्यालय :-प्रसार प्रशिक्षण केन्द्र, हेहल, राँची  
(E-mail ID – principaletcjharkhand@gmail.com)  
कृषि, पशुपालन एवं सहकारिता विभाग  
(कृषि प्रभाग)

“स्टेशनरी व्यवस्था उपलब्ध कराने हेतु निविदा का आमंत्रण”

निविदा सूचना संख्या – 02/2024-25

प्रसार प्रशिक्षण केन्द्र, हेहल, राँची में स्टेशनरी (लेखन), कम्प्यूटर उपभोग्य (consumable) एवं अन्य कार्यालय उपयोग हेतु सामग्रियों की आपूर्ति करने के लिए आपूर्तिकर्ताओं से दो अलग-अलग बंद लिफाफों में तकनीकी एवं मूल्य भाग (दोनों भाग पुनः एवं बड़े सीलबंद लिफाफों में) निविदा आमंत्रित की जाती है :-

**DETAILED TENDER NOTICE**

S.N	WORK	DESCRIPTION
1	Nature of work	Supply of stationary, computer items (consumable) and other office use items.
3	Term of contract	1 year from the date of issue of Contract letter.
4	Date of publication of tender	01 August 2024
5	Cost of Tender form	2,500/- (Non-refundable) Bank draft of 2,500/- issued by nationalised bank in the name of PRINCIPAL, EXTENSION TRAINING CENTER, HEHAL Payable at Ranchi.
6	Amount of security deposit	Bank draft of 20,000/- drawn by nationalised bank in the name of PRINCIPAL, EXTENSION TRAINING CENTER, HEHAL Payable at Ranchi.
7	Last date and time for receipt of tender	22 August 2024 by 3.00 P.M
8	Date and timing of Tender submission	27 August 2024 by 5.00 P.M
9	Date and timing of Tender opening	28 August 2024 by 4.00 P.M
10	Place of opening of Tenders	OFFICE of PRINCIPAL, EXTENSION TRAINING CENTER, HEHAL, RANCHI

Note : The Principal, E.T.C, Hehal, Ranchi reserves the rights to make the necessary changes .  
The same shall be informed to the Tenderer as and when required.

## General Tender Terms & Condition

Principal, Extension Training Center, Hehal, Ranchi invites sealed Tender for rate contract from eligible bidders for listed materials.

- A. Title of the Bid: Stationery, Computer items & other office use items (Rate contract)
- B. Eligibility Criteria  
Please refer - Technical Bid (Annexure-A)
- C. Approximate Quantity & Specification has been given in Financial Bid format (Annexure-B).
- D. Mode of Submission of Tender :-  
Tenders must be submitted in two different parts –  
1. Technical Part  
2. Financial Part  
Must be sealed in two separate envelopes into another one large envelope as described below.

### TECHNICAL PART:

- a. Technical part must be submitted in given format Technical bid (Annexure-A). All the information given in the format must be supported by authenticated documents. The duly filled format along with all the supporting documents with seal & signature on each page. **The technical proposal should be serially numbered and should be mentioned in given format (Without numbered pages may be cause of rejection)** will form the technical part which must be submitted in a sealed envelope with "Technical Part Tender no. निविदा सूचना संख्या – 02/2024–25 " clearly written on it along with the name of the Tendering company / firm and addressed to the **Principal, Extension Training Center, Hehal, Ranchi, Jharkhand- 834005.**
- b. Attach relevant document & details of company/ firm regarding annual turnover Certified by Competent Authority (Chartered Accountant) for the previous financial details of two years.  
Minimum average annual Turn Over in Financial year 2021-22 & 2022-23 should not be less than 05 Lakhs in related works.

### FINANCIAL PART:-

- a. Financial part must be submitted in **original format** given in Financial Bid (Annexure-B). The duly filled format signing each paper by the bidder will form the financial part, which must be submitted in a sealed envelope with "Financial Part- Tender no. निविदा सूचना संख्या – 02/2024–25 " clearly written on it along with the name of the tendering company and addressed to **Principal, Extension Training Center, Hehal, Ranchi, Jharkhand- 834005.**
- b. The Tenderer should quote the **rates (in Rupees only) inclusive all taxes** on door delivery basis to the consignee's destination. There will not be any price negotiations after opening of envelop No. 2, except with the lowest 1 (L1), if required. Hence all the Tenderers are required to quote their most competitive rates.

### E. Receipt of Tender Document

The sealed Tender must reach to the office of **Principal, Extension Training Center, Hehal, Ranchi, Jharkhand- 834005** by **05:00 P.M. on 27 August 2024** by hand/ Post. Tender received after due time and date and by mode other than enumerated above will be valid for rejection and will not be acceptable.

## F. Opening of Tenders

The Technical part of all the valid Tenders will be opened in the office of the undersigned at 04:00 P.M on 28 August 2024. One authorized representative from participating company/ firm may remain present at the opening of the Tenders. Financial part of only those companies who will qualify on the basis of technical part will be opened later on.

## G. Other Terms and Conditions

1. Tenderer must deposit Demand Draft of Tender Fee Rs.2,500/- and Rs. 20,000/- (Twenty thousand only) as Security Deposit in favour of "**Principal, Extension Training Center, Hehal, Ranchi**", Payable at Ranchi with technical bid. The Security Deposit will be refunded after 01 year of adequate supply, if fails to supply required items as quoted the security deposit will be forfeited and action of blacklisting will be initiated against the bidder.
2. Tenderer must have GST registration.
3. No Advance payment will be made to the successful bidder.
4. The rate contract will be valid for a period of One year from the date of the finalization of the tender. Validity of it may be extended after one year on mutual consent.
5. The rates quoted in the financial part with inclusive all taxes & should not have any cutting or overwriting. In situation of any confusion the rate quoted in the words will be taken as rate quoted by the company.
6. **Principal, Extension Training Center, Hehal, Ranchi, Jharkhand** reserves the right to cancel or reject the tender(s) without assigning any reason thereof and also to order to distribute the supply order amongst more than one successful tendering companies.
7. Any dispute arising out of the tender will have Jurisdiction at Ranchi Court only.
8. Tenderer must submit self Declaration certificate for not being black listed with any Govt. Organization as per enclosed Performa.
9. **Principal, Extension Training Centre, Hehal, Ranchi** has right to cancel the contract of defaulter suppliers.
10. The material will be delivered at the consignee's location (DOOR DELIVERY).
11. The payment will normally be made within one month or as soon as possible after the receipt of Material/goods as per ordered specification in right quality and right quantity. TDS will be deducted directly from the bill amount as per government rules.
12. Delivery period should be strictly followed urgent or within 02 days after receiving the purchase order.
13. Supply order will be issued as required during different modules of training to be conducted at **Extension Training Center, Hehal, Ranchi**.

  
29/08/24

Principal, Extension Training Centre,  
Hehal, Ranchi

**ANNEXURE-A**

**The duly filled format should be submitted with tender document  
Technical Bid**

Name of the Company/Firm :

Address for Correspondence :

Sl. No.	Name of Description	Yes/No	Supporting documents/ photocopy (document attached on page no)*	For office Use
1	The Firm must be registered under the Factory / Shop & establishment Act and has the certificate of Distributor/Dealer ship for Stationery items / Computer related items/others goods or manufacturer.			
2	GST Registration No. (Self Attested)			
3	Telephone No & Fax No.			
4	Contact No/ Mobile No.			
5	PAN No.			
6	Self Declaration certificate for not being black listed with any Govt. Organization Annexure – A (I)			
7	Authentication certificate of documents Annexure –A (II)			
8	Two year Minimum average annual Turn Over in Financial year 2021-22 and 2022-23 should be not less than Rs.05 (Five) Lakhs in related works certified by C.A. in original. (Self Attested)			
9	<b>Minimum experience Proof</b> in similar field should be recent consecutive 03 Yrs			
10	Tender Fee Rs 2,500/- and security money deposit Rs. 20,000/- in form of Account payee Bank draft in favour of “Principal, Extension Training Center, Hehal, Ranchi ” Payable at Ranchi.			
11.	GST return filing last two years 2022-23, 2023-24. (Self Attested) Income Tax Return filing last three years 2020-21, 2021-22, 2022-23. (Self Attested)			

Seal of the Company:

Signature of authorized official of the Company / Firm Name:

Designation:

Date:

Place:

## Undertaking

1. Name of the Company :-----

2. Full Address :-----

3. Contact No. :-----

I, Mr. Ms----- do hereby certify and declare that our Company has not been black listed by either Govt. of India or by any State Government or any of their Organizations.

**Seal of the Company:**

**Signature of authorized official of the Company / Firm**

**Name:**

**Designation:**

**Place:**

**Date:**

### Undertaking

1. Name of the Company :-----
2. Full Address :-----
3. Contact No. :-----

I, Mr. Ms ----- do hereby certify and declare that the entries made in this tender bid and documents enclosed in technical part are true to the best of my knowledge and authenticated by the Firms/ agencies/ Company. We shall also be bound by the act of our constituted attorney.

**Seal of the Company:**

**Signature of authorized official of the Company /Firm**

**Name:**

**Designation:**

**Place:**

**Date:**

(FINANCIAL PART)

Stationery, Computer Items and other Office use items (Rate contract)

NAME OF FIRM:- .....

Bid No. ....

ANNEXURE-B

Financial Bid

क्र० सं०	सामग्री का नाम	Brand Name सामग्री विशेषता	Rates inclusive all taxes
1	कैलकुलेटर 12 डिजीट	Orpat / Citizen	
2	फलाई लिफ	उत्तम क्यालिदि	
3	स्टेपलर पिन	उत्तम क्यालिदि	
4	आवंटन पंजी	उत्तम क्यालिदि	
5	वेतन भुगतान पंजी	उत्तम क्यालिदि	
6	नोट सीट	उत्तम क्यालिदि	
7	जेटर पेन	उत्तम क्यालिदि	
8	फ्लोर डस्टर	उत्तम क्यालिदि	
9	आकस्मिक पंजी	उत्तम क्यालिदि	
10	परमानेंट मार्कर पेन	उत्तम क्यालिदि (Camlin)	
11	सीडी मार्कर	उत्तम क्यालिदि	
12	बैटरी AA	उत्तम क्यालिदि	
13	बैटरी AAA	उत्तम क्यालिदि	
14	कलेश डस्टर	उत्तम क्यालिदि	
15	व्हाईट बोर्ड मार्कर	कैमलीन	
16	स्टेपलर No. 10	Kangaro No.10	
17	स्टेपलर 24/6	Kangaro HP -45	
18	स्टेपलर बड़ा	Kangaro-2317	
19	स्टेपलर पिन (छोटा) No 10	Kangaro	
20	स्टेपलर पिन (बड़ा) NO 24 /06	Kangaro	
21	पेपर पिन	Oddy T-pin	
22	पेपर रें	Omega Elegant no. 1746	
23	पेपर वेट	रत्नास	
24	स्कल 12 इंच	Camlin	
25	छुरी पेपर काटने हेतु	Good Quality	
26	कैची	7 इंच Oddy 700 B	
27	बार्डलाईटर (मल्टीकारर)	Luxor / Equivalent	

28	क्वार्टर	Kore / Equivalent	
29	क्वार्ट बोर्ड मार्कर	Camlin / Equivalent	
30	परमानेंट मार्कर	Camlin / Equivalent	
31	A 4 size white paper / pack	Century / Equivalent	
32	A 3 size white paper / pack	Century / Equivalent	
33	पंचिंग मशीन (सिंगल कट)	Kangaro / Equivalent	
34	पंचिंग मशीन (डबल कट)	Kangaro / Equivalent	
35	गार्ड फाईल	उत्तम क्यालिगि	
36	प्लास्टिक फाईल	उत्तम क्यालिगि	
37	शैक्सम फाईल	उत्तम क्यालिगि	
38	स्टीक फाईल A-4 साईज	उत्तम क्यालिगि	
39	प्लास्टिक फोल्डर (डबल पैकेट) A-4 साईज	उत्तम क्यालिगि	
40	कोबरा लेमिनेशन फाईल A-4 साईज	उत्तम क्यालिगि	
41	प्लास्टिक लिबर फाईल A-4 साईज	उत्तम क्यालिगि	
42	जूट फोल्डर A-4 साईज	उत्तम क्यालिगि	
43	राईडिंग पेड स्पाईरल 8.5 इंच X 5.5 इंच	उत्तम क्यालिगि (Cello)	
44	सेलो टेप White 1/2 इंच (Transparent)	उत्तम क्यालिगि (Cello)	
45	सेलो टेप White 1 1/2 इंच	उत्तम क्यालिगि (Cello)	
46	सेलो टेप White 2 इंच	उत्तम क्यालिगि (Cello)	
47	Gum Camel	300ml	
48	कमर बोर्ड फाईल	Champion	
49	साईड विलीप फाईल	Neelgagan No. 518 1/4	
50	Conference File	Message Book No. 4162	
51	Conference Pad	Neelgagan (20 Sheet)	
52	फाईल टैग	उत्तम क्यालिगि	
53	फाईल नोट सीट	100 पेज	
54	वाइन लॉग बुक	उत्तम क्यालिगि	
55	रोकड पंजी	पेज 500	
56	उपस्थिति पंजी	32 पेज	
57	डाक डिस्पेच / सिमिप्ट रजिस्टर	No 12 (पेज 378)	
58	स्टॉक रजिस्टर	No 07 (पेज 412)	
59	स्टाप पेड - Camlin	Medium	
60	स्टाप पेड - Faber castell	Big	
61	बॉल पेन	Reynolds / Jetter	
62	पेन - Add	Achiever	
63	पेन -Cello	Gripper	
64	पेन -Linc	Executive	



65	पेन - Flair	Writometer	
66	Corrector पेन	Reynolds	
67	Eraser pack	Natraj/doms	
68	खर बैड	उत्तम क्वालिटि	
69	सॉर्नर (पेसिल कटर)	Natraj/doms	
70	रजू स्टीक 20 gm	Fevi	
71	स्टीक फ्लेग	उत्तम क्वालिटि	
72	डिर्टल लिक्विड सोप	उत्तम क्वालिटि	
73	कुर्सी तौलिया (बड़ा)	Bombay Dying	
74	हैंड तौलिया (छोटा)	Bombay Dying	
75	झाड़न बड़ा	खादी / हैंडलूम	
76	झाड़न छोटा	खादी / हैंडलूम	
77	प्लारिस्टक डस्टबीन	उत्तम क्वालिटि	
78	सी डी Blank (CDR)	Moser bear	
79	पेन ड्राइव - Hp / Moser bear /Sandisk /kingston	32 Gb / 16 Gb / 8 Gb / 4 Gb	
80	ताला लिंक-छोटा	Link	
81	ताला लिंक-बड़ा	Link	
82	Envelope White	Size 9" x 4", Size 10" x 4.5" Size 11" x 5"	
83	Envelope Cotton Line	Size 14" x 10"	
84	Envelope Cotton Line - Yellow	Size 16" x 12" Size 18" x 12" Size 12" x 10" Size 14" x 10"	
85	Envelope Laminated	Size 10" x 4.5" Size 11" x 5"	
86	Envelope Brown - Good Quality	Good Quality	
87	Signature Pad	Cello - Good Quality	
88	पेंसिलिंग टेप 50 mm चौड़ा	Standard Make	
89	121 इलेक्ट्रॉनिक रिमोट बेल	Eveready/Duracell	
90	टार्च (तीन सेल)	Morten / Baygon	
91	होट काला (Spray)	Odonil/godrej	
92	रूम फ्रेशनर (चंदन / जैस्मीन / राज)	Morten / Equivalent	
93	मोरकोटा कॉइल	All-out	
94	Phenyl / Lizol	All-out / Equivalent	
95	Morten /Equivalent	All-out	
96	ऑल आउट रिफिल	प्रति मीटर	
97	All out mosquito machine	Good Quality	
98	सफेद मारकीन		
99	White Board Cleaner/ Duster		

100	Extension Cord min 05 Points	ISI Standard	
101	Soap	Lifeboy/Dettol	
102	Scale 30 cm	Camlin	
103	Executive file	Best quality	
104	Spiral Notebook Printed with Centre name & logo	80 pages	
105	Handwash	Dettol	
106	Harpic	-	
107	Toilet Brush	-	
108	Dustbin with lid(small)	-	
109	Dustbin with lid(Large)	-	
110	Pen Stand	-	
111	Customised certificate	Standard Size & gsm	
112	Rexine Bag with Centre name & logo (best quality)	Standard Size	
113	Customised Key Ring	-	

Printer and Photo Copiers Ink & Toner Cartridge			
क्र० सं०	सामग्री का नाम	Brand Name सामग्री विवरण	Rates inclusive all taxes
1	Cartridge	HP78A2 Pack black original laser jet toner	
2	Toner Cartridge	Canon NPG 28	
3	Toner Cartridge	Canon NPG 29	

**Note: -**

1. Please fill the rates in both figures & words (Rate Inclusive of GST, Freight, Handling & All other incidental charges etc.)
2. Do not change the serial number of items & given format.
3. Each paper is to be signed by proprietor / Authorized person with company /firm seal.

**Name of the Company/ Firm**

**Signature of Tenderer with company seal**