

कार्यालय :-प्रसार प्रशिक्षण केन्द्र, हेहल, राँची

(E-mail ID – [principaletcjharkhand@gmail.com](mailto:principaletcjharkhand@gmail.com))

कृषि, पशुपालन एवं सहकारिता विभाग  
(कृषि प्रभाग)

“स्टेशनरी व्यवस्था उपलब्ध कराने हेतु निविदा का आमंत्रण”

निविदा सूचना संख्या – 02/2023-24

दिनांक 14.07.2023

प्रसार प्रशिक्षण केन्द्र, हेहल, राँची में स्टेशनरी (लेखन), कम्प्यूटर उपभोज्य (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 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 others.
3	Term of contract	1 year from the date of issue of Contract letter.
4	Date of publication of tender	18.07.2023
5	Cost of Tender form	1000/- (Non-refundable) Bank draft of 1000/- issued by nationalised bank in the name of PRINCIPAL, EXTENSION TRAINING CENTER, Payable at Ranchi.
6	Amount of security deposit	Bank draft of 20000 drawn by nationalised bank in the name of PRINCIPAL, EXTENSION TRAINING CENTER, Payable at Ranchi.
7	Last date and time for receipt of Tender	24.07.2023 by 3:00 P.M
8	Date and timing of Tender submission	27.07.2023 by 5:00 P.M
9	Date and timing of Tender opening	28.07.2023 by 4:00 P.M
10	Place of opening of Tenders	PRINCIPAL, EXTENSION TRAINING CENTER, HEHAL, RANCHI

**Note :** The purchase committee reserve the rights to make the necessary changes . The same shall be informed to the Tenderer as and when required.

## General Terms & Conditions for Tender

- A. Title of the Bid: Stationery, Computer items & others (Rate contract)**  
Extension Training Center, Hehal, Ranchi invites sealed Tender for **rate contract** from eligible bidders for listed materials.
- 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 – 02/2023–24 ” 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 – 02/2023–24 ” 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

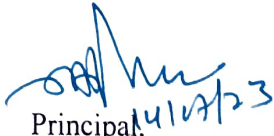
The sealed Tender must reach to the office of **Principal, Extension Training Center, Hehal, Ranchi, Jharkhand - 834005** by **05:00 P.M. on 24/07/2023** by hand/Post. Tender received after due time and date and by mode other than enumerated above will be valid for rejection and will not be acceptable.

## 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 25/07/2023 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.1000/- and Rs. 20,000.00 (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 Center, Hehal, Ranchi has right to cancel the contract of defaulter suppliers.
10. The material will be delivered at the consignee's location (DOOR DELIVERY- FOR basis).
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.

  
Principal,  
Extension Training Center,  
Hehal, Ranchi

## ANNEXURE-A

The duly filled format should be essential to 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.			
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.			
9	<b>Minimum experience Proof</b> in similar field should be recent consecutive 03 Yrs			
10	Tender Fee Rs 1000/- 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.			

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 others (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 क्वालिटी	
3	सेनिटाइजर	उत्तम क्वालिटी	
4	आवंटन पंजी	उत्तम क्वालिटी	
5	वेतन भुगतान पंजी	उत्तम क्वालिटी	
6	नोट सीट	उत्तम क्वालिटी	
7	जेटर पेन	उत्तम क्वालिटी	
8	फलोर डस्टर	उत्तम क्वालिटी	
9	आकस्मिक पंजी	उत्तम क्वालिटी	
10	परमानेंट मार्कर पेन	उत्तम क्वालिटी	
11	सीडी मार्कर	उत्तम क्वालिटी	
12	बैटरी AA	उत्तम क्वालिटी	
13	बैटरी AAA	उत्तम क्वालिटी	
14	क्लोथ डस्टर	उत्तम क्वालिटी	
15	व्हाइट 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 ट्रे	Omega Elegant no. 1746	
23	पेपर वेट	ग्लास	
24	स्केल 12 इंच	Camlin	
25	छुरी पेपर काटने हेतु	Good Quality	
26	कैची	7 इंच Oddy 700 B	
27	हाईलाईटर (मल्टीकलर)	Luxor / Equivalent	

28	व्हाइटनर	Kore / Equivalent	
29	व्हाइट 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 क्वालिटी	
36	प्लास्टिक फाईल	उत्तम क्वालिटी	
37	रैक्सिन फाईल	उत्तम क्वालिटी	
38	स्टीक फाईल A-4 साईज	उत्तम क्वालिटी	
39	प्लास्टिक फोल्डर (डबल पैकेट) A-4 साईज	उत्तम क्वालिटी	
40	कोबरा लेमिनेशन फाईल A-4 साईज	उत्तम क्वालिटी	
41	प्लास्टिक लिबर फाईल A-4 साईज	उत्तम क्वालिटी	
42	जूट फोल्डर A-4 साईज	उत्तम क्वालिटी	
43	राईटिंग पेड स्पाईरल 8.5 इंच X 5.5 इंच	उत्तम क्वालिटी	
44	सेलो टेप White ½ इंच	उत्तम क्वालिटी	
45	सेलो टेप White 1 ½ इंच	उत्तम क्वालिटी	
46	सेलो टेप White 2 इंच	उत्तम क्वालिटी	
47	Gum Camel	300ml	
48	कभर बोर्ड फाईल	Champion	
49	साईड क्लिप फाईल	Neelgagan No. 518 1/4	
50	Conference File	Message Book No. 4162	
51	Conference Pad	Neelgagan (20 Sheet)	
52	फाईल टैग	उत्तम क्वालिटी	
53	फाईल नोट सीट	100 पेज	
54	वाहन लॉग बुक	उत्तम क्वालिटी	
55	रोकड़ पंजी	पेज 500	
56	उपस्थिति पंजी	32 पेज	
57	डाक डिसपेच / रिसिप्ट रजिस्टर	No 12 (पेज 378)	
58	स्टॉक रजिस्टर	No 07 (पेज 412)	
59	स्टांप पेड – Camlin	Medium	
60	स्टांप पेड – Faber castel	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 / Equivalent	
67	Eraser pack	Natraj	
मद	रबर बैंड	उत्तम क्वालिटी	
69	सार्पनर (पेंसिल कटर)	उत्तम क्वालिटी	
70	ग्लू स्टीक 20 gm	Fevi / Equivalent	
71	स्टीक फ्लैग	उत्तम क्वालिटी	
72	डिटॉल लिक्विड सोप	उत्तम क्वालिटी	
73	कुर्सी तौलिया (बड़ा)	Bombay Dying / Equivalent	
74	हैंड तौलिया (छोटा)	Bombay Dying / Equivalent	
75	झाड़न बड़ा	खादी / हैंडलूम	
76	झाड़न छोटा	खादी / हैंडलूम	
77	प्लास्टिक डस्टबीन	उत्तम क्वालिटी	
78	सी डी Blank (CDR)	Moser bear	
79	पेन ड्राइव – Hp / Moser bear /Sandisk /kingston	32 Gb / 16 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" Size 16"x 12"	
84	Envelope Cotton Line - Yellow	Size 16" x 12" Size 18" x 12"	
85	Envelope Laminated	Size 12" x 10" Size 14" x 10"	
86	Envelope Brown - Good Quality	Size 10"x 4.5" Size 11"x 5"	
87	Signature Pad	Good Quality	
88	पैकेजिंग टेप 50 mm चौड़ा	Good Quality	
89	121 इलेक्ट्रॉनिक रिमोट बेल	Standard Make	
90	टार्च (तीन सेल)	Eveready/ Equivalent	
91	हीट काला (Spray)	Morten / Baygon	
92	रूम फ्रेशनर (चंदन/जैस्मीन/रोज़)	Good Quality	
93	मॅसकीटो कॉइल	Morten /Equivalent	
94	Phenyl / Lizol	Good Quality	
95	Morten /Equivalent	All-out/ Equivalent	
96	ऑल आउट रिफिल	All-out /Equivalent	

97	सफेद मारकीन	प्रति मीटर	
98	White Board Cleaner/ Duster	Good Quality	
99	Extension Cord min 05 Points	ISI Standard	
100	Soap	Good quality	
101	Bag(Printed with Name of Center) Double Chain	Good Quality	
102	Printing of Certificate per 1000	Good Quality	

Printer and Photo Copiers Ink & Toner Cartridge			
क्र० सं०	सामग्री का नाम	Brand Name सामग्री विशेषता	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.
4. Sample must be enclosed (in case of specification good quality/ उत्तम क्वालिटी is mentioned).

**Name of the Company/ Firm**

**Signature of Tenderer with company seal**