

**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
**Ranchi, Jharkhand.**



**SHORT TENDER NOTICE**  
**FOR**  
**SUPPLY OF STATIONARY ITEMS FOR 2<sup>nd</sup>**  
**CONVOCATION CEREMONY**  
**AT**  
**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**  
**RANCHI.**



**DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**

**Ranchi, Jharkhand.**

**SHORT TENDER NOTICE**

**Memo No: DSPMU/ G/61/25**

**Dated: 22.01.2025**

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites tenders under two bid system (Part-I: Technical Bid and Part II: Financial Bid), from experienced and reputed dealers/firms/distributors for **Tender ID: DSPMU/G/60/25 dated 22.01.2025** for **“Supply of Stationary Items for 2<sup>nd</sup> Convocation Ceremony at DSPMU, Ranchi”**.

<b>Sno</b>	<b>Activity</b>	<b>Date</b>
1.	Publication of Tender Document in University Website	23.01.2025 at 01:00 PM
2	Last Date & Time for Submission of Tender Documents	27.01.2025 till 11:30 PM

The detailed information about the tender document can be obtained from university website [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in).

**Registrar  
DSPMU, Ranchi**



## DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY

**P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.**

Email: [registrardspmuranchi@gmail.com](mailto:registrardspmuranchi@gmail.com), Website: [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)

### **SCHEDULE OF TENDER**

Name of the Office Inviting Tender	Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi.
Nature of Work/Services	<b>Supply of Stationary Items for 2<sup>nd</sup> Convocation Ceremony at DSPMU Ranchi</b>
Tender No.	DSPMU/G/60/25, Dated: 22/01/2025
Tender Processing Fee.	₹ 2,000/- (Rupees Two Thousand Only)
EMD (Refundable)	₹ 10,000/- (Rupees Ten Thousand Only)
Publication of Tender on University website	<b>23/01/2025 at 01:00 PM</b>
Last date and time for Submission of tender documents	<b>27/01/2025 till 11:30 AM</b>
Date and Time for Opening of the Tender (Technical Bid only)	<b>27/01/2025 at 2:00 PM</b>
Date and Time for Opening of the Financial Bid	<b>Will be intimated at the time of Technical Bid Opening</b>
Place of Tender Opening	Dr. Shyama Prasad Mukherjee University, Ranchi

**Note:-***If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.*

## **INSTRUCTIONS TO BIDDERS**

1. Tender document can be downloaded from the University Website [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in) only.
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written by ink pen or ball pen. **Offer in pencil will be ignored.**
4. The agencies/bidders/firms are advised to read carefully the tender documents and terms and conditions before quoting/submitting their bid.
5. All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.
6. Quoting firms must put page number on every page of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
7. The Tender Fee must be deposited in the form of Demand Draft from any scheduled nationalized bank drawn in favour of “**The Registrar, Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**” payable at Ranchi before the last date of bid submission.
8. The Bids, for which Tender Fee and Bid Securing Declaration Form has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for university, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
9. All the Bidders have to submit the sample of the Stationary items mentioned in the Tender Document at Page no.10 . After opening of Technical Bid, verification of the submitted samples by the members of the Purchase Committee will be

done. The Financial Bid of only those bidders will be opened whose samples will be approved/selected by the members of the Purchase Committee.

10. The successful bidder has to supply the Stationary items as mentioned in the Tender Document at page no. 10 within 05 (Five) days of issue of work order.

11. Address and contact numbers for seeking clarifications & Communication: -

**Controller of Examination**  
**Dr. Shyama Prasad Mukherjee University,**  
**Morabadi,**  
**P.O. - Ranchi University,**  
**Dist.- Ranchi - 834008 (Jharkhand)**

## TERMS & CONDITIONS

**THE TENDERER IS REQUESTED TO SUBMIT THE FOLLOWING DOCUMENTS AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE TENDER WILL BE REJECTED.**

<b>LIST OF DOCUMENTS</b>	
1	Scanned, sealed and signed copy of Tender document (each page)
2	Copy of ESI Registration. (Not mandatory)
3	Copy of EPF Registration. (Not mandatory)
4	Copy of Incorporation and GST Registration.
5	Copy of PAN card
6	Copy of Trade license.
7	<b>Tender Fee of ₹ 2,000/- in the form of DD (Demand Draft).</b>
8	<b>EMD Amount of ₹ 10,000/- in the form of DD (Demand Draft).</b>
9	Copy of Income Tax Return for last year.
10	Appendix -1 and Appendix -3 (Technical Bid Document), Duly filled and attested.
11	<b>Undertaking on ₹ 100/- stamp paper</b> for the Agency / Firm that is never debarred/blacklisted by any of the Institution / Office anywhere in India – <b>Appendix -IV.</b>
12	The Bidder should have minimum Three (03) years' experience. Moreover, The Bidder should have one work orders in the same field with a minimum tender value of ₹ 5 lacs.

1. The interested bidders can obtain the Tender Document from the **Office of the Section Officer or from the university website [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)** during normal working days between 10:00 AM to 04:30 PM starting from 23.01.2025 01:00 PM. The Bidder should submit the Bid document on firm's letter pad through Registered Post/Speed Post/Courier addressing "**The Registrar, Dr. Shyama Prasad Mukherjee University, Morabadi, Ranchi - 834008**" or by Hand in "**Office of Section Officer, General Section, DSPMU, Ranchi**". The cover superscripted with the Tender ID followed by "**Supply of Stationary Items for 2<sup>nd</sup> Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand**". The Bid document must reach the above-mentioned office **latest by 27.01.2025, 11:30 AM.**
2. The Tender document can be downloaded in PDF format from the University **Website: [www.dspmuranchi.ac.in](http://www.dspmuranchi.ac.in)** from **23.01.2025, 01:00 PM to 27.01.2025, 01:00 PM.** The Bidder should submit the Tender Fees of ₹ 2,000/- (Rupees Two Thousand Only) and EMD of ₹ 10,000/- (Rupees Ten Thousand Only) in the form of DD/ Banker's Cheque drawn in favour of "**The Registrar, DSPMU**" Payable at Ranchi. The original DD/ Banker's Cheque of Tender Fees and Earnest Money Deposit (EMD) must be sent along with hard copies while submission of Tender Document.

3. The Competent Authority of Dr. Shyama Prasad Mukherjee University, reserve the right to accept or reject any tender or all tenders without assigning any reason. All the tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.
4. Conditional Tender is liable to be rejected.
5. The tender for the work shall remain open for acceptance for a period of Ninety (90) days from the date of opening of tender.
6. The EMD of unsuccessful tender shall be refunded after the award of work to the successful tender.
7. **Eligibility Criteria:**
  - I. The tenderers should have fulfilled minimum **Three years'** experience as on **31-12-2024** in Central Govt/State Govt./PSU's/Autonomous of Works of similar nature.
  - II. The tenderer should have fulfilled the following works.
    - (a) The tenderers should have successfully completed **one similar works of value not less than ₹ 5 Lakhs.**

8. **Evaluation of Technical Bids:**

Bids received and found valid will be evaluated by the Purchase Committee of Dr. Shyama Prasad Mukherjee University to ascertain the best evaluated bid for the complete work/service under the specifications and documents.

Firms relevant experience and strength -Profile of agency, registration details including Contract License, copy of PAN card etc.; experience of similar works

All the Bidders have to submit the sample of the Stationary items mentioned in the Tender Document at Page no: 10. After opening of Technical Bid, verification of the submitted samples by the members of the Purchase Committee will be done. The Financial Bid of only those bidders will be opened whose samples will be approved/selected by the members of the Purchase Committee.

**Financial Bids:**

The financial bid of the tenderers, whose technical bids along-with the samples are found to be suitable, will be opened in the presence of the purchase committee and tenderers, who choose to attend the opening of financial bid. Minimum One-day's prior notice via phone will be given to tenderer for this purpose.

**9. Award of Work:**

- I.** The selection of the agency will be at the sole discretion of the Dr. Shyama Prasad Mukherjee University who reserves its right to accept or reject any or all the proposals without assigning any reason.
- II.** The Work for the “**Supply of Stationary Items for 2<sup>nd</sup> Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.**” shall be awarded to the qualified responsive tenderer who has quoted in order lowest rate.
- III.** Upon evaluation of offers the notification on award of Work will be intimated to the successful tender.
- IV.** The successful bidder has to supply the Stationary items as mentioned in the Tender Document at page no: 10 within 05 (Five) days of issue of work order.

- 10.** Delay / Late submission of Bid tenders for whatever is the reason will summarily be rejected.



**Technical Bid**

**TENDER FOR SUPPLY OF STATIONARY ITEMS FOR 2<sup>nd</sup> CONVOCATION  
CEREMONY AT DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY**

<b>S. No.</b>	<b>Details to be Furnished by the Tenderer</b>		<b>Details provided by the Tenderer</b>
1.	Name and address of the contractor with phone no. and e-mail ID, if any.	:	
2.	Registration number and date of registration of the company/ cooperative/ agency/ SHG/ Society, if any. (Certificate to this effect should be enclosed)	:	
3.	Year of Establishment	:	
4.	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc.). In case the applicant is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation /Certificate of Registration issued by the Registrar of Cooperative Societies/as the case, should be enclosed.	:	
5.	PAN Number(photocopy to be enclosed)	:	
6.	Service tax, Sales tax/ GST Registration No., (Number and photocopy ofcertificates to be given)	:	
7.	Any other Information	:	

Further it is certified that I/We will abide by the technical and commercial terms and conditions of the Tender and also other rules and regulations of Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.

**(Signature of the Tenderer with seal)**

**Financial Bid**  
**Format for Financial Bid**

To

The Registrar,  
Dr. Shyama Prasad Mukherjee University,  
Morabadi, Ranchi,  
Jharkhand.

Madam,

**Sub: Submission of Financial Bid for Supply of Stationary Items for 2<sup>nd</sup> Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand.**

In response to your advertisement of **Tender Id: DSPMU/G/60/25** dated 22.01.2025 for "Supply of Stationary Items for 2<sup>nd</sup> Convocation Ceremony at Dr. Shyama Prasad Mukherjee University, Ranchi, Jharkhand" we herewith submit our financial bid.

S. No.	Name of the item	Quantity	Per Unit Rate with (Excluding GST)	Total Amount (Excluding GST)
1.	Printed Folder (Single-sided) for placing Degree	11,000 Nos		
2.	Printed Folder (Double-sided) for placing Degree and Merit Certificate	350 Nos		
3.	A4 Paper (75 GSM)	05 Boxes		
4.	Label Sheet (Size: 8 × 3 = 24)	05 packets		
5.	A4 Universal Glossy ID Paper (180 GSM), Instant Dry Series	50 Packet of 50 Pcs.		
6.	Blower for Cleaning of Printers	04 pcs		
7.	B3 Pouch for ID Card with Ribbon	6000 Nos		
8.	B4 Pouch for ID Card with Ribbon	500 Nos		
9.	External Storage Device	02 Pcs		
10.	Pen Drive (64 GB)	06 Pcs		
<b>Total Amount</b>				

**\*The Lowest rate of bid will be considered for award of work.**

**Name of the Bidder:** .....

**Address of the Bidder:** .....

**Date: (Signature of the Tenderer with seal)**

Appendix 3

**Check List (Strike off which is not applicable)**

Sno	Details	Yes/ No	Page no
1	Scanned, sealed and signed copy of Tender document (each page)		
2	Copy of ESI Registration. (Not mandatory)		
3	Copy of EPF Registration. (Not mandatory)		
4	Copy of Incorporation and GST Registration.		
5	Copy of PAN card		
6	Copy of Trade license.		
7	<b>Tender Fee of ₹ 2,000/- in the form of DD (Demand Draft).</b>		
8	<b>EMD Amount of ₹ 10,000/- in the form of DD (Demand Draft).</b>		
9	Copy of Income Tax Return for last year.		
10	Appendix -1 and Appendix -3 (Technical Bid Document), Duly filled and attested.		
11	<b>Undertaking on ₹ 100/- stamp paper</b> for the Agency / Firm that is never debarred/ blacklisted by any of the Institution / Office anywhere in India – <b>Appendix -IV.</b>		
12	The Bidder should have minimum Three (03) years' experience. Moreover, The Bidder should have one work orders in the same field with a minimum tender value of ₹ 5 lacs.		

**(Signature of the Tenderer)**

**(Name and Address)**

**(Company Seal)**

**DECLARATION**

I/We having our office as mentioned under declare that I/we have never been blacklisted by any State Government/Central Government or any State/Central PSU.

**Signature**

**Name** :

**Designation** :

**Name of the Agency** :

**Address of the Bidder** :

**Seal of Bidder**

**Date :**

**Place :**