

ANNUAL RATE CONTRACT
FOR
SUPPLY OF STATIONERY ITEMS
AT



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
Ranchi, Jharkhand.

Memo: DSPMU/G/194/26

Dated: 27.04.2026

NOTICE INVITING TENDER

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 Distributors/ Dealers/ Agencies only for **“Annual Rate Contract for Supply of Stationery Items at Dr. Shyama Prasad Mukherjee University, Ranchi.”**

Sno	Activity	Date
1.	Publication of Tender Document in University Website	28.04.2026 at 01:00 PM
2	Last Date & Time for Submission of Tender Documents	12.05.2026 till 12:30 PM

The detailed information about the tender document can be obtained from the office of the Section-Officer (General) or from the University Website: - www.dspmuranchi.ac.in.

Sd/-

Registrar
DSPMU, Ranchi



DR. SHYAMA PRASAD MUKHERJEE UNIVERSITY
P.O.: Ranchi College, Morabadi, Ranchi – 834008, Jharkhand.
Email: registrardspmuranchi@gmail.com, Website: www.dspmuranchi.ac.in

Notice Inviting Tender

Tender ID- DSPMU/G/ 193/ 26

Date: 27.04.2026

Dr. Shyama Prasad Mukherjee University, Ranchi-834008, Jharkhand invites sealed tenders (Two Bid System) for the Annual Rate Contract for Supply of Stationery items at Dr. Shyama Prasad Mukherjee University from the authorized distributors/dealers/ agencies. The tender document can be downloaded from the University website URL Link: <http://www.dspmuranchi.ac.in> (w.e.f. 28.04.2026).

S. No.	Item Description	Specification /Quantity	Estimated Cost
1.	Annual procurement of office stationery items for Twelve months with effect from the Date of awarding the Rate Contract. (Extendable for a further period of 03 (Three) months). As per Annexure-A Mentioned in Page No. 09 to 11.	As specified in Annexure-A	

1. Tender form can be downloaded from the website of the University only.
2. Last date and time for submission of Tender Documents is: **12.05.2026 up to 1230 Hrs (IST).**
3. **Date of opening of Technical bid (Envelope-A): 12.05.2026 at 1330 Hrs (IST).**
4. **Date of opening of Financial bid (Envelope-B): will be informed.**
5. DSPMU, Ranchi reserves the right to reject any or all Tenders without assigning any reason. No responsibility will be taken for postal delay or non-delivery/non-receipt of the tender documents.

Quotation/ Duly filled Tender Documents should be sealed and superscribed with Tender ID number, Tender Name and Due date of submission and address to:

“The Registrar”
Dr. Shyama Prasad Mukherjee University
P.O.: Ranchi College, Morabadi
Ranchi-834008, Jharkhand.

GENERAL INFORMATION/GUIDELINES/ ELIGIBILITY. - (Annexure - I)

1. Tender documents are non-transferable.
2. **Technical bid must be sealed in Envelope - "A" and Financial bid must be sealed in Envelope - "B" and both the envelopes are to be sealed in one master envelope.**
3. Envelope - "A" shall contain:
 - a) **Demand draft of Rs. 5000/-** only in favour of "**Registrar, DSPMU, Ranchi**" payable at **Ranchi** as tender fee (**non-Refundable**).
 - b) Unconditional acceptance letter duly signed with seal. (As per the format enclosed)
 - c) List of relatives employed in DSPMU, Ranchi self-attested copies. (As per the format enclosed)
 - d) VAT/GST registration certificate self-attested copies.
 - e) Copy of PAN/TIN self-attested.
 - f) Details of experience in the trade for which the tenderer intends to participate in this tender along with supported authenticated document. i.e., **Dealing in supply jobs for items of similar nature who have completed at least one work of 80% value or two works of 60% value of the estimated cost during last 7 years (work completion certificate is to be attached).**
 - g) Copy of Last Three Financial years filed Income Tax Return.
 - h) Last Three Years Profit and loss account Statements, balance sheet Statements.
 - i) Assessment order for last completed assessment, in case no assessment is completed an affidavit to that effect be furnished.
 - j) Attested copies of Memorandum and articles of association in case of registered firm/cooperative societies/companies.
 - k) Partnership deed in case of partnership firm.
 - l) Any other relevant information/document which tenderer may consider appropriate including their expertise and experience in the areas other than for which tenders invited by DSPMU, Ranchi.
 - m) Original document has to be produced as and when asked by DSPMU, Ranchi for verification.
 - n) **EMD of Rs. 30,000/-** in the form of Bank Demand draft drawn from a scheduled bank in favour of "**The Registrar, DSPMU, Ranchi**" payable at **Ranchi** which will be converted into security deposit and will be released after successful completion of

stipulated contract period. The EMD will be secured with the University as security deposit for successful bidders till the contract is valid and will be returned back to unsuccessful bidders. It may be clearly noted that in case tender(s) submitted by the Tenderer(s) not accompanied by all or any of the documents stated above, such Tender(s) will be rejected by the Authority outrightly.

o) The Bidders have to submit the sample of the Stationery Items mentioned in Annexure-A along with duly filled tender document.

p) Additionally, a security amount equal to 10% of the total cost of the items, must be deposited in the form of Bank Demand draft drawn from a scheduled bank in favour of "The Registrar, DSPMU, Ranchi" payable at Ranchi after successful issue of Rate Contract.

4. Envelope "B" (Financial bid) superscripted "**Annual Rate Contract for Supply of Stationery Items at DSPMU, Ranchi.**" shall contain the original quotation price bid supplied in Notice Inviting Tender (NIT) duly filled and signed in each pages, with seal.

5. The Envelope - "A" shall be opened first for Sample Evaluation and Technical Bid Evaluation and if all the documents and samples are found in order then only Envelope - "B" of the respective bidder shall be opened for which the prospective bidders shall be informed of the date of opening of Financial bids.

6. The total offer amount should be clearly written both in figures and words on the space provided in the annexure, the gross total (Rate x Quantity) will be considered as price bid. Over writing/correction, if any should be signed by authorized signatories.

7. The Quantity projected in schedule is an approximate Annual requirement, which may vary @ $\pm 25\%$. Supply will have to be given by the firm on monthly requirements basis or on need basis as and when orders placed by DSPMU, Ranchi.

8. At the time of placement of the order the University reserves the right to increase or decrease the quantity mentioned in schedule of quantities.

9. Any party either a firm or an individual falling under the following categories is not eligible for participation in tender process.

- a. De-barred/black listed by DSPMU, Ranchi or undertakings/Departments like: Department of Govt. of India, State Government, Department of Commercial at RHQ.
- b. Parties facing action under PPE act with DSPMU, Ranchi.

- c. Parties either an individual or a business establishment, who has been ordered by a court of law to pay the outstanding dues of DSPMU, Ranchi as a whole and has not paid such dues to AM shall also not be eligible for taking part in the Tender.
- d. A declaration to this effect (Clause –9 above) is also to be submitted by the Tenderer while submitting the Tender Papers.

TERMS AND CONDITIONS - (Annexure -II)

(This form in original has to be submitted by the tenderer)

1. The rates quoted shall be inclusive of all statutory levies (GST/Excise Duty, Sales Tax, Commercial Tax, Entry Tax or any other Local/State/Central/Govt Tax). The rate shall be inclusive of transportation up to delivery point that is up to the office premises of Registrar, DSPMU, Ranchi – 843008. No extra claim shall be entertained by DSPMU, Ranchi after award of contract
2. The rates and Gross total should be entered in figures as well as in words and be cello taped on gross total. In case of any discrepancy the later shall prevail.
3. Items should be in good conditions and free from any defect. In case the supplied items are not found up to the mark, DSPMU, Ranchi will have the right to reject the items without assigning any reason.
4. The eligible lowest bidder will be decided on the basis of Gross Total as quoted by the Tenderer.
5. Any loss or damage to the item to the item while handling/ transporting till such time the items are delivered and handed over to this office is the responsibility of supplier/dealer.
6. On receipt of the demand from DSPMU, Ranchi the agency will supply all the items within 03 days. Part supply will not be accepted. Any delay in supply of items more than 07 days, the agency shall be liable to pay compensation for the delay @ half (1/2) percent of the item cost per week of delay subject to maximum of 10% of items cost.
7. DSPMU, Ranchi reserves the right to reject any or all Tenders without assigning any reason thereof.
8. The rates of all the items shall remain firm throughout the contract period. The rate quoted shall be valid for 01 year (one year) from the date of awarding the contract.

The contract can be extended for a further period of 03 (Three) months on the same terms and condition.

9. I/we hereby undertake that the items to be supplied by me/us shall be of good quality free from any defect/deficiency to the entire satisfaction of DSPMU, Ranchi and also strictly in accordance with the NIT conditions. It during the currency of the contract, DSPMU, Ranchi is of the opinion and find that any and/or all items supplied by me/us is/are inferior, substandard and or below the quality standard, DSPMU, Ranchi shall he within its right to call for me/us to immediately replace the same with the quality items, forfeit the security in part and/or full besides levying fine/penalties including termination of the contract as the case may be. I/we further agree that the assessment with regard to the quality of items and its acceptance shall rest solely with DSPMU, Ranchi and I/We shall abide by the directives/instructions issued by DSPMU, Ranchi in this regard.

Signature and Seal of tenderer

**Registrar,
DSPMU, Ranchi**

ACCEPTANCE LETTER

(This form has to be submitted in original by the tenderer)

To,

The Registrar,

Dr. Shyama Prasad Mukherjee University,

Morabadi, P.O.: Ranchi College,

Ranchi-834008 (Jharkhand)

Sub-Acceptance of DSPMU's tender conditions for supply of Stationery items on rate contract basis.

Sir/Madam,

I/We hereby unconditionally accept the Tender conditions of DSPMU, Ranchi for Supply of Stationery items.

The contents and conditions of NOTICE INVITING TENDERS with particular reference of Annexure-I and II (Terms and Conditions) have been noted for strict compliance. After having accepted the same unequivocally and unconditionally, I/We shall not, under any circumstances, ask for any rebate/relief and/or dispute any condition of tenders and abide all the terms and conditions during the currency of the contract period, In case, it is found at a later date that the documents submitted are counterfeit/false, our contract/tender shall be rejected out rightly besides DSPMU, Ranchi shall be at liberty to take action as per the agreement.

I/We declare that I/We have not paid and will not pay any bribe to any officer of DSPMU, Ranchi for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of DSPMU, Ranchi asks for bribe/gratification, I will immediately report it to the appropriate authority in DSPMU, Ranchi.

The required earnest money for this work is enclosed herewith.

Yours faithfully

(Signature of the Tenderer with rubber stamp)

STATIONERY ITEMS

S. No.	Name of the Item to be Procured	Quantity* with Specification	Rate per unit with GST	Total Amount (Rate X Quantity)
1	Xerox Paper	40 Cartoons (75 GSM)		
2	Ball Pen Blue	300 pcs - Pentonic (Ball-point/Gel Pen)		
3	Ball Pen Black	100 pcs - Pentonic (Ball-point/Gel Pen)		
4	Ball Pen Red	100 pcs - Pentonic (Ball-point/Gel Pen)		
5	Uni-ball (Green, Blue, Red, Voilet)	50 pcs -Uni-Ball (Ball-point/Gel Pen)		
6	Hi-lighter Pen (Multicolour Pack of 4)	50 packets (Luxor/ equivalent)		
7	Whitener (Correction) Pen	100 pcs (Camlin)		
8	Stamp Pad	50 pcs (Camel/ equivalent))		
9	Fevistick-Gluestick	200 pcs (Fevicol)		
10	Chalk Colour	3 Cartoon (Izen)		
11	Chalk White	5 Cartoon (Izen)		
12	Duster	200 pcs		
13	Register No. 6	1000 pcs (192 pages, Taneja)		
14	Register No. 8	1000 pcs (256 pages, Taneja)		
15	Scale	50 pcs each (12") (Omega -Steel and Plastic)		
16	Punching Machine Single Hole	50 pcs (DC Kangaroo)		
17	Punching Machine DP 500	30 pcs (DG Kangaroo)		
18	Stapler Big Size	50 pcs (Kangaroo)		
19	Stapler No. 10	100 pcs (Kangaroo)		
20	Stapler Pin Big	200pkt (Kangaroo)		
21	Stapler Pin No.10	300pkt (Kangaroo)		
22	Scissors	48 pcs		
23	Board Pin	4 box (40pkt)		

24	Paper Pin	2 Box (20pkts)		
25	Gems Pin	2 Box (20pkts)		
26	Leaf File/ Tag File	5000 pcs		
27	Cover File (Printed as per the format to be provided)	3000 pcs		
28	Board File	1000 pcs		
29	Guard File	500 pcs		
30	Calculator	50 pcs - Casio		
31	Eraser	100 pcs (Apsara)		
32	Pencil	30 pkts (Apsara)		
33	Sharpener	50 pcs (Apsara)		
34	Rubber Band	6 kg.		
35	Tag	4 Boxes (40 bunches)		
36	Marker Pen	100 pcs (Luxor)		
37	CD Marker	100 pcs (Faber Castle)		
38	Arch File	50 pcs		
39	Brown Tape 2"	24 pcs		
40	Paper Weight	100 pcs		
41	Plastic Sponge	50 pcs		
42	White Tap 1"	24 pcs		
43	Book Marker/ Colour Flag	24 pcs		
44	Takua	50 pcs		
45	Bonafide Form (Lasar Paper, 90 GSM, Size - 10.3" X 8.5 ",Booklet of 100 pages as per the provided format)	100 Booklets		
46	Note sheet (Lasar Paper, 70 GSM, Size 13.5" X 8 " Booklet of 100 pages as per the provided format)	100 Booklets		
47	Voucher List (white maplitho paper, 70 GSM, 12.25" X 8", Booklet of 100 pages as per the provided format)	25 Booklets		
48	Receipt Book (white maplitho paper, 56 GSM, 7.5" X 4.5", Booklet of 100 pages as per the provided format)	50 Booklets		
49	Students Attendance Register (3/4 Size, 160 Students)	2000 pcs		
50	Casual Leave Form (white maplitho paper, 56 GSM, 1/6 X 8.5" X 6.5",	30 Booklets		
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	Booklet of 100 pages as per the format to be provided)			
51	Migration Application Performa (Lasar paper, 90 GSM, 11.5" X 8.5", Booklet of 100 pages as per the format to be provided)	50 Booklets		
52	College Leaving Certificate (Lasar Paper, 90 GSM, 13" X 8", Booklet of 100 pages as per the format to be provided)	50 Booklets		
53	Migration Certificate (250 Art Board Paper, 9" X 5.5", Booklet of 100 pages as per the format to be provided)	50 Booklets		
54	Transfer Certificate (Lasar Paper, 90GSM, 13"x8", Booklet of 100 pages as per the format to be provided)	50 Booklets		
55	Character Certificate (Lasar Paper, 70 GSM, 1/6 - 7.5"x6.5", Booklet of 100 pages as per the format to be provided)	50 Booklets		
56	Student Hostel Form (Lasar Paper, 70 GSM, 16"x13", ½ DFC, Booklet of 100 pages as per the format to be provided)	10 Booklets		
57	File Movement Register (Lasar Paper, 70 GSM, 13"x8".	100 pcs		
58	Daily Fee Collection Register (Lasar Paper, 70 GSM, ½ DFC, 400 pages Booklet	15 Booklets		
29	Stock Register (Lasar Paper, 70 GSM, 13"x8.25", 100 Pages.	15 pcs		
60	Cash Book (Lasar Paper, 70 GSM, 16"x13", ½ DFC, Booklet of 300 pages as per the format to be provided)	15 pcs		
61	Cash Book (Lasar Paper, 70 GSM, 16"x13", ½ DFC, Booklet of 150 pages as per the format to be provided)	25 pcs		
62	Bill Book (White Maplitho paper, 70 GSM, 13"x8", 300 pages)	15 pcs		
63	Bill Book (White Maplitho paper, 70 GSM, 13"x8", 150 pages)	25 pcs		
Gross Total in ₹				

Gross Total in Words:

*** The actual quantity may be indicative only and may vary depending upon the amount of quantity consumed in a year. It may not be guaranteed that the mentioned quantity will be ordered.**

*** Any other similar items required in University for Office use only which are not mentioned in the list will be supplied by the vendor as well as per requirement.**

LIST OF NEAR RELATIVES EMPLOYED IN DSPMU, RANCHI

1.

2.

3.

(Signature of the Tenderer with rubber Stamp)

****NOTE:** By the Term “Near relatives” is meant wife, husband, parents and grand-parents, children and grand-children, brothers and sisters, uncles, aunts and cousins and their corresponding in-laws.