

Jharkhand Tribal Development Society; Dr. Ramdayal Munda Tribal Welfare Research Institute Campus, Tagore Hill Road,  
Morabadi, Ranchi – 834008, Phone + Fax No. : 0651-2552088, E-mail : spd.jtlds@gmail.com

Letter No. : JTDS/374/2021/1235

Ranchi/Date : 30/7/2021

**Tenders notice No. 18**

Sealed competitive quotations are invited for procurement of office stationary items:-

Sl. No.	Item/ Specification	Estimated Price per unit (inclusive all taxes)
1.	Details in Annexure-1	

**Note: - Terms and conditions:**

- 1) The bidder shall quote rate for above item.
- 2) Rate for partial quantity of an item is not acceptable.
- 3) Each bidder will be allowed to submit only one quotation.
- 4) No advance payment will be made under any circumstances.
- 5) The rate quoted shall include all applicable taxes and duties.
- 6) Quotations must be submitted within the stipulated date/time.
- 7) Delivery Period within 03 days after issue of work order.
- 8) Delivery will be at State Project Management Unit, Morabadi, Ranchi.
- 9) GST & PAN card related/proof must be attached with the quotation.
- 10) Rate must be quoted for per Unit.
- 11) Quantity required will vary as per official need.
- 12) JTDS will reserve the right to increase or decrease the required number of any items or may reserve the right to cancel any items or the whole or partial procurement process.
- 13) Payment will be made after delivery only.
- 14) Invoice/Bill to be made in favour of JTDS, Ranchi.

Please ensure submission of quotation of the above items by 4.00 PM on 05.08.2021

State Project Director

30/7/2021

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ANNEXURE-1

**Broad List of Stationery/Non-Stationery items/articles**

Sl.	Name of the item	Quantity	Rate per Quantity
1.	Ball Pen		
2.	Pen Uniball Eye micro		
3.	Pen Montex Gel-05		
4.	Pen Cello Pointec 0.5 Gel		
5.	Pen Reynolds		
6.	Clips Gem (Steel)		
7.	Clips Gem (Plastic) Pkt		
8.	Cello Tape(Small)		
9.	Brown Tape		
10.	Gum Tube- Kores- 30 ML		
11.	Glass Table 3'x2'		
12.	Glass Table 2' x 5'		
13.	Ink White Fluid		
14.	Ink Stamp Pad		
15.	Machine Stapler 24/6 (Big)		
16.	Machine Stapler 10 (Small)		
17.	Green Note Sheet (good quality)		
18.	Short hand note book		
19.	Punch Single		
20.	Punch Double		
21.	Pen Highlighter		
22.	Paper cutter		
23.	Dak Pad		
24.	Signature Pad		
25.	Pin Cushion		
26.	Pin Packet (Awl Pin)		
27.	Pencil HB (Branded)		
28.	Pencil Reporter (Branded)		
29.	Paper Wight (Branded)		
30.	Paper Fastener (Different sizes)		
31.	Pen & Pencil Tray		
32.	Plastic folder		
33.	Refill Reynolds		
34.	Refill Cello Pointeck 05		
35.	Ruler Plastic		
36.	Rubber bands Small		
37.	Rubber bands medium		
38.	Rubber bands large		

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39.	Slip Book		
40.	Scissors Small		
41.	Scissors Big		
42.	Sharpener (good quality)		
43.	Staple Pins 24		
44.	Staple pins No. 10		
45.	Staple Pins No. 23/13-H		
46.	Tags good quality		
47.	Thread Ball		
48.	Waste paper basket		
49.	Gum Stick Pad 2x3		
50.	Gum Stick Pad 3x3		
51.	Gum Stick Pad 3x4		
52.	Gum Stick Pad 3x5		
53.	Colour flag 1x3		
54.	Plastic folder (solo) A-4 size		
55.	Plastic folders FS size		
56.	White Fluid Pen (Uni)		
57.	File movement Register		
58.	Section Diary(Eng.)		
59.	Section Diary(Hindi)		
60.	Despatch Diary		
61.	PA/PS Diary		
62.	Log book		
63.	Attendance Register Medium size		
64.	Attendance Register large size		
65.	Peon Book		
66.	Ruled Register ( 1 Quire)		
67.	Ruled Register ( 2 Quire)		
68.	Ruled Register ( 3 Quire)		
69.	Ruled Register ( 4 Quire)		
70.	Ruled Register ( 6 Quire)		
71.	Ruled Register ( 8 Quire)		
72.	Full Index ( 2 Quire)		
73.	A4 size (Branded) 80 GSM		
74.	FS Size (Branded) 80 GSM		
75.	B-4 Size (Branded)		
76.	A-3 size (Branded)		
77.	A-4 size (75GSM) (JK)		
78.	Broom Phool (Dozen)		
79.	Nariyal Broom (Dozen)		
80.	Road Broom (Bamboo)		
81.	Wiper (each)		

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82.	Floor Duster (Dozen)		
83.	Duster White (Big) (Dozen)		
84.	Duster White (small) (Dozen)		
85.	Yellow Duster (Big) (Dozen)		
86.	Yellow Duster (small) (Dozen)		
87.	Allout Machine		
88.	Allout Refill		
89.	Hit Spray (Black)		
90.	Cleanzo 5 Ltr. Tin		
91.	Phinyal Branded 5 Ltr.		
92.	Room Freshener (Sandal)		
93.	Room Freshener		
94.	Bainson/Jaismin/Catchy Make)		
95.	Hand wash		
96.	Surf 1 kg		
97.	Colin		
98.	Harpic 500 ml.		
99.	Odonil		
100.	Tissue Paper for Toilet (Quality)		
101.	Napkin Paper (Moisture)		
102.	Napkin Paper		
103.	Naphthalene Balls		
104.	Toilet Brush		
105.	Soap Case		
106.	Plastic Bucket 10 Ltr		
107.	Plastic Bucket 20 Ltr.		
108.	Plastic Mug		
109.	Brasso		
110.	Toilet Acid 5 Ltr		
111.	Clean flash (Toilet Cleaner)		
112.	Long Bamboo Brush		
113.	Pencil Cell		
114.	Duro Cell		
115.	Leather Brief Case		
116.	Leather Dak Bag		
117.	Cloth Dak Bag		
118.	Calculator Casio 12 Digit		
119.	Calculator Pocket Size		
120.	Towel Full size white		
121.	Towel Coloured full size		
122.	Door mat		
123.	File Board		
124.	File Cover		

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125.	Fly leaf		
126.	Notepad		
127.	Envelopes Brown 9" x 4"		
128.	Envelopes Brown 10" x 4 ½"		
129.	Envelopes Brown 11" x 5"		
130.	Envelopes Brown 16" x 6"		
131.	Envelopes White 9" x 4"		
132.	Envelopes White 10" x 4 ½"		
133.	Envelopes White 11" x 5"		
134.	Envelopes White 16" x 6"		
135.	Envelopes Window White 10" x 4 ½"		
136.	Catridge Printer- HP Laserjet- MF202dw		
137.	Catridge Printer- HP Deskjet- GT- 5810		
138.	Catridge Printer- HP Laserjet 1020 Plus		
139.	Catridge Printer - HP Colour Laserjet Pro M154A		