



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/2021/1605

Ranchi/Date : 18/11/2021

Tender notice No. 29

Sealed competitive quotations are invited for procurement of office stationary of the following nature:-

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 26.11.2021.


State Project Director

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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.	Ink White Fluid		
12.	Ink Stamp Pad		
13.	Machine Stapler 24/6 (Big)		
14.	Machine Stapler 10 (Small)		
15.	Green Note Sheet (good quality)		
16.	Short hand note book		
17.	Punch Single		
18.	Punch Double		
19.	Pen Highlighter		
20.	Paper cutter		
21.	Dak Pad		
22.	Signature Pad		
23.	Pin Cushion		
24.	Pin Packet (Awl Pin)		
25.	Pencil HB (Branded)		
26.	Paper Weight (Branded)		
27.	Pen & Pencil Tray		
28.	Plastic folder		
29.	Refill Reynolds		
30.	Refill Cello Pointeck 05		
31.	Ruler Plastic		
32.	Rubber bands Small		

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33.	Scissors Small		
34.	Scissors Big		
35.	Sharpener (good quality)		
36.	Staple Pins 24		
37.	Staple pins No. 10		
38.	Staple pins No. 23/13-H		
39.	Tags good quality		
40.	Thread Ball		
41.	Waste paper basket		
42.	Gum Stick Pad 2x3		
43.	Gum Stick Pad 3x3		
44.	Gum Stick Pad 3x4		
45.	Gum Stick Pad 3x5		
46.	Colour flag 1x3		
47.	Plastic folder (solo) A-4 size		
48.	Plastic folders FS size		
49.	Log book		
50.	Attendance Register Medium size		
51.	Attendance Register large size		
52.	Peon Book		
53.	Ruled Register (2 Quire)		
54.	Ruled Register (4 Quire)		
55.	Ruled Register (6 Quire)		
56.	Ruled Register (8 Quire)		
57.	Full Index (2 Quire)		
58.	A-4 size (75GSM) (JK)		
59.	Floor Duster (Dozen)		
60.	Duster White (Big) (Dozen)		
61.	Duster White (small) (Dozen)		
62.	Yellow Duster (small) (Dozen)		
63.	Phinyal Branded 5 Ltr.		
64.	Room Freshener (Sandal)		
65.	Tissue Paper for Toilet (Quality)		
66.	Calculator Casio 12 Digit		
67.	Calculator Pocket Size		
68.	File Board		
69.	File Cover		
70.	Fly Leaf		
71.	Note Pad		

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72.	Envelopes Brown 9" x 4"		
73.	Envelopes Brown 10" x 4 ½"		
74.	Envelopes Brown 11" x 5"		
75.	Envelopes Brown 16" x 6"		
76.	Envelopes White 9" x 4"		
77.	Envelopes White 10" x 4 ½"		
78.	Envelopes White 11" x 5"		
79.	Envelopes Window White 10" x 4 ½"		
80.	Catridge Printer- HP Laserjet- MF202 dw		
81.	Catridge Printer- HP Laserjet- 1020 Plus		