

**PREJHA Foundation Reference:  
1039-PREJHA12/17/03**

# **REQUEST FOR QUOTATION**

FOR

**SUPPLY OF OFFICE SUPPLIES**

**Dated: 02<sup>nd</sup> Dec 2017**

**PanIIT Alumni Reach For Jharkhand Foundation**

**A Non-profit Special Purpose Joint Enterprise between agencies of Department of Welfare,  
Government of Jharkhand and  
PanIIT Alumni Reach For India Foundation,  
Kalyan Complex, Balihar Road, Morabadi,  
Ranchi - 834008, Jharkhand**

# Contents

## Contents

<b>DISCLAIMER</b> .....	<b>2</b>
<b>SECTION 1: LETTER OF INVITATION</b> .....	<b>3</b>
<i>PREFACE</i> .....	5
<i>Purpose of RFQ</i> .....	5
<b>Section 2: Instructions to Bidders</b> .....	<b>6</b>
<i>General terms &amp; Conditions:</i> .....	7
<b>SECTION 3: PRE-QUALIFICATION</b> .....	<b>15</b>
<b>STANDARD FORMS</b> .....	<b>16</b>
<i>Form Tech 1: Letter</i> .....	17
<i>Form Tech 2: Bidder's Organization and Experience</i> .....	18
<i>Form Tech 3: Techno commercial Offer</i> .....	19
<i>Form Fin1: Financial Bid Pro forma</i> .....	20

---

## **DISCLAIMER**

The information contained in this Request for Quotation ("RFQ") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of PanIIT Alumni Reach For Jharkhand Foundation (hereinafter "PREJHA") is provided to interested parties on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor an invitation by PREJHA to interested parties who submit their quote (henceforth "Bidders") in response to this RFQ. The purpose of this RFQ is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for selection as supply agency with PREJHA Foundation as per notified norms.

PREJHA Foundation makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained herein or deemed to form part of this RFQ or arising in any way from this process.

The issue of this RFQ does not imply that PREJHA Foundation is bound to select any Bidder(s) or select any Bidder(s) for any project. PREJHA Foundation may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFQ for bona fide reasons, which will be notified to all the Bidders invited to tender. Further PREJHA Foundation hereby reserves its right to annul the process at any time prior to issuance of Purchase Order without incurring any liability towards the Tenderers.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PREJHA Foundation or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and PREJHA Foundation shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFQ and related processes.

# **SECTION 1: LETTER OF INVITATION**

PaniIT Alumni Reach for Jharkhand (PREJHA) Foundation invites proposals from reputed bidders for supply of Office Supplies for PREJHA Foundation's Gurukuls & Kaushal College in Jharkhand.

A bidder will be selected based on Lowest Cost Method (L1 basis) from suitable agencies qualifying the criteria as per described in this RFQ.

The content of this RFQ enlists the requirements of PREJHA Foundation. It includes the **Bidding Terms & selection** procedure which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that PREJHA Foundation wishes to specify at this stage.

The RFQ includes the following sections:

**Section 1 - Letter of Invitation**

**Section 2 - Instructions to Bidders (including pre-qualification criteria)**

**Section 3 - Standard Forms**

The information may be submitted online only at the following website.

<https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action>

Yours faithfully,

Authorized signatory

**PaniIT Alumni Reach For Jharkhand Foundation,  
Kalyan Complex, Balihar Road, Morabadi,  
Ranchi - 834008, Jharkhand**

## **PREFACE**

### **About PREJHA Foundation**

Agencies of Department of Welfare, Government of Jharkhand and PanIIT Alumni Reach for India Foundation have partnered to form PanIIT Alumni Reach for Jharkhand (PREJHA) Foundation, a not-for-profit joint enterprise to implement and scale sustainable welfare initiatives. The initiative will replicate the PanIIT Skill Gurukul model of learning for skill development across all the districts of Jharkhand state and thus provide a network of ITI and sub-ITI institutions accessible to school dropouts, underprivileged and those who are from the lower strata of socio-economic background.

PREJHA Foundation sets up Rural Skill Gurukuls and Kaushal colleges to impart vocational Education to deserving candidates.

### **Purpose of RFQ**

The objective of this assignment is to procure Office Supplies required for PREJHA Foundation's Gurukuls & Kaushal Colleges. The supplying agency should adopt a process that is not only transparent, competitive but should also be quick and timely.

## **Section 2: Instructions to Bidders**

The evaluation criteria for the bidders is based on Lowest Cost Method (L1 basis) price bid subject to the bidders submitting and satisfying the basic qualification mentioned. **Each Bidder must submit a single proposal only.**

PREJHA foundation shall endeavor to adhere to the following schedule but reserves the right to alter the same:

**Time schedule of Tender:**

Sl.No.	Particulars	Date
1.	Tender e-Publication date	02.12.2017
2.	Start date for seeking Clarification	02.12.2017
3.	Last date for seeking clarification on line from service provider (mjunction Services Limited)	09.12.2017
4.	Bid submission start date (only on-line bid accepted)	02.12.2017 (10:00AM)
5.	Bid submission end date	14.12.2017 (08:00PM)
6.	Schedule date for Technical bid opening	15.12.2017 (11:00AM)
7	Awarding of order to the final selected vendor via system	15.12.2017 (01:00PM)

**General terms & Conditions:**

**Definitions**

- "Buyer" means PREJHA Foundation
- "Bidder" means suppliers or contractors who have participated in tender
- "The Vendor" means the supplier or contractor or service provider to whom the Order is addressed.
- "The Purchase Order" means terms and conditions signed between Buyer and the Vendor governing the subject matter of this Order
- "The Goods / Services" means the goods or services to be supplied under the Order.

SN	Item Description	UoM	Estimated Qty
1	White board + Stand + Wheels Whiteboard, W x H: 72.0" x 48.0" Overall, W x H x D: 74.5" x 69.0" x 23.0" Heavy-duty Aluminium Frame	Set	15
2	Non Magnetic White board, Heavy-duty Aluminium Frame Material Of The Frame Unbreakable Plastic Magnetic Mount Yes Handgripper Yes Marker Holder Nil Length 1800 mm Width 1200 mm Cushioning Material Soft Board, Erasing Material Sunmica	No	75



3	Wooden Notice board 5' X 4' with stand	No	45
4	RULED NOTEBOOK Min Dimensions (l X B) 127 X 195 mm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 200 Nos. WITH PREJHA & Jharkhand Government Logo on Cover	No	3960
5	Calculator: Orpat/Casio/Hp, 12 digit, Replay & Check Function	No	27
6	White Board Marker - 3 colours Assorted(Blue, Black, Green in equal ratio) Reynolds/Camlin/Kores	No	450
7	Eraser for white board (Duster)Material: Plastic Dimensions (L x W x H): 6 inches x 1.5 inches x 2 inches	No	180
8	Pens Pack (20 pens in each) - Montex/Reynolds/Cello	Packet	540
9	Notice board Size : 5ft x 4ft Frame : Premium Aluminium Made : Velvet & Light Board Colour : Green/red/blue	No	90
10	Stapler: Capacity of stapling min 30 sheets, Made of Metal,(HP 45) + 4 staples packs (each pack containing 1000 pins)	No	90
11	Stapler: Capacity of stapling min 20 sheets, Made of Metal,(HD 10) + 4 staples packs (each pack containing 1000 pins)	No	90
12	Perforated Open Dustbin - Steel - Min Capacity - 4litres	No	42
13	Paper Punch: Punching Capacity of 12 sheets Punching diameter - 5.5mm, Punching distance - 80mm	No	165
14	Registers - 200 pages, 60 GSM papers	No	375
15	Register No. 6, 60 GSM papers	No	135
16	Register No. 8, 60 GSM papers	No	135
17	Register No. 10, 60 GSM papers	No	135
18	Attendance Register Min - 15.5 * 20 cm - Min 192 page	No	135
19	Stock Register - Min 32cm * 19 Cms - Min 650 Pages	No	51
20	A4 Visitor's Book (Landscape, Multicolor)A4 192 Pages, Ruled, Hard Bound, Designer Min Dimensions- Width 20 cm Height 1 inch Length 20.5 cm Weigh 600 g	No	36
21	A4 Paper pack (500 sheets in 1 packs), 70 GSM, 1 Ream	Packet	300

22	Office file: Cobra Spring Type Material Used For Board Conforms IS:4664 Size Of File Board ( Width X Length) 250 x 345 mm x mm Size Of Flap (Width X Length) 75 x 520 mm x mm Covering Of Flap Cloth Coated Paper Corner Protection Yes Binding Tape Corner Protection Yes Binding Tape Material Cotton WITH PREJHA & Jharkhand Government Logo on Cover	No	675
23	Scissors - Min 8 inch, Stainless steel blade & pivot	No	174
24	Ruler (scale) 30cm Metal 12"	No	45
25	Scientific Calculator, Casio scientific calculator fx-991ms or equivalent No. of digits (Min) - 12 Nos Height of each Digit (Min) - 10 mm Width of each digit(Min) - 4 mm Numerical Keys - 0,1, 2, 3, 4, 5, 6,7,8,9, . , 00 Memory Capacity(Min) - 120 Frames	No	27
26	Carbon papers -210 * 330 mm (100 Sheets in 1 pack)	Packet	525
27	Fevicol White Adhesive - 1 Kg	No	21
28	Red Pens Montex/Reynolds/Cello	No	300
29	Pen Stand - Smoke Black Transparent, Min Size - 14 * 6 inches, Provision for Flag, 2 pens, Calendar & Magnet for Pen	No	75
30	Pencil - HB type - Apsara/Natraj/Camlin	No	360
31	Erasers - Non Dust type - Apsara/Natraj/Camlin	No	675
32	Pencil Sharpener	No	645
33	Binder Clip 25mm (Set of 1 Dozen) - Steel made	Set	120
34	Binder clips 15 mm (Set Of 1 Dozen)	Set	120
35	Laser Pointer 5mW Laser Pointer Pen PowerPoint Presenter Remote Powered by AAA 1.5V x 2pcs Batteries included.	No	24

### ***Amendment of RFQ***

At any time before the submission of Proposals, PREJHA Foundation may amend the RFQ by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, PREJHA Foundation may, if the amendment is substantial, extend the deadline for the submission of Proposals.

### ***Bidding***

***(to be solely done through portal)***

<https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action>

- Offer to be submitted only on e-procurement portal. Hard copy of offer is **not required** to be submitted to PREJHA Foundation. Any offer received in Hard copy shall **not be accepted** and will stand disqualified
- Mode of Submission of offer: Being e-tender, offer will be solely submitted online through e-tender portal: <https://eprocurement.mjunction.in/EPV2Web/org/PREJHA/home.action> through following Application Service Providers (ASPs) appointed by PREJHA:

M/s Mjunction Services Limited, 6thFloor, Tata Centre.43 J N Road,  
Kolkata – 700 071,

**Contact Person: Helpdesk Officer** Sumant Kumar Choudhary  
9163348104, [sumant.choudary@mjunction.in](mailto:sumant.choudary@mjunction.in)  
Jai Mohan- 8873002751, [mohan.jai@mjunction.in](mailto:mohan.jai@mjunction.in)

- They may obtain further information regarding this tender from the office of PREJHA, Kalyan Gurukul, Kumarbagh Road, Arsande, Kanke, Ranchi – 834006 from 10:00 hours to 17:00 hours on all working days till the date of bidding is open.

Contact Person: Abhinav Prakash, Project Sevak, PREJHA  
Contact No.: 7041866069  
Email-ID:[abhinav.p@parfi.org](mailto:abhinav.p@parfi.org)

- Bidders are expected to adequately apprise themselves regarding the procedure and provisions available on the e-procurement portal **operated/ maintained** by M/S. Mjunction services limited. Buyer shall not be responsible for any issues related to timely or proper uploading/submission of the bid.

### ***Validity of Proposal***

Bidders' proposals must remain **valid for a period of min** 180 days after the submission of proposal. Should the need arise, PREJHA Foundation may request Bidders to extend the validity period of their proposals. If a bidder is selected as vendor, his proposal will remain same for whole of the delivery schedule.

### ***Submission of proposal***

The Proposal as well as all related correspondence exchanged by the bidders and PREJHA Foundation, shall be only through the portal of mjunction and electronic means.

The offer shall be submitted as per the instructions of tender document and as detailed in this RFQ. Price shall be furnished in the relevant price schedule only. In case of any clarification, bidder may contact the concerned contact persons at m junction Services or PREJHA as listed above

### ***Latest updates***

Latest updates on the critical dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on PREJHA-mjunction webpage. Bidders to keep themselves updated with all such information. Bidders may please visit <https://eprocurement.mjunction.in/EPV2Web/org/PREJHA/home.action> for document submission.

### ***Technical Bid (incl. Pre-Qualification Criteria)***

Sl. No	PQR Condition	Bidder Remarks
1	Bidder should have supplied similar / same item to PSUs/ Institutional Buyers/Govt agencies in past 02 (two) Years. A copy of purchase order is required to be submitted as a documentary proof. (The period of 2 years shall be considered from date of opening of Part-I bid).	

Bidder should submit the prequalification documents (Tech1, Tech2, Tech3&Authorization dealer certificate) at the portal

### ***Financial Proposal***

Financial Proposal must be submitted in the format shared in this RFQ. Financial proposal must be shared in the same format as provided else it shall be declared non-responsive.

### ***Award of Contract***

1. The technical bid (incl. pre-qualification criteria) will be verified by PREJHA Foundation. The Procurement System will determine the lowest financial bid among the technically qualified bidders.
2. PREJHA Foundation shall award the Contract to the selected bidder by issue of Letter of Award (LOA) for the estimated order value along with terms & Conditions governing the Award and notify the same to the bidder through email. The selected bidder shall submit security deposit of 5% of the estimated order value in the form of either a bank guarantee from a scheduled bank or a DD drawn on any scheduled bank in favour of "PanIIT Alumni Reach for Jharkhand Foundation" payable at par in Ranchi.
3. The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA/ Contract.
4. If the selected bidder does not sign the Contract within the stipulated period, the LOA may be cancelled, and the next lowest bidder will be considered for award of Contract.
5. If at any stage in the bidding process including after bid opening or Issuance of Purchase orders pertaining to this RFQ, PREJHA believe that the Bidders do not meet the requisite Technical criteria set out in the Bid Document or delivery schedule or that the rate quoted exceeds its own estimates for the supply value, PREJHA reserves the right to cancel the tender without incurring any obligation or liability towards the tenderers.

- Purchase Orders & Delivery details Over the validity of this RFQ, purchase orders with specified quantity & delivery details would be issued as per requirements
- Delivery time is the essence of this order and must be strictly adhered to. If the vendor fails to deliver the goods in time, the Buyer may, at its sole discretion:
  - Treat the order as cancelled at any time and recover any loss or damage from the vendor by invoking Security Deposit;
  - purchase the goods ordered or any part thereof from other sources on the vendor's account, in which case, the Vendor shall be liable to pay the Buyer not only the difference between the price at which such goods have been purchased and the price calculated at the rate set out in this order, but also any other loss or damage the Buyer may suffer;

### **Indicative Delivery Schedule**

- Goods to be delivered at our Gurukul as per following:

Sl. No	Delivery Location	Items to be delivered	Delivery Schedule
1	Kalyan Gurukul Hiranpur (Pakur)	As per Annexure A	Within 15 days of signing of contract
2	Kalyan Gurukul Chas (Bokaro)		
3	Kalyan Gurukul Pirtand (Giridih)		
4	Kalyan Gurukul Bhawnathpur (Garhwa)		
5	Kaushal College Chanho (Ranchi)	As per Annexure B	Exact delivery schedule will be intimated by PREJHA Foundation but will not be more than 180 days from signing of contract. Selected Bidder will be intimated about the delivery schedule 15 days in advance and must deliver within the same.
6	Kaushal College Tharpakana (Ranchi)		
7	Kalyan Gurukul Biru (Simdega)	As per Annexure A	
8	Kalyan Gurukul Torpa (Khunti)		
9	Kalyan Gurukul Sinni (Saraikela)		
10	Kalyan Gurukul (Sahibganj)		
11	Kalyan Gurukul Bindora (Gumla)		
12	Kalyan Gurukul Manika(Latehar)		
13	Kalyan Gurukul Kusuma (Sahibganj)		
14	Kalyan Gurukul Karmatand (Godda)		
15	Kalyan Gurukul Tantnagar (West Singhbhum)		
16	Kalyan Gurukul Noamundi (West Singhbhum)		
17	Kalyan Gurukul Maithan (Dhanbad)		
18	Kaushal College Jhinkpani (West Singhbhum)		

### ***Payment Terms***

- 100% within 60 days of delivery on submission of invoice & delivery challan for each unit. If the vendor delivers goods within 7 days of order confirmation, 100% payment will be done within 45 days.

- If a vendor fails to deliver the goods as per the delivery schedule. PREJHA foundation is entitled to delay payment by 2 days for each day delay in delivery. If such delay extends beyond 7 days, it could lead to possible forfeiture of security deposit.

### ***Unloading***

- Unloading is in PREJHA Foundation's scope, cost & arrangement will be borne by us under the supervision of the vendor.
- The risk of all materials till receipt at location will be in vendor's scope.

### ***Quality of goods and services.***

The Vendor should warrant to PREJHA that:

- The Goods and Services would conform in all respects to the Order and to recognized Indian or equivalent standards and codes (where applicable) and be at the complete satisfaction of Buyer.
- The said good/services processed and delivered by the Vendor shall be made from good quality bought out components/materials, as acceptable to the Buyer and it should have standard/excellent workmanship and fit for their intended purpose.

### ***Warranty/ Guarantee***

- The said goods/services delivered by the Vendor should be identical to the sample/specification given by the Vendor.
- Where the said goods/services delivered by the Vendor to the Buyer is according to sample as well as certain specification/description, if any, the said goods/services processed and delivered, shall match not only with the said sample, but also with the said specification/description.
- If deficiency is identified before or during the transfer of risk or during the Guarantee/warranty Period, the Vendor must at its own expense and at the discretion of the Buyer either repair the deficiency or provide re-performance of the Services or replacement of delivery. This provision also applies to delivery subject to inspection by sample test. The discretion of the Buyer shall be final.

### ***Inspection***

- All materials supplied against the order should conform strictly to the specifications laid down by the Buyer, and should be new, merchantable quality, fit for their intended purpose and should be in line with "Quality Assurance Plan", if any, which must be approved in advance by the Buyer. All such materials will be subject to inspection and approval by the Buyer, either at the Vendor's premises and/or at the place of delivery indicated by the Buyer.
- The Buyer reserves the rights to inspect the material at any stage during manufacture or supply and reject the same if found defective or not in conformity with the specifications or not fit for their intended purpose without invalidating the remainder of the order, if so desired by the Buyer.
- All rejected material from the Buyer's site store shall be removed by the vendor at their own cost positively within 15 days from the date of rejection note / intimation issued by the Buyer to them. In

case of any failure to remove the same by the vendor within the stipulated period, the Buyer shall have all rights to remove the rejected materials/goods from their premises and discard it. Any cost on this account would be debited to vendor's account.

- The Buyer under no circumstances will be liable or held accountable for any damage, loss, deterioration of the rejected materials/goods for discarding the material/goods, or for any value for it.

### ***Damage or loss in transit***

- Subject to the terms of the Order, the Vendor undertakes at its own expense to replace goods lost or damaged in transit.
- The delivery will not be deemed to have taken place until replacement items are delivered to the satisfaction of the Buyer.

### ***Ownership and risk***

Subject to the terms of the delivery and without prejudice to PREJHA Foundation's other rights under the Conditions of the Order:

- Ownership in the Goods shall pass to PREJHA on delivery and acceptance.
- Risk in the Goods shall pass to PREJHA on delivery, save where the Order includes installation, in which case risk shall not pass to PREJHA until completion of the installation work.

### ***Fraud/Corruption***

PREJHA Foundation requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract.

PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has in contravention to the undertaking given in the Bid document and/or contract, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract as enshrined in the undertaking in bidding document and contract

### ***Conflicting relationships***

Bidder has an obligation to disclose as part of the bid document any situation of actual or potential conflict that impacts their capacity to serve the best interest of PREJHA Foundation, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract

### ***Jurisdiction.***

- The disputes if any between the parties shall be subject to the exclusive jurisdiction of the courts in Ranchi alone.

## **SECTION 3: PRE-QUALIFICATION**



## STANDARD FORMS

TECH FORMS	FORM NAME	X / $\checkmark$	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission (see Form Tech 1		
TECH-2	Bidder's organization and experience		
	(A). Bidder's organization		
	(B). Bidder's experience		
TECH-3	Past Experience Format		

**Form Tech 1: Letter**

**(On Bidder's Letter-head)**  
**Letter of Proposal Submission**

To,

Executive Director

**PanIIT Alumni Reach For Jharkhand Foundation**  
**Kalyan Complex, Balihar Road, Morabadi,**  
**Ranchi - 834008, Jharkhand**

We, the undersigned, offer to supply Office Supply items for PREJHA Foundation, in accordance with your Request for Quotation dated 02-12-2017. We are hereby submitting our proposal, which includes this Technical Proposal, and the Financial Proposal as indicated

We undertake the total responsibility for supply of the goods, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **PREJHA Foundation** is not bound to accept any proposal it receives.

We further state that we understand that PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a Contract

Yours faithfully,

\*Authorized Signatory [*In full and*  
*Designation*]: Name and Title of Signatory:

Name of

Bidder:

Address:

## Form Tech 2: Bidder's Organization and Experience

### (A) - Bidder's Organization

Provide here a brief description of the background and organization of your Agency/entity and each associate for this assignment. The brief description should include ownership details, date and place of incorporation/ registration of the agency, objectives of the agency etc.

<i>Years</i>	<i>2015-16</i>	<i>2016-17</i>	<i>Average</i>
<i>Turnover (INR)</i>			

*Attach PAN card copy, Bank Details (along with copy of cancelled cheque)*

### (B)- Bidder's Experience

Using the format below, provide information on each assignment/job for which your agency, had legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out assignment/job like the ones requested under this assignment/job (exact assignment / job details may be submitted).

<b>Sl. No</b>	<b>Name of agency</b>	<b>Contract Amount</b>

(Please add PO copy along with the table)

**Form Tech 3: Techno commercial Offer**

<b><u>TENDER PROFORMA for Techno-commercial</u></b>	
PREJHA reference	
Name of Bidder	
Address of Bidder	
Acceptance of Delivery Schedule	Yes
Acceptance of payment terms	Yes
GSTIN No	
Acceptance of Guarantee clause	Yes
Acceptance of Jurisdiction clause	Yes

**Form Fin1: Financial Bid Proforma**

<b>TENDER PROFORMA for Commercial</b>								
<b>PREJHA Reference No</b>								
<b>Name of Bidder</b>								
<b>S N</b>	<b>Item Description</b>	<b>Estimated Qty</b>	<b>Unit Rate</b>	<b>Estimated Value</b>	<b>Tax %</b>	<b>Tax</b>	<b>Freight</b>	<b>Total Amount</b>
1	White board + Stand + Wheels Whiteboard, W x H: 72.0" x 48.0" Overall, W x H x D: 74.5" x 69.0" x 23.0" Heavy-duty Aluminium Frame	15						
2	Magnetic White board, Heavy-duty Aluminium Frame Material Of The Frame Unbreakable Plastic Magnetic Mount Yes Hand gripper Yes Marker Holder Nil Length 1800 mm Width 1200 mm Cushioning Material Soft Board, Erasing Material Sunmica Mass Of Erasing Layer NA Gms/ Sq. Mtr Frame Width 20 mm Wall Thickness Of Anodised Aluminium Frame.(Min.) 1.2 mm Accessories: one magnetic type eraser, one set of 6 Pcs paper holding magnets for white board only	75						
3	Wooden Notice board 5' X 4' with stand	45						
4	RULED NOTEBOOK Min Dimensions (l X B) 127 X 195 mm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 200 Nos	3960						
5	Calculator: Orpat/Casio/Hp, 12 digit,	27						

	Replay & Check Function							
6	White Board Marker - 3 colours Assorted(Blue, Black, Green in equal ratio) Reynolds/Camlin/Kores	450						
7	Eraser for white board (Duster)Material: Plastic Dimensions (L x W x H): 6 inches x 1.5 inches x 2 inches	180						
8	Pens Pack (20 pens in each) - Montex/Reynolds/Cello	540						
9	Notice board Size : 5ft x 4ft Frame : Premium Aluminium Made : Velvet & Light Board Colour : Green/red/blue	90						
10	Stapler: Capacity of stapling min 30 sheets, Made of Metal,(HP 45) + 4 staples packs (each pack containing 1000 pins)	90						
11	Stapler: Capacity of stapling min 20 sheets, Made of Metal,(HD 10) + 4 staples packs (each pack containing 1000 pins)	90						
12	Perforated Open Dustbin - Steel - Min Capacity - 4litres	42						
13	Paper Punch: Punching Capacity of 12 sheets Punching diameter - 5.5mm, Punching distance - 80mm	165						
14	Registers - 200 pages, 60 GSM papers	375						
15	Register No. 6, 60 GSM papers	135						
16	Register No. 8, 60 GSM papers	135						
17	Register No. 10, 60 GSM papers	135						
18	Attendance Register Min - 15.5 * 20 cm - Min 192 page	135						
19	Stock Register - Min 32cm * 19 Cms - Min 650 Pages	51						
20	A4 Visitor's Book (Landscape, Multicolour)A4	36						

	192 Pages, Ruled, Hard Bound, Designer Min Dimensions- Width 20 cm Height 1 inch Length 20.5 cm Weigh 600 g							
21	A4 Paper pack (500 sheets in 1 packs), 70 GSM, 1 Ream	300						
22	Office file: Cobra Spring Type Material Used For Board Conforms IS:4664 Size Of File Board ( Width X Length) 250 x 345 mm x mm Size Of Flap (Width X Length) 75 x 520 mm x mm Covering Of Flap Cloth Coated Paper Corner Protection Yes Binding Tape Corner Protection Yes Binding Tape Material Cotton	675						
23	Scissors - Min 8 inch, Stainless steel blade & pivot	174						
24	Ruler (scale) 30cm Metal 12"	45						
25	Scientific Calculator, Casio scientific calculator fx-991ms or equivalent No. of digits (Min) - 12 Nos Height of each Digit (Min) - 10 mm Width of each digit(Min) - 4 mm Numerical Keys - 0,1, 2, 3, 4, 5, 6,7,8,9, . , 00 Memory Capacity(Min) - 120 Frames	27						
26	Carbon papers -210 * 330 mm (100 Sheets in 1 pack)	525						
27	Fevicol White Adhesive - 1 Kg	21						
28	Red Pens Montex/Reynolds/Cello	300						
29	Pen Stand - Smoke Black Transparent, Min Size - 14 * 6 inches, Provision for Flag, 2	75						

	pens, Calendar & Magnet for Pen							
30	Pencil - HB type - Apsara/Natraj/Camlin	360						
31	Erasers - Non Dust type - Apsara/Natraj/Camlin	675						
32	Pencil Sharpeners	645						
33	Binder Clip 25mm (Set of 1 Dozen) - Steel made	120						
34	Binder clips 15 mm (Set Of 1 Dozen)	120						
35	Laser Pointer 5mW Laser Pointer Pen PowerPoint Presenter Remote Powered by AAA 1.5V x 2pcs Batteries included.	24						
<b>Total Bid Value</b>								



## Annexure A

SN	Item Description	UoM	Estimated Qty
1	White board + Stand + Wheels Whiteboard, W x H: 72.0" x 48.0" Overall, W x H x D: 74.5" x 69.0" x 23.0" Heavy-duty Aluminium Frame	Set	1
2	Non Magnetic White board, Heavy-duty Aluminium Frame Material Of The Frame Unbreakable Plastic Magnetic Mount Yes Handgripper Yes Marker Holder Nil Length 1800 mm Width 1200 mm Cushioning Material Soft Board, Erasing Material Sunmica	No	3
3	Wooden Notice board 5' X 4' with stand	No	2
4	RULED NOTEBOOK Min Dimensions (L X B) 127 X 195 mm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 200 Nos	No	120
5	Calculator: Orpat/Casio/HP, 12 digit, Replay & Check Function	No	1
6	White Board Marker - 3 colours Assorted(Blue, Black, Green in equal ratio) Reynolds/Camlin/Kores	No	15
7	Eraser for white board (Duster)Material: Plastic Dimensions (L x W x H): 6 inches x 1.5 inches x 2 inches	No	10
8	Pens Pack (20 pens in each) - Montex/Reynolds/Cello	Packet	30
9	Notice board Size : 5ft x 4ft Frame : Premium Aluminium Made : Velvet & Light Board Colour : Green/red/blue	No	5
10	Stapler: Capacity of stapling min 30 sheets, Made of Metal,(HP 45) + 4 staples packs (each pack containing 1000 pins)	No	5
11	Stapler: Capacity of stapling min 20 sheets, Made of Metal,(HD 10) + 4 staples packs (each pack containing 1000 pins)	No	5
12	Perforated Open Dustbin - Steel - Min Capacity - 4litres	No	2

13	Paper Punch: Punching Capacity of 12 sheets Punching diameter - 5.5mm, Punching distance - 80mm	No	10
14	Registers - 200 pages, 60 GSM papers	No	15
15	Register No. 6, 60 GSM papers	No	5
16	Register No. 8, 60 GSM papers	No	5
17	Register No. 10, 60 GSM papers	No	5
18	Attendance Register Min - 15.5 * 20 cm - Min 192 page	No	5
19	Stock Register - Min 32cm * 19 Cms - Min 650 Pages	No	2
20	A4 Visitor's Book (Landscape, Multicolour)A4 192 Pages, Ruled, Hard Bound, Designer Min Dimensions- Width 20 cm Height 1 inch Length 20.5 cm Weigh 600 g	No	2
21	A4 Paper pack (500 sheets in 1 packs), 70 GSM, 1 Ream	Packet	14
22	Office file: Cobra Spring Type Material Used For Board Conforms IS:4664 Size Of File Board ( Width X Length) 250 x 345 mm x mm Size Of Flap (Width X Length) 75 x 520 mm x mm Covering Of Flap Cloth Coated Paper Corner Protection Yes Binding Tape Corner Protection Yes Binding Tape Material Cotton	No	5
23	Scissors - Min 8 inch, Stainless steel blade & pivot	No	10
24	Ruler (scale) 30cm Metal 12"	No	1
25	Scientific Calculator, Casio scientific calculator fx-991ms or equivalent No. of digits (Min) - 12 Nos Height of each Digit (Min) - 10 mm Width of each digit(Min) - 4 mm Numerical Keys - 0,1, 2, 3, 4, 5, 6,7,8,9, . , 00 Memory Capacity(Min) - 120 Frames	No	1
26	Carbon papers -210 * 330 mm (100 Sheets in 1 pack)	Packet	15
27	Fevicol White Adhesive - 1 Kg	No	1
28	Red Pens Montex/Reynolds/Cello	No	10
29	Pen Stand - Smoke Black Transparent, Min Size - 14 * 6 inches, Provision for Flag, 2 pens, Calendar & Magnet for Pen	No	2

30	Pencil - HB type - Apsara/Natraj/Camlin	No	20
31	Erasers - Non Dust type - Apsara/Natraj/Camlin	No	5
32	Pencil Sharpeners	No	3
33	Binder Clip 25mm (Set of 1 Dozen) - Steel made	Set	5
34	Binder clips 15 mm (Set Of 1 Dozen)	Set	5
35	Laser Pointer 5mW Laser Pointer Pen PowerPoint Presenter Remote Powered by AAA 1.5V x 2pcs Batteries included.	No	1

### **Annexure B**

SN	Item Description	UoM	Estimated Qty
1	White board + Stand + Wheels Whiteboard, W x H: 72.0" x 48.0" Overall, W x H x D: 74.5" x 69.0" x 23.0" Heavy-duty Aluminium Frame	Set	-
2	Non Magnetic White board, Heavy-duty Aluminium Frame Material Of The Frame Unbreakable Plastic Magnetic Mount Yes Handgripper Yes Marker Holder Nil Length 1800 mm Width 1200 mm Cushioning Material Soft Board, Erasing Material Sunmica	No	10
3	Wooden Notice board 5' X 4' with stand	No	5
4	RULED NOTEBOOK Min Dimensions (L X B) 127 X 195 mm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 200 Nos	No	320
5	Calculator: Orpat/Casio/Hp, 12 digit, Replay & Check Function	No	4
6	White Board Marker - 3 colours Assorted(Blue, Black, Green in equal ratio) Reynolds/Camlin/Kores	No	75
7	Eraser for white board (Duster)Material: Plastic Dimensions (L x W x H): 6 inches x 1.5 inches x 2 inches	No	10

8	Pens Pack (20 pens in each) - Montex/Reynolds/Cello	Packet	30
9	Notice board Size : 5ft x 4ft Frame : Premium Aluminium Made : Velvet & Light Board Colour : Green/red/blue	No	5
10	Stapler: Capacity of stapling min 30 sheets, Made of Metal,(HP 45) + 4 staples packs (each pack containing 1000 pins)	No	5
11	Stapler: Capacity of stapling min 20 sheets, Made of Metal,(HD 10) + 4 staples packs (each pack containing 1000 pins)	No	5
12	Perforated Open Dustbin - Steel - Min Capacity - 4litres	No	4
13	Paper Punch: Punching Capacity of 12 sheets Punching diameter - 5.5mm, Punching distance - 80mm	No	5
14	Registers - 200 pages, 60 GSM papers	No	50
15	Register No. 6, 60 GSM papers	No	20
16	Register No. 8, 60 GSM papers	No	20
17	Register No. 10, 60 GSM papers	No	20
18	Attendance Register Min - 15.5 * 20 cm - Min 192 page	No	20
19	Stock Register - Min 32cm * 19 Cms - Min 650 Pages	No	7
20	A4 Visitor's Book (Landscape, Multicolour)A4 192 Pages, Ruled, Hard Bound, Designer Min Dimensions- Width 20 cm Height 1 inch Length 20.5 cm Weigh 600 g	No	2
21	A4 Paper pack (500 sheets in 1 packs), 70 GSM, 1 Ream	Packet	30
22	Office file: Cobra Spring Type Material Used For Board Conforms IS:4664 Size Of File Board ( Width X Length) 250 x 345 mm x mm Size Of Flap (Width X Length) 75 x 520 mm x mm Covering Of Flap Cloth Coated Paper Corner Protection Yes Binding Tape Corner Protection Yes Binding Tape Material Cotton	No	200
23	Scissors - Min 8 inch, Stainless steel blade & pivot	No	8
24	Ruler (scale) 30cm Metal 12"	No	10

25	Scientific Calculator, Casio scientific calculator fx-991ms or equivalent No. of digits (Min) - 12 Nos Height of each Digit (Min) - 10 mm Width of each digit(Min) - 4 mm Numerical Keys - 0,1, 2, 3, 4, 5, 6,7,8,9, . , 00 Memory Capacity(Min) - 120 Frames	No	4
26	Carbon papers -210 * 330 mm (100 Sheets in 1 pack)	Packet	100
27	Fevicol White Adhesive - 1 Kg	No	2
28	Red Pens Montex/Reynolds/Cello	No	50
29	Pen Stand - Smoke Black Transparent, Min Size - 14 * 6 inches, Provision for Flag, 2 pens, Calendar & Magnet for Pen	No	15
30	Pencil - HB type - Apsara/Natraj/Camlin	No	20
31	Erasers - Non Dust type - Apsara/Natraj/Camlin	No	200
32	Pencil Sharpeners	No	200
33	Binder Clip 25mm (Set of 1 Dozen) - Steel made	Set	15
34	Binder clips 15 mm (Set Of 1 Dozen)	Set	15
35	Laser Pointer 5mW Laser Pointer Pen PowerPoint Presenter Remote Powered by AAA 1.5V x 2pcs Batteries included.	No	3