

**PREJHA Foundation Reference:  
1457 PREJHA04/26/294**

## **REQUEST FOR QUOTATION**

FOR

**Partner Empanelment & Supply of Stationery Items**

**Dated: 14<sup>th</sup> April 2026**

**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**

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## 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.

A Bidder must warrant that all the information provided by it to PREJHA Foundation at the time of application & subsequently, is true to the best of its knowledge and belief, and specially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies PREJHA Foundation from any liabilities arising out of error or default or negligence or contravention in regard to any of the applicable laws, including, but not limited to, submission of statutory forms & other such documents.

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 Stationery Items for PREJHA Foundation's Kaushal Colleges and Kalyan Gurukul 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/EPV2Web/org/PREJHA/home.action>

The information may also be viewed online at the following website

<https://www.jharkhand.gov.in/paniit>

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 Stationery Items 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	14.04.2026
2.	Start date for seeking Clarification	14.04.2026
3.	Last date for seeking clarification on line from service provider (mjunction Services Limited)	20.04.2026 (08:00PM)
4.	Bid submission start date (only on-line bid accepted)	14.04.2026
5.	Bid submission end date	27.04.2026 (08:00PM)
6.	Schedule date for Technical bid opening	27.04.2026
7	Comparative statement preparation by the system	27.04.2026

**General terms & Conditions:**

**1. Detailed BOQ**

S.No.	Item Description	UoM	Quantity
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	each	20
2	White board (Wall mounting) Overall, W x H x D: 74.5" x 69.0" x 23.0" or similar standard size. Heavy-duty Aluminium Frame	each	20
3	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	each	20
4	Wooden Notice board 5ft X 4ft with stand	each	20
5	RULED NOTEBOOK Min Dimensions (I X B) 29 X 20 cm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 90 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 200 Nos. WITH PREJHA & Jharkhand Government Logo on Cover (Customize cover)	each	100

6	RULED NOTEBOOK Min Dimensions (I X B) 19 X 15.5 cm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 92 Nos. WITH PREJHA & Jharkhand Government Logo on Cover (Customize cover)	each	100
7	Calculator: Orpat/Casio/Hp, 12 digit, Replay & Check Function	each	100
8	White Board Marker - 3 colours Assorted(Blue, Black, Green in equal ratio) Reynolds/Camlin/Kores. Type-Permanent/ Non- Permanent.	each	100
9	Eraser for white board (Duster)Material: Plastic Dimensions (L x W x H): 6 inches x 1.5 inches x 2 inches	each	50
10	Pens Pack (20 pens in each) - Montex/Reynolds/Cello	pack	120
11	Notice board Size : 5ft x 4ft Frame : Premium Aluminium Made : Velvet & Light Board Colour : Green/red/blue	each	50
12	Stapler: Capacity of stapling min 30 sheets, Made of Metal,(HP 45) + 4 staples packs (each pack containing 1000 pins)	SET	100
13	Stapler: Capacity of stapling min 20 sheets, Made of Metal,(HD 10) + 4 staples packs (each pack containing 1000 pins)	SET	200
14	Stapler: Capacity of stapling min 100 sheets, DS-23S13QL Heavy Duty Stapler + 4 staples packs (each pack containing 1000 pins)	SET	100
15	Perforated Open Dustbin - Steel - Min Capacity - 4litres	each	200
16	Paper Punch: Punching Capacity of 100 sheets Punching diameter - 5.5mm, Punching distance - 80mm	pack	200
17	Paper Punch: Punching Capacity of 12 sheets Punching diameter - 5.5mm, Punching distance - 80mm	pack	80
18	Paper Punch: Punching Capacity of 63 sheets Punching diameter - 5.5mm, Punching distance - 80mm	pack	100
19	Registers - 200 pages, 60 GSM papers	each	100
20	Registers - 200 pages, 90 GSM papers	each	300
21	Register No. 6, 60 GSM papers	each	100
22	Register No. 6, 90 GSM papers	each	120
23	Register No. 8, 60 GSM papers	each	70
24	Register No. 8, 90 GSM papers	each	100
25	Register No. 10, 60 GSM papers	each	100
26	Register No. 10, 90 GSM papers	each	120
27	Attendance Register Min - 15.5 * 20 cm - Min 192 page	each	200
28	Stock Register - Min 32cm * 19 Cms - Min 650 Pages	each	100
29	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	each	100
30	A4 Paper pack (500 sheets in 1 packs), 90 GSM, 1 Ream	each	150

31	A4 Paper pack (500 sheets in 1 packs), 70 GSM, 1 Ream	each	100
32	A3 Sheets (75 GSM) Dimension- 1.69 x 16.53 inches. 500 sheet in 1 pack	pack	200
33	A2 Sheets . Pack of 500 sheets. Dimension- 42.0 x 59.4cm. Minimum GSM -70	pack	100
34	A3 Ivory Sheet. GSM 210 and above. Pack of 25 sheets. Dimension- 16.5 inches x 11.5 inches x 0.1 inch.	pack	100
35	Office File. Display Book with 100 A4 size pockets. Holds up to 200 Pages.Opens 180 degrees flat.	each	100
36	Expanding File Folder.-Thick Septum and Metal Reinforced CornersEeach septum as thick as 0.32inches.arge capacity A4 size file folder (Size:12.59" x 9.25", Width:1.96"-20.47").can hold approximately 3000 sheets.	each	400
37	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 (Customize cover)	each	200
38	Scissors - Min 8 inch, Stainless steel blade & pivot	each	40
39	Ruler (scale) 30cm Plastic 12"	each	30
40	Ruler (scale) 30cm Metal 12"	each	200
41	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	each	100
42	Carbon papers -210 * 330 mm (100 Sheets in 1 pack)	pack	50
43	Fevicol White Adhesive - 1 Kg	each	300
44	Red Pens Montex/Reynolds/Cello	each	10
45	Pen Stand - Smoke Black Transparent, Min Size - 14 * 6 inches, Provision for Flag, 2 pens, Calendar & Magnet for Pen	each	150
46	Pencil - HB type - Apsara/Natraj/Camlin. Pack of 10.	pack	50
47	Pencil (3H) : Brands-Apsara/Natraj/Camlin Pack of 10	pack	20
48	Pencil (3B): Brands-Apsara/Natraj/Camlin Pack of 10	pack	20
49	Erasers - Non Dust type - Apsara/Natraj/Camlin. Pack of 20.	pack	50
50	Pencil Sharpener. Pack of 10	pack	50
51	Binder Clip 25mm (Set of 1 Dozen) - Steel made	pack	250
52	Binder clips 15 mm (Set Of 1 Dozen)	pack	200
53	"Laser Pointer 5mW Laser Pointer Pen Powerpoint Presenter Remote Powered by AAA 1.5V x 2pcs Batteries included."	each	50
54	High Quality Pens. Brand- Luxor/Reynolds/Cello.	each	50

55	Visitors Book. Designe approved by Prejha. Size- LXB- 1.5ftX1ft	each	30
56	Highlighter. Make- Faber Castle/Cello/Camlin/Stabilo. Colour-Light green/Light Blue/ Light orange/ Light pink.	each	20
57	Paper Pin. Pack of 100.	pack	50
58	Paper Clip. Pack of 100.	pack	100
59	Thumb Pin. Pack of 100.	pack	100
60	Paper Tape. Size-18mmX 20 meter and 48mmX 20 meter.	each	100
61	Paper Tape Dispenser. Size- Upto 1 inch / 2 inch/ 3 inch width.	each	200
62	Double sided Tape- 18mm X 5 meter	each	80
63	Brown Tape- Size- 3inch/3.5 inch/4 inch X 65 meter.	each	50
64	Carton Packing Dispensor. Size- 3inch/3.5 inch/4 inch.	each	200
65	CARD holder. Material-Stainless Steel/ Leather/ Aluminium with soft velvet or similar finishing inside. Suitable for holding atleast 8 cards. Proper locking system.	each	100
66	Engineering instrument box. Complete set of 13 items init. Make- Camlin/ Faber Castle/ Classmate or similar. Material should be of stainless steel or Good Quality Plastic.	pack	100
67	Drafting Kit. Kit Contains - Drafter - includes Steel Rod Metal Frame Unbreakable Scale. Compass Set of 8 Set Square Set of 2 - 10" x 12" *25cm/10" - 45° x 30cm/12" - 60° .Clear Plastic Bevel Edge With Protractor. *Pro Circle * Art # P45 *11cm/4.5" .Clear Plastic Thickness : 1.8mm. Ruler 12" .Clear Plastic .Both Side Bevel Size : 300 x 40 x 2.5mm Sheet Container- fully expanding and adjustable sheet container.Simple to use and expand. 7 cm OD .47 cm Without Opening *,70 cm After Opening.	pack	100
68	Engineering Drawing Sheet- A1 size paper. Gsm-60. Pack of 10 sheets.	pack	100
69	Engineering Drawing Sheet- A1 size paper. Gsm-100. Pack of 10 sheets.	pack	100
70	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	each	100
71	Pens Montex/Reynolds/Cello. Colour- Red/Green/Blue.	each	100
72	Practical Journal with KC Logo & Cover Photo (Customize cover)(for PracticalsCommis Chef) (50 pages)	each	100
73	Practical Journal with KC Logo & Cover Photo (Customize cover) (for PracticalsManufacturing Technician) (50 pages)	each	100
74	Stick file (A4 Size). Thickness atleast 300 micron.	each	100
75	Cobra file. Minimum GSM -400. Size A4	each	100

76	Chart Paper (White/ Blue/ Yellow/ Pink/Brown).Minimum GSM - 100.	each	100
77	Sketch Pen Set. Pack of 12. Brands- Faver Castle/Camlin/LuxorDoms	pack	100
78	Yellow Envelope 12X10 Size. Minimum 120 GSM	each	100
79	Envelope Yellow (A4 Size). Minimum 120 GSM	each	100
80	Envelope Yellow (A3 Size). Minimum 150 GSM	each	100
81	White Envelope Medium Size 11x5. Minimum 80 GSM	each	100
82	Pocket note book spiral (Slip pad No-22). Minimum 100 pages.	each	100
83	Permanent Marker Black Brands-Camlin/Luxor/Reynolds	each	100
84	Brown Tape (3 Inches)	each	100
85	French Curve, Material- Plastic	each	100
86	Masking Tape. Size big	each	100
87	Portfolio A3.Material- Polypropylene. Min no. of leaf-20	each	100
88	Wooden Drawing Board (A2 size)	each	100
89	Chalk (Red/pink/Blue/Green/White)	pack	100
90	A4 sheet Colour Paper. Pack of 100. Minimum 100 GSM	pack	100
91	Jasta Paper	each	100
92	Decorative Ribbon Red/White/ Yellow/Blue/Green	each	100
93	Water Paint with Paint Brush (18 shades)	pack	100
94	Box File. Outside Colour Matt paper 100 gsm. Inside White paper 100 gsm ; Includes SS Ring, SS Lever	each	100
95	Glue Gun	each	100
96	Glue stick	each	100
97	Plucker	each	100
98	Anatomy Practical file for nursing	each	100
99	Colour tape- 1 inch	each	100
100	Covering Sheet- Transparent/ Brown -8m	each	50
101	OHP Film- 100 Micron , A4 Size (100 Sheets)	each	30
102	Practical Paper- one side white and other side ruling , A4 size (100 sheets)	each	40
103	Stencil- Big/Medium/small	each	100
104	Button folder (A4 Size). Thickness atleast 300 micron.	each	50
105	Covering Sheet- Brown -8m	each	200
106	RULED NOTEBOOK Min Dimensions (l X B) 29 X 20 cm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 92 Nos. WITH PREJHA & Jharkhand Government Logo on Cover (Customize cover)	each	100

\*For Estimation purpose only  
(\*\*- Freight – Ex Ranchi)

## **2. 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.

## **3. 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/EPSV2Web/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.

#### **4. Bidding**

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

<https://eprocurement.mjunction.in/EPsv2Web/org/PREJHA/home.action>

- a) 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
- b) Mode of Submission of offer: Being e-tender, offer will be solely submitted online through e-tender portal: <https://eprocurement.mjunction.in/EPsv2Web/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)

- c) They may obtain further information regarding this tender from the office of PREJHA, Kaushal College, Near Science Block, Ranchi Women's College, Nagra Toli, Ranchi, Jharkhand 834001 on all working days till the date of bidding is open.

Contact Person: Shekhar Kumar, Procurement, PREJHA  
Contact No.: 9835932882  
Email-ID:[shekhar.k@parfi.org](mailto:shekhar.k@parfi.org)

- d) 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.

#### **5. 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.

#### **6. 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

**7. 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 documentsubmission.

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

Sl. No	PQR Condition	Bidder Remarks
1	Have previously supplied similar materials to any institutional buyers preferably private or public sector companies or training enterprises within past 4 years. Previous PO copies will be required  Or authorized Dealer/Manufacturer of such goods	

Bidder should submit the prequalification documents at the portal

**9. 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.

**10. Empanelment followed by Letter of Award**

1. The technical bid (incl. pre-qualification criteria) will be verified by PREJHA Foundation. The Procurement System will determine the lowest financial bid including on a possible line-itembasis among the technically qualified bidders.
2. PREJHA Foundation shall award the Empanelment Contract possibly with SOR to successful bidders and then issue the purchase order that may be deemed as a Letter of Award (LOA)forthe 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% ofthe estimated order value in the form of either a bank guarantee from a scheduled bank or a PDC or a DD drawn on any scheduled bank in favor 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 locationspecified in the LOA/ Contract.
4. If the selected bidder does not sign the Contract within the stipulated period, the LOA maybecancelled, 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 Purchaseorders 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 quotedexceeds its own estimates for the supply value, PREJHA reserves the right to cancel the tender or particular line item(s) without incurring any obligation or liability towards the

tenderers.

6. PREJHA Foundation reserves the right to issue a part order of any 'line item' or sets of line items from BoQ in the bid to another empaneled vendor based on cost, time & quality considerations at its sole discretion. The transport cost in such cases will be on actual basis.
7. Purchase Orders & Delivery details Over the validity of this RFQ, purchase orders with specified quantity & delivery details would be issued as per requirements
8. 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;

### **11. Indicative Delivery Schedule**

- Goods to be delivered at our Gurukuls and Kaushal Colleges as per following as needed (Delivery location can vary apart from this listed location as and when required):

Sl. No	Delivery Location	Delivery Schedule
1	Kaushal College, Latehar	Within 15 days of signing the contract
2	Kaushal College, Jamtara	
3	Kaushal College, Udhwa, Sahibganj	
4	Kaushal College, Ranchi	
5	Kaushal College, Simdega	
6	Kalyan Gurukul, Sahibganj	
7	Kalyan Gurukul, Bedo	
8	Kalyan Gurukul, Ramgarh	
9	Kalyan Gurukul, Giridih	
10	Kalyan Gurukul, Godda	
11	Kalyan Gurukul, Khunti	
12	Kalyan Gurukul, Kanke	
13	Kalyan Gurukul, Chatra	
14	Any other Jharkhand based institutes of PREJHA Foundation	

### **12. Payment Terms**

- a. 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.
- b. 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.

### **13. Unloading**

- a. Unloading is in Vendor's scope, cost & arrangement will be borne by Vendor.
- b. The risk of all materials till receipt at location will be in vendor's scope.

### **14. 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.

### **15. Warranty/ Guarantee**

- a) The said goods/services delivered by the Vendor should be identical to the sample/specification given by the Vendor.
- b) 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.
- c) 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.

### **16. Inspection**

- a) 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.
- b) 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.
- c) 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.

- d) 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.

### ***17. Damage or loss in transit***

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

### ***18. 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:

- a) Ownership in the Goods shall pass to PREJHA on delivery and acceptance.
- b) 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.

### ***19. 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 enshrine in the undertaking in bidding document and contract

### ***20. 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

### ***21. Jurisdiction.***

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

## STANDARD FORMS

<b>TECH FORMS</b>	<b>FORM NAME</b>	<b>Mention list of all supporting documents attached (if any)</b>
TECH-1	Letter of proposal submission	Pls scan & attach
PQ	Pre-Qualification documents	Pls scan & attach
Fin - 1	Financial Bid Format	Pls Put details during bid submission online

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**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 Stationery Items for PREJHA Foundation, in accordance with your Request for Quotation dated 14.04.2026. 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 Fin1: Financial Bid Proforma**

<b><u>TENDER PROFORMA for Commercial</u></b>								
<b>PREJHA Reference No</b>								
<b>Name of Bidder</b>								
<b>S.No.</b>	<b>Item Description</b>	<b>UoM</b>	<b>Quantity</b>	<b>Unit Rate</b>	<b>Estimated Value</b>	<b>Tax%</b>	<b>Tax</b>	<b>Freight</b>
1	White board + Stand + Wheels Whiteboard, W x H: 72.0" x 48.0" Overall, W x H xD: 74.5" x 69.0" x 23.0" Heavy-duty Aluminium Frame	each	20					
2	White board (Wall mounting) Overall, W x H x D: 74.5" x 69.0" x 23.0" or similar standard size. Heavy-duty Aluminium Frame	each	20					
3	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	each	20					
4	Wooden Notice board 5ft X4ft with stand	each	20					
5	RULED NOTEBOOK Min Dimensions (l X B) 29 X 20cm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 90 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 200 Nos. WITH PREJHA & Jharkhand Government Logo on Cover (Customize cover)	each	100					
6	RULED NOTEBOOK Min Dimensions (l X B) 19 X 15.5 cm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 92 Nos. WITH PREJHA & Jharkhand Government Logo on Cover (Customize cover)	each	100					

7	Calculator: Orpat/Casio/Hp, 12 digit, Replay & Check Function	each	100					
8	White Board Marker - 3 colours Assorted(Blue, Black, Green in equal ratio) Reynolds/Camlin/Kores. Type- Permanent/ Non-Permanent.	each	100					
9	Eraser for white board (Duster)Material: Plastic Dimensions (L x W x H): 6 inches x 1.5 inches x 2 inches	each	50					
10	Pens Pack (20 pens in each) - Montex/Reynolds/Cello	pack	120					
11	Notice board Size : 5ft x 4ft Frame : Premium Aluminium Made : Velvet & Light Board Colour : Green/red/blue	each	50					
12	Stapler: Capacity of stapling min 30 sheets, Made of Metal,(HP 45) + 4 staples packs (each pack containing 1000 pins)	SET	100					
13	Stapler: Capacity of stapling min 20 sheets, Made of Metal,(HD 10) + 4 staples packs (each pack containing 1000 pins)	SET	200					
14	Stapler: Capacity of stapling min 100 sheets, DS-23S13QL Heavy Duty Stapler + 4 staples packs (each pack containing 1000 pins)	SET	100					
15	Perforated Open Dustbin - Steel - Min Capacity - 4litres	each	200					
16	Paper Punch: Punching Capacity of 100 sheets Punching diameter - 5.5mm, Punching distance - 80mm	pack	200					
17	Paper Punch: Punching Capacity of 12 sheets Punching diameter - 5.5mm, Punching distance - 80mm	pack	80					
18	Paper Punch: Punching Capacity of 63 sheets Punching diameter - 5.5mm, Punching distance - 80mm	pack	100					
19	Registers - 200 pages, 60 GSM papers	each	100					
20	Registers - 200 pages, 90 GSM papers	each	300					
21	Register No. 6, 60 GSM papers	each	100					
22	Register No. 6, 90 GSM papers	each	120					

23	Register No. 8, 60 GSM papers	each	70					
24	Register No. 8, 90 GSM papers	each	100					

25	Register No. 10, 60 GSM papers	each	100					
26	Register No. 10, 90 GSM papers	each	120					
27	Attendance Register Min - 15.5 * 20 cm - Min 192 page	each	200					
28	Stock Register - Min 32cm * 19 Cms - Min 650 Pages	each	100					
29	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	each	100					
30	A4 Paper pack (500 sheets in 1 packs), 90 GSM, 1 Ream	each	150					
31	A4 Paper pack (500 sheets in 1 packs), 70 GSM, 1 Ream	each	100					
32	A3 Sheets (75 GSM) Dimension- 1.69 x 16.53 inches. 500 sheet in 1 pack	pack	200					
33	A2 Sheets . Pack of 500 sheets. Dimension- 42.0 x 59.4cm. Minimum GSM -70	pack	100					
34	A3 Ivory Sheet. GSM 210 and above. Pack of 25 sheets. Dimension- 16.5 inches x 11.5 inches x 0.1 inch.	pack	100					
35	Office File. Display Book with 100 A4 size pockets. Holds up to 200 Pages.Opens 180 degrees flat.	each	100					
36	Expanding File Folder.-Thick Septum and Metal Reinforced CornersEach septum as thick as 0.32inches.arge capacity A4 size file folder (Size:12.59" x 9.25", Width:1.96"-20.47").can hold approximately 3000 sheets.	each	400					
37	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(Customize cover)	each	200					
38	Scissors - Min 8 inch, Stainless steel blade & pivot	each	40					

39	Ruler (scale) 30cm Plastic 12"	each	30					
40	Ruler (scale) 30cm Metal 12"	each	200					
41	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	each	100					
42	Carbon papers -210 * 330 mm (100 Sheets in 1 pack)	pack	50					
43	Fevicol White Adhesive - 1 Kg	each	300					
44	Red Pens Montex/Reynolds/Cello	each	10					
45	Pen Stand - Smoke Black Transparent, Min Size - 14 * 6 inches, Provision for Flag, 2 pens, Calendar & Magnet for Pen	each	150					
46	Pencil - HB type - Apsara/Natraj/Camlin. Pack of 10.	pack	50					
47	Pencil (3H) : Brands- Apsara/Natraj/Camlin Pack of 10	pack	20					
48	Pencil (3B): Brands- Apsara/Natraj/Camlin Pack of 10	pack	20					
49	Erasers - Non Dust type - Apsara/Natraj/Camlin. Pack of 20.	pack	50					
50	Pencil Sharpener. Pack of 10	pack	50					
51	Binder Clip 25mm (Set of 1 Dozen) - Steel made	pack	250					
52	Binder clips 15 mm (Set Of 1 Dozen)	pack	200					
53	"Laser Pointer 5mW Laser Pointer Pen Powerpoint Presenter Remote Powered by AAA 1.5V x 2pcs Batteries included."	each	50					
54	High Quality Pens. Brand- Luxor/Reynolds/Cello.	each	50					
55	Visitors Book . Designe approved by Prejha. Size- LXB-1.5ftX1ft	each	30					
56	Highlighter. Make- Faber Castle/Cello/Camlin/Stabilo. Colour-Light green/Light Blue/ Light orange/ Light pink.	each	20					
57	Paper Pin. Pack of 100.	pack	50					
58	Paper Clip.Pack of 100.	pack	100					
59	Thumb Pin.Pack of 100.	pack	100					

60	Paper Tape. Size-18mmX 20 meter and 48mmX 20 meter.	each	100					
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61	Paper Tape Dispenser. Size-Upto 1 inch / 2 inch/ 3 inch width.	each	200					
62	Double sided Tape- 18mm X 5 meter	each	80					
63	Brown Tape- Size- 3inch/3.5 inch/4 inch X 65 meter.	each	50					
64	Carton Packing Dispensor. Size- 3inch/3.5 inch/4 inch.	each	200					
65	CARD holder. Material- Stainless Steel/ Leather/ Aluminium with soft velvet or similar finishing inside. Suitable for holding atleast 8 cards. Proper locking system.	each	100					
66	Engineering instrument box. Complete set of 13 items in it. Make- Camlin/ Faber Castle/ Classmate or similar. Material should be of stainless steel or Good Quality Plastic.	pack	100					
67	Drafting Kit. Kit Contains - Drafter - includes Steel Rod Metal Frame Unbreakable Scale. Compass Set of 8 Set Square Set of 2 - 10" x 12" *25cm/10" - 45° x 30cm/12" - 60° .Clear Plastic Bevel Edge With Protractor. *Pro Circle * Art # P45 *11cm/4.5" .Clear Plastic Thickness : 1.8mm. Ruler 12" .Clear Plastic .Both Side Bevel Size : 300 x 40 x 2.5mm Sheet Container- fully expanding and adjustable sheet container.Simple to use and expand. 7 cm OD .47 cm Without Opening *,70 cm After Opening.	pack	100					
68	Engineering Drawing Sheet- A1 size paper. Gsm-60. Pack of 10 sheets.	pack	100					
69	Engineering Drawing Sheet- A1 size paper. Gsm-100. Pack of 10 sheets.	pack	100					
70	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	each	100					

71	Pens Montex/Reynolds/Cello. Colour- Red/Green/Blue.	each	100					
72	Practical Journal with KC Logo & Cover Photo(Customize cover) (for Practicals Commis Chef) (50 pages)	each	100					
73	Practical Journal with KC Logo & Cover Photo (Customize cover) (for Practicals Manufacturing Technician) (50 pages)	each	100					
74	Stick file(A4 Size). Thickness atleast 300 micron.	each	100					
75	Cobra file. Minimum GSM -400. Size A4	each	100					
76	Chart Paper (White/ Blue/ Yellow/ Pink/Brown).Minimum GSM - 100.	each	100					
77	Sketch Pen Set. Pack of 12. Brands- Faver Castle/Camlin/LuxorDoms	pack	100					
78	Yellow Envelope 12X10 Size. Minimum 120 GSM	each	100					
79	Envelope Yellow (A4 Size). Minimum 120 GSM	each	100					
80	Envelope Yellow (A3 Size). Minimum 150 GSM	each	100					
81	White Envelope Medium Size 11x5. Minimum 80 GSM	each	100					
82	Pocket note book spiral (Slip pad No-22). Minimum 100 pages.	each	100					
83	Permanent Marker Black Brands-Camlin/Luxor/Reynolds	each	100					
84	Brown Tape (3 Inches)	each	100					
85	French Curve, Material- Plastic	each	100					
86	Masking Tape. Size big	each	100					
87	Portfolio A3.Material- Polypropylene. Min no. of leaf- 20	each	100					
88	Wooden Drawing Board (A2 size)	each	100					
89	Chalk (Red/pink/Blue/Green/White)	pack	100					
90	A4 sheet Colour Paper. Pack of 100. Minimum 100 GSM	pack	100					
91	Jasta Paper	each	100					
92	Decorative Ribbon Red/White/ Yellow/Blue/Green	each	100					
93	Water Paint with Paint Brush (18 shades)	pack	100					
94	Box File. Outside Colour Matt paper 100 gsm. Inside White paper 100 gsm ; Includes SS Ring, SS Lever	each	100					
95	Glue Gun	each	100					

96	Glue stick	each	100					
97	Plucker	each	100					
98	Anatomy Practical file for nursing	each	100					
99	Colour tape- 1 inch	each	100					
100	Covering Sheet- Transparent/ Brown -8m	each	50					
101	OHP Film- 100 Micron , A4 Size (100 Sheets)	each	30					
102	Practical Paper- one side white and other side ruling , A4 size (100 sheets)	each	40					
103	Stencil- Big/Medium/small	each	100					
104	Button folder (A4 Size). Thickness atleast 300 micron.	each	50					
105	Covering Sheet- Brown -8m	each	200					
106	RULED NOTEBOOK Min Dimensions (l X B) 29 X 20 cm Grammage Of Cover Paper 384 gsm, Grammage Of Paper 60 gsm, Colour Of Page/Sheet White Number Of Pages/Sheets 92 Nos. WITH PREJHA & Jharkhand Government Logo on Cover (Customize cover)	each	100					

\*For Estimation purpose  
only(\*\*- Freight – Ex  
Ranchi)