

Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).

Government of Jharkhand

Tender Reference No.: 14/JREDA/Misc Services/26-27



Jharkhand Renewable Energy Development Agency (JREDA)

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002.

Ph.: 0651-2491161, Fax: 0651-2491165

E-mail: info@jreda.com; Website: www.jreda.com

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JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)
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e-Procurement Notice

Tender Reference No.: 14/JREDA/Misc Services/26-27

Dated: 03.08.2026

Jharkhand Renewable Energy Development Agency (JREDA) is an autonomous body registered under the Societies Act, 1860, and is under the administrative control of the Department of Energy, Govt. of Jharkhand, for promoting the use of renewable energy sources, with its registered office at Kusai Colony, Doranda, Ranchi, Jharkhand-834002. JREDA requires a Rate Contract for Supply of Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Services, Repair & Maintenance of Electrical & Electronics Items for its office operations and official requirements at its headquarters and other project locations in the State of Jharkhand.

Sl. No.	Particulars	Details
1	Name of the Work	Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).
2	Approx. for 1 Year Estimated Cost (in Rs.)	₹ 5,00,000/- (Five Lakhs Rupees Only) Inclusive of GST*
3	Earnest Money Deposit (Refundable) (In Rs.)	₹ 10,000/- (Ten Thousand Rupees Only)
4	Cost of Tender Document (Bid Fee) Non-Refundable (In Rs.)	₹ 1,475/- (Rupees One Thousand Four Hundred Seventy-Five Only) Inclusive of GST
5	Contract Period	12 (Twelve) Months
6	Date of Publication of NIT on website: https://jharkhandtenders.gov.in	05.08.2026 (Wednesday)
7	Date & Time of Pre-Bid Queries at JREDA Office	10.08.2026 (Monday) up to 02:00 PM
8	Last Date & Time for Receipt of Online Bids	27.08.2026 (Thursday) up to 05:00 PM
9	Submission of Bid Fee & EMD (Online via SBI Payment Gateway of Jharkhand Tenders)	27.08.2026 (Thursday) up to 05:00 PM
10	Technical Bid Opening Date	01.09.2026 (Tuesday) at 03:00 PM
11	Name & Address of Office Inviting Tender	Director, Jharkhand Renewable Energy Development Agency (JREDA), 3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi-834002
12	Contact No. of Procurement Officer	0651-2491161 / 63 / 67
13	Helpline No. of e-Procurement	0651-2491161 / 63 / 67

Any corrigendum/addendum can be seen on the website: <http://jharkhandtenders.gov.in> & www.jreda.com.
Further details can be seen on the website: <http://jharkhandtenders.gov.in> & www.jreda.com.

**Sd/
Director,
JREDA, Ranchi**

JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)
3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.
Ph. No: 2491161, Fax No: 0651-2491165
Web site: www.jreda.com, E-mail: info@jreda.com

List of Important Dates & Details of Bids

Tender Reference No.: 14/JREDA/Misc Services/26-27

Sl. No.	Particulars	Details
1	Name of Work	Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).
2	Approx. for 1 Year Estimated Cost of NIB	₹ 5,00,000/- Inclusive of GST*
3	Engagement Period	12 (Twelve) Months
4	Tender Fee (Non-Refundable) and Earnest Money Deposit (Refundable) should be deposited in online mode through SBI Payment Gateway	The Bidder needs to submit the amount of ₹ 11,475/- (Eleven Thousand Four Hundred and Seventy-Five Rupees Only) online via SBI Payment Gateway on https://jharkhandtenders.gov.in , which consists of the cost of the NIB document (non-refundable), ₹ 1,475/- (Inclusive of GST@ 18%) and Earnest Money Deposit (EMD) of ₹ 10,000/- (Refundable).
5	Mode of Submission of Tender	Online through https://jharkhandtenders.gov.in up to 27.08.2026 (Thursday) till 05:00 PM
6	Publishing on the Website	Date: 05.08.2026 (Wednesday)
7	Tender Documents can be downloaded from https://jharkhandtenders.gov.in on all working days	Start Date: 05.08.2026 (Wednesday) Time: 03:00 PM End Date: 27.08.2026 (Thursday) Time: 05:00 PM
8	Last Date & Time for Submission of Pre-Bid Queries	10.08.2026 (Monday) Time: 02:00 PM At JREDA, Ranchi Office, 3rd Floor, SLDC Building, Kusai Colony, Doranda
9	Technical Bid Opening Date	01.09.2026 (Tuesday) at 03:00 PM
10	Authority Inviting Bids	Director, Jharkhand Renewable Energy Development Agency (JREDA)
11	Address	Jharkhand Renewable Energy Development Agency (JREDA), 3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi- 834002. Ph. No. 0651-2491161/63/67 Website: www.jreda.com Email: info@jreda.com

JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)

3rd Floor, SLDC Building, Kusai, Doranda, Ranchi-834002.

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Web site: www.jreda.com, E-mail: info@jreda.com

Tender Reference No.: 14/JREDA/Misc Services/26-27

GENERAL TERMS AND CONDITIONS

Online bids are invited from eligible Suppliers/Firms/Agencies/Dealers/Service Providers for **"Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, and Repair & Maintenance of Electrical & Electronics Items for Jharkhand Renewable Energy Development Agency (JREDA)"**, having the prerequisite conditions as detailed below:

A. KEY REQUIREMENTS:

1. The supplied items should be genuine and of standard quality.
2. Preference shall be given to reputed brands/OEM products or equivalent brands acceptable to JREDA.
3. The supplier should have an operational office/shop at Ranchi during the contract period. Proof of the same has to be submitted along with the bid.
4. The supplier shall ensure that all supplied materials are free from defects, damage and counterfeit contents.
5. The Agency has to submit an organizational profile as per Annexure-T3.
6. The information and/or documents shall be submitted by the bidder as per the format specified in this tender document.
7. Bidders have to quote rates for all categories/items mentioned in the NIB. Bidders quoting an incomplete financial bid may be rejected.
8. The bidder has to quote the rate for all mentioned materials/items as per Annexure-T10.

9. Technical Bid – details

Form I: Technical Bid – details

Bidders shall submit the technical Bid in the formats **(T-1 to T-10) (the "Technical Bid")**. While submitting the Technical Bid, the Bidder shall, in particular, ensure that:

JREDA reserves the right to verify all Statements, information, and documents submitted by the Bidder in response to the NIB. Failure of JREDA to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder, nor will it affect any rights of JREDA thereunder. In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made a material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Consultant either by issue of the Work Order or entering into of the Agreement, and if the Bidder has already been issued the Work Order or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this NIB, be liable to be terminated, by a communication in writing by JREDA without JREDA being liable in any manner whatsoever to the Bidder or Consultant, as the case may be.

In such an event, JREDA shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to JREDA for, inter alia, time, cost, and effort of JREDA, without prejudice to any other right or remedy that may be available to JREDA.

Form II: Financial Bid – details

Bidders shall submit the Financial Bid in the prescribed BOQ (Excel sheet) online only, clearly indicating the cost of Bidder's charges for "Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA)." "In both figures and words, in Indian Rupees, and signed by the Bidder's authorized signatory.

Financial Bid shall be submitted online only. In case the financial Bid is not submitted online, the said bidder shall be disqualified from the NIB.

While submitting the Financial Bid, the Bidder shall ensure the following:

- i. The quoted rates shall be exclusive of GST and shall be inclusive of packing, forwarding, loading, unloading, transportation, labour, profit margin and all other incidental charges. The total amount indicated in the Financial Bid shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non-responsive and liable to be rejected.
- ii. Duly quoted & digitally signed Bill of Quantity (BOQ) in the file supplied by JREDA.
- iii. Declaration by Bidder in the format of Annexure T3 form of Bid in .pdf format

NOTE: - a. The L1 bidder shall be determined separately for each item based on the lowest quoted rate for that item. Accordingly, the Work Order/Purchase Order for each item shall be issued to the respective L1 bidder of that item. Therefore, different items under the same category may be awarded to different bidders based on their respective L1 rates.

b. All the documents should be digitally signed by the Bidder.

ELIGIBILITY CRITERIA:

1. The bidder should be a registered Firm/Agency/Supplier/Dealer.

The bidder should have experience of having successfully completed similar works/supplies to any State Government/Central Government/SNA/SDA/Government Autonomous Body/Government Organization/PSU during the last **7 years**, ending on the last day of the month previous to the one in which bids are invited. The experience should meet any one of the following criteria:

- a. Three (03) similar completed works/supply orders, each costing not less than **40% of the estimated tender value, i.e., ₹2,00,000/-**.
Or
- b. Two (02) similar completed works/supply orders, each costing not less than **50% of the estimated tender value, i.e., ₹2,50,000/-**.
Or
- c. One (01) similar completed work/supply order costing not less than **80% of the estimated tender value, i.e., ₹4,00,000/-**.

The bidder shall submit supporting documents such as **Work Order/Purchase Order along with Experience Certificate** in support of the above experience.

2. **Definition of Similar Work: The words "Similar Work" shall mean supply of Office Stationery/ Office Consumables/ IT Consumables/ Electrical & Electronics Items/ Printing Materials/ Computer Accessories/ office utility materials & services / Repair & Maintenance of Electrical & Electronics items to any State / Central/ SNA/SDA/Govt. Autonomous Body/ Govt. Organization / PSU.**

3. Bidder should have **minimum average annual turnover of Rs. 1.50 Lakhs** in the past three financial years (**FY-2022-23, FY-2023-24 & FY-2024-25**) as per **Annexure-T4**.
4. Bidder should have **positive net worth** as per **Annexure-T8**.
5. Bidders should submit a copy of **GST Registration Certificate & PAN**.
6. Bidders should submit the **Audited Balance Sheet** of the last three preceding financial years (**FY-2022-23, FY-2023-24 & FY-2024-25**) ending on **31st March 2025**.
7. Bidders should submit the **Income Tax Returns** of the last 3 Assessment Years (**AY-2023-24, AY-2024-25 & 2025-26**).
8. Submission of Bid Fees & EMD: Bidder shall submit the online Payment via SBI payment gateway on <https://jharkhandtenders.gov.in> for participation in NIB of amount **₹11,475/- (Eleven Thousand Four Hundred Seventy-Five Rupees Only)**, which consists of **Earnest Money Deposit (EMD) of ₹10,000/- (Refundable)** and **NIB document-Bid Fees (Non-refundable) of ₹ 1,475/-** (Inclusive of GST@ 18%).
9. The estimated tender value of ₹5,00,000/- (Rupees Five Lakhs Only) is tentative and indicative in nature and may vary depending upon the actual requirements of JREDA. JREDA does not guarantee any minimum quantity or procurement value under this Rate Contract. Procurement shall be made strictly on actual requirement basis through individual Work Orders/Purchase Orders.
10. On acceptance of the bid, the shortlisted bidder has to submit a Performance Security amount of **Rs. 50,000.00/-** in the form of Bank Guarantee/FDR/DD from a nationalized Bank drawn in favour of **"Director, JREDA payable at Ranchi"**.
11. If the security deposit is not submitted within the stipulated time period from the date of issue of the work order, then JREDA shall cancel the work order.
12. In case the vendor is Blacklisted or debarred from any Govt. organization, then the bid may be rejected by JREDA as per Annexure-T7.

TERMS AND CONDITIONS:

1. The L1 bidder shall be determined separately for each item based on the lowest quoted rate for that particular item. Accordingly, the Work Order/Purchase Order for each item shall be issued to the respective L1 bidder for that item. Different items may therefore be awarded to different bidders based on their respective L1 rates, subject to fulfilment of all terms and conditions of the tender document.
2. The categories of materials/items required are: Cleaning Materials & Housekeeping Consumables; Office Stationery Items; Utility Items; Printing Materials; IT Consumables & Computer Accessories; Electrical & Electronics; AC Maintenance Materials.
3. The contract shall be valid for one year from the commencement of the contract. If the performance of the supplier is found satisfactory, then further extension may be given as per the requirement of JREDA.
4. The supplier should be duly registered with the concerned Central/State Govt. authorities.
5. The materials supplied shall be for exclusive use of JREDA offices.
6. Supply shall be made on a requirement basis against Purchase Orders issued by JREDA from time to time.
7. Supplier should have adequate stock and logistics arrangement for timely delivery.
8. The rates quoted shall be exclusive of GST and shall be inclusive of transportation, loading, unloading, packing, forwarding, profit margin and all other incidental charges.
9. The supplied items shall be in proper packing and good condition.
10. In case supplied items are not found satisfactory, the same shall be replaced immediately without any extra cost.
11. **JREDA reserves the right to procure any or all of the listed item(s) under this Rate Contract in any quantity, including nil quantity, based on its actual requirement during the contract period.**
12. JREDA reserves the right to procure items from the market at risk and cost of the supplier in case of failure of supply.
13. All IT consumables, computer accessories, electronic items and replacement components supplied under the Rate Contract shall be of **reputed make such as Dell, HP, Lenovo, Logitech, Kingston, SanDisk, Western Digital, Seagate, Samsung or equivalent reputed make**, as applicable to the respective item and compatible with the existing equipment of JREDA. The successful bidder shall obtain **prior approval from JREDA regarding the make/brand and specifications of the item before supply**. JREDA reserves the right to reject any item supplied without prior approval or not conforming to the required specifications.

14. In case of **repairing/servicing of computers, printers, UPS and other electrical/electronic equipment**, the charges, including the cost of parts/components replaced, if any, shall be payable **on an actual basis**, subject to verification of the work carried out and supporting bill/invoice. The repair/replacement work and the corresponding bill shall be **verified and approved by the concerned Executive Engineer, JREDA**, before processing of payment.
15. No repair work or replacement of parts/components shall be undertaken **without prior approval of the concerned Executive Engineer, JREDA**.
16. Supply shall normally be completed within **15 days** from issue of Purchase Order. Emergency supply of items & Services shall be fulfilled within **48 hours** as instructed by JREDA.
17. In case of failure to supply materials within the stipulated period, JREDA may impose liquidated damages at the rate **of 0.5%** of the value of delayed supply per week or part thereof, subject to a maximum of **10%** of the value of the concerned Work Order/ Purchase Order. The decision of JREDA in this regard shall be final and binding.
18. JREDA reserves the right to reject all or any offers without assigning any reason.
19. Monthly billing shall be submitted in triplicate along with delivery challan and acceptance report.
20. Financial bids of only technically qualified bidders shall be opened.
21. The supplier shall provide a GST invoice for all supplied items.
22. The rates shall remain firm during the entire contract period, and no escalation shall be entertained.
23. Any defective/counterfeit/sub-standard item shall be replaced immediately without additional cost.
24. JREDA shall not be liable for any tax liability, labour issue or statutory non-compliance on part of the supplier.
25. The supplier shall comply with all applicable laws, rules and regulations.
26. The contract between JREDA and the supplier can be cancelled after prior notice of one month from either side in the event of poor service or violation of conditions.
27. Any matter during the period of agreement which has not been specifically covered by this agreement shall be decided by the Director, JREDA whose decision shall be final and binding.
28. No additional terms & conditions over and above conditions stipulated above shall be entertained by JREDA.
29. **Submission of Performance Security:** The shortlisted Bidder has to submit Performance Security (Performance Guarantee) of amount Rs. **50,000.00/-** in the form of DD/BG/FDR from a nationalized bank in Favour of Director, JREDA payable at Ranchi. If Performance Guarantee is not submitted within the stipulated period, then JREDA shall cancel the work order. After submission of Performance Security, the EMD will be returned to the shortlisted bidder after 30 days.
30. The shortlisted bidder shall enter into an agreement within **15 days** from issue of work order in the Office of the Director, JREDA, Ranchi on non-judicial stamp paper of appropriate value after deposit of Performance Security.
31. Bidder shall be engaged for **365 days** with JREDA from the date of agreement signing, which may be extended as per requirement of JREDA.
32. Payment will be made monthly after verification of submitted bills and supporting documents by Engineer-In-Charge/Concerned Officer.
33. JREDA will be at liberty to terminate in part or in full the awarded contract without prejudicing its rights by giving 15 day's notice in writing in the following events: expiry of agreement, non- performance during execution, delay in supply, quality of material not satisfactory, or submission of false documents.
34. All disputes arising out of or in connection with the present contract shall be finally settled under the Arbitration and Conciliation Act, 1996.
35. In no case will subletting of the contract be allowed.
36. All legal disputes between parties shall be subject to the jurisdiction of Jharkhand High Court, Ranchi only.

Agreed and accepted the above terms and conditions.

(Signature & Seal of the Firm/ Agency/ Supplier)

FORM I: Covering Letter (on Bidder's letterhead)

Tender Reference No.: 14/JREDA/Misc Services/26-27

Date:

**To,
The Director,
Jharkhand Renewable Energy Development Agency (JREDA)
3rd Floor, SLDC Building, Kusai Colony, Doranda, Ranchi, Jharkhand.**

Sub: Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).

Dear Sir,

1. Having examined the NIB, we, the undersigned, offer to propose for the Rate Contract with JREDA in full conformity with the said NIB.
2. We have read the provisions of the NIB and confirm that these are acceptable to us. We further declare that any additional conditions, variations, or deviations found in our proposal shall not be given effect to.
3. We agree to abide by this proposal and all annexures attached thereto, and it shall remain binding upon us.
4. Until the formal final Contract is prepared and executed between us, this Proposal, together with your written acceptance of the Proposal and your notification of award, shall constitute a binding contract between us.
5. We hereby declare that all information and statements made in this proposal are true and correct. We accept that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any proposal you receive.

Signature..... In the capacity of _____

Duly authorized to sign Proposal for and on behalf of _____

Date.....

Place.....

Technical Proposal Formats

The Bidders are required to submit their Technical Proposals in the formats provided in Annexures **T1 to T9**.

Annexure-T1: Covering Letter
Tender Reference No.: 14/JREDA/Misc Services/26-27
(On bidder's letterhead)

From:

To,
The Director,
Jharkhand Renewable Energy Development Agency (JREDA), 3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda, Ranchi –834002.

Sub: Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).

I/we, bidder/firm, herewith enclose the Technical Proposal for the "Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA)."

Yours faithfully,

Signature & Seal

Full Name & Address:

Annexure-T2: Checklist for Technical Bid
Tender Reference No.: 14/JREDA/Misc Services/26-27

S. No.	Particulars	Uploaded or not	Page No. in Technical Bid
1	Bidder shall submit the online Payment Receipt for participation in NIB of ₹ 11,475/- (Eleven Thousand Four Hundred Seventy-Five Rupees Only) , which consists of Earnest Money Deposit (EMD) of ₹ 10,000/- (Refundable) and NIB document-Bid Fees (Non-refundable) of ₹ 1,475/- (Inclusive of GST@ 18%) for participation in the NIB		
2	Audited balance sheet of the last three years (2022-23, 2023-24 & 2024-25)		
3	ITR AY-(2023-24, 2024-25 & 2025-26)		
4	PAN Card		
5	GST Registration Certificate		
6	Covering Letter (Annexure-T1)		
7	Checklist for Technical Bid (Annexure-T2)		
8	Information about Bidding Firm (Annexure-T3)		
9	Average Annual Turnover (Annexure-T4)		
10	Contact Person for the NIB (Annexure-T5)		
11	Assignments of similar nature of work during last 7 years (Annexure-T6)		
12	Declaration by the Bidder (Annexure-T7)		
13	Net Worth Certificate (Annexure-T8)		
14	Technical Summary Bid Checklist for NIB (Annexure-T9)		

Please ensure:

1. That all information is provided strictly in the order mentioned in the checklist above.
2. Bidders are advised to strictly confirm compliance with bid conditions and not to stipulate any deviation/conditions in their offer.
3. Any clarification/confirmation bidder may require shall be obtained from JREDA before submission of the bid. Bidder shall submit a complete bidding document, duly signed and stamped as token of having read, understood and accepted all terms and conditions mentioned therein.

(Signature of Authorised Signatory)

Name:
Designation:
Company seal:

Annexure-T3: Information about the Bidding Firm
Tender Reference No.: 14/JREDA/Misc Services/26-27

(To be submitted on the official letterhead of the company)

SL. No.	Particulars	Details
1	Name of the Bidder	
2	Address of Bidder with Telephone, Fax and Email	
3	Address of the Registered Office	
4	Other details and remarks, if any	

Yours faithfully,

Name:
Designation:
Company seal:

Annexure-T4: Format for Financial Requirement – Annual Turnover
Tender Reference No.: 14/JREDA/Misc Services/26-27

[On the letterhead of Bidding Company]

To,
The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda, Ranchi – 834002.

Sir,

Sub: Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).

We certify that the Bidding Company had an average Annual Turnover of ₹ _____ based on audited annual accounts of the last three years ending **31.03.2025**.

Sl. No.	Financial Year	Turnover (in ₹)
1	2022-23	
2	2023-24	
3	2024-25	

Authorized Signatory (Power of Attorney holder)
Statutory Auditor
(Stamp & Signature)
(Stamp & Signature)
Date: _____

Membership No.: _____
UDIN No.: _____

Note: a. Average Annual Turnover will be calculated based on the annual Turnover of the three consecutive years.
b. This Certificate should be issued by a Chartered Accountant (CA) who has issued the Audited Accounts with UDIN no.

Annexure-T5: Contact Person for the NIB

Tender Reference No.: 14/JREDA/Misc Services/26-27

[On the letterhead of Bidding Company]

1	Contact Person's name for the NIB	
2	Designation	
3	Contact No. (phone & mobile)	
4	Fax No.	
5	E-mail ID	
6	Corresponding address with PIN code	
7	Remarks	

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure-T6: Assignments of Similar Nature During the Last 7 Years

Tender Reference No.: 14/JREDA/Misc Services/26-27

Sub: Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).

S. No	Scope of work	Name of the assignment and brief document	Work Order/Purchase Order No. / LoA	Experience Certificate/ Payment Advice	Assignment Awarded by	Remarks
			Page No.	Page No.		
1						
2						
3						

Note: Please attach documentary proof.

Full Name & Address

Signature & Seal

Annexure-T7: Declaration by the Bidder
Tender Reference No.: 14/JREDA/Misc Services/26-27

(To be submitted on the official letterhead of the company)

I/We (hereinafter referred to as the Bidder), being desirous of tendering for the rate contract under the above-mentioned tender and having fully understood the nature of work and having carefully noted all terms and conditions, specifications, etc. as mentioned in the tender document, do hereby declare that:

1. The Bidder is fully aware of all requirements of the tender document and agrees with all provisions of the tender document.
2. The Bidder is capable of executing and completing the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with performance of the tender.
4. The Bidder has not been influenced by any statement or promises of JREDA or any of its employees but only by the tender document.
5. The Bidder is financially solvent and sound to execute the work.
6. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
7. The information and statements submitted with the tender are true and correct.
8. The Bidder **has not been debarred or blacklisted** from a similar type of work by any SDA/PSU/Government Dept.
9. This offer shall remain valid for six months from the date of opening of tender.
10. The Bidder gives assurance to execute the tendered work as per specifications, terms and conditions.
11. The Bidder accepts that earnest money may be absolutely forfeited by JREDA if the Bidder fails to undertake the work or sign the contract within the stipulated period.

(Signature of Authorised Signatory)

Name:
Designation:
Company:
Seal:

Annexure-T8: Format for Financial Requirement - Net Worth Certificate

Tender Reference No.: 14/JREDA/Misc Services/26-27

[On the letterhead of Bidding Company]

**To,
The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda, Ranchi – 834002**

Dear Sir,

Sub: Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA).

This is to certify that the net worth of {Insert the name of Bidding Company}, as of **31st March 2025**, is ₹ _____. The details are appended below.

Particulars	Amount (In ₹)
Equity Share Capital	
Add: Reserves	
Subtract: Revaluation Reserve	
Subtract: Intangible Assets	
Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses	
Net Worth as on 31st March 2025	

Membership No.: _____

UDIN No.: _____

Authorized Signatory Statutory Auditor

(Stamp & Signature)

Annexure-T9: Technical Summary Bid Checklist for NIB**Tender Reference No.: 14/JREDA/Misc Services/26-27**

SI. No.	Documents Name	Details of Documents	Submitted Document Page No.
1	Name of the firm		
2	Office address of the firm		
3	Telephone No. of the firm		
4	Mobile phone No. of the firm		
5	E-mail address of the firm		
6	Name of Contact Person		
7	Mobile No. of Contact Person		
8	E-mail ID of the Contact Person		
9	GST/TIN/TAN No. of the Firm		
10	PAN No		
11	Whether the firm/ Company/Corporation/Proprietorship/ Society/LLP.		
12	Date of establishment of the firm		
13	Contact Details and Address of the Firm/ Company's Office in Jharkhand.		
14	Receipt of Tender fee (Non-refundable) and Earnest Money Deposit (Refundable) should be deposited in JREDA.		
15	Name & Address of partner, in case of a partnership firm, please enclose a copy of the partnership deed/power of attorney		

16	CIN No.-Check & Verify CIN No. in this website and attach the Screenshot: - https://www.mca.gov.in/mca		
17	Annual turnover for financial years. (ITR & Balance Sheet) (Audited financial statements, accounts and balance sheets of latest 3 years.) Check UDIN No. in this website: https://udin.icai.org Check & Verify UDIN No. in this website and attached Screenshot	UDIN No.: - CA Membership No.: -	
18	Net worth Certificate Check UDIN No. in this website: - https://udin.icai.org Check & Verify UDIN No. in this website and attach the Screenshot	UDIN No.: - CA Membership No.: -	

Annexure-T10: Format of Power of Attorney for Signing Bid Authorization letter

Tender Reference No.: 14/JREDA/Misc Services/26-27

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of Execution)

Know all men by these presents, we (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. (name and residential address) who is presently employed with us and holding the position of.....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **“Rate Contract for Supply of Miscellaneous Office Stationery Items, Cleaning Materials, IT Consumables, Computer Accessories, Printing Materials, Office Utility Items & Allied Miscellaneous Services, Repair & Maintenance of Electrical & Electronics Items to Jharkhand Renewable Energy Development Agency (JREDA)”**. Including signing and submission of all documents and providing information / Bids to Jharkhand Renewable Energy Development Agency, representing us in all matters before [Insert Name], and generally dealing with Jharkhand Renewable Energy Development Agency in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

Signature

Accepted by

.....

(Signature)(Name, Title and
Address of the Attorney

(SCHEDULE OF PRICE BID)

Tender Reference No.: 14/JREDA/Misc Services/26-27

1. Cleaning Materials & Housekeeping Consumables, Office Furniture/Utility Items

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
1.	Coconut Broom	Per Pcs.		
2.	Flower Broom	Per Pcs.		
3.	Phenyl Scented (2 Ltr) (Lizol)	Per Pcs.		
4.	Phenyl Scented (01 Ltr.) (Lizol)	Per Pcs.		
5.	Harpic - Blue (2 Ltr)	Per Pcs.		
6.	Hand Wash 200 ml (Dettol)	Per Pcs.		
7.	Hit Spray (600 ml)	Per Pcs.		
8.	Odonil (Big) 75 g	Per Pcs.		
9.	Room Freshener 250 ml (Godrej Aer / Odonil)	Per Pcs.		
10.	Naphthalene Ball 100 gm Packet	Per Pcs.		
11.	Colin 500 ml	Per Pcs.		
12.	Harpic - Red (1 Ltr.)	Per Pcs.		
13.	Duster 40x40 cm	Per Pcs.		
14.	Toilet Brush	Per Pcs.		
15.	Pencil Battery (AA)	Per Pcs.		
16.	Incense Stick 100 sticks	Per Pcs.		
17.	Black Phenyl (2 Ltr) (Eagle)	Per Pcs.		
18.	HIT- Black (600ml)	Per Pcs.		
19.	Red Cloth	Per mtr.		
20.	Tray Size 16" x 12" (Cello)	Per Pcs.		
21.	Carbolic Acid (1 Ltr)	Per Litre		
22.	Plastic Bucket 20 Ltr (Nilkamal/ cello)	Per Pcs.		
23.	Jhal/Jharani with Stick	Per Pcs.		
24.	Wiper	Per Pcs.		
25.	Plastic Dust Pan	Per Pcs.		
26.	Plastic Dustbin with Lid (5 Ltr) (Nilkamal/ cello)	Per Pcs.		
27.	Towel 60x120 cm	Per Pcs.		
28.	Laundry/Washing of Towels (including pickup & delivery)	Per Pcs.		
29.	Office Chair (S-Shape) (Godrej)	Per Pcs.		

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
30.	Curtains (Window) Polyester Fabric, Minimum 7 Feet Height	Per Pcs.		
31.	Curtains (Door) Polyester Fabric, Minimum 8 Feet Height	Per Pcs.		
32.	Laundry/Dry Cleaning of Curtains (including pickup & delivery)	Per Pcs.		
33.	Double Door Steel Almirah Minimum 4 Racks (Godrej)	Per Pcs.		
34.	Steel Book Shelf Rack, Minimum 5 Shelves (reputed make)	Per Pcs.		
35.	Executive Office Table, Approx. Size 5 ft x 2.5 ft x 2.5 ft (L x W x H), made of good-quality engineered wood/MDF with laminated wooden finish, minimum 18 mm thick top, with three-drawer pedestal/storage unit, keyboard provision and cable management. (Make: Godrej-Interio)	Per Pcs.		
36.	Magnetic White Board, Size: 3 ft x 2 ft, Wall-Mountable, with Marker Tray (of reputed make)	Per Pcs.		

2. Office Stationery Items

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
1.	Flat File (Kobra / Oddy)	Per Pcs.		
2.	A4 Size Paper 75 GSM, 500 Sheets (JK Copier / Century)	Per Ream.		
3.	Tag File/Office file with Cloth Strap, Single Hole (Kobra / Oddy)	Per Pcs.		
4.	Pen Ball (Black) 0.7 mm (Cello / Reynolds / Linc)	Per Box		
5.	Pen Gel (Black) (Cello / Reynolds / Linc)	Per Box		
6.	Pen Ball (Blue) 0.7 mm (Cello / Reynolds / Linc)	Per Box		
7.	Pen Gel (Blue) (Cello / Reynolds / Linc)	Per Box		
8.	Pen Gel (Red) (Cello / Reynolds / Linc)	Per Box		
9.	Pencil – HB (Apsara / Nataraj / Camlin)	Per Box		
10.	Eraser (Apsara / Nataraj / Faber-Castell)	Per Box		
11.	Sharpener (Apsara / Nataraj / Faber-Castell)	Per Box		
12.	Register (Issue) 350 Pages (Neelgagan / Sundaram)	Per Pcs.		
13.	Register (Dispatch) 350 Pages (Neelgagan / Sundaram)	Per Pcs.		
14.	Stapler (Small) No. 10 (Kangaro)	Per Pcs.		
15.	Stapler (Big) No. 24/6 (Kangaro)	Per Pcs.		
16.	Stapler Pin (Small) No.10 (Box of 1000 Pins) (Kangaro)	Per Box		
17.	Stapler Pin (Big) No. 24/6 (Box of 1000 Pins) (Kangaro)	Per Box		
18.	Sticky Notes (Big) 76 x 76 mm, 100 Sheets/Pad (Oddy)	Per Pcs.		
19.	File Index Flags (Self-Adhesive), 12 mm x 45 mm, Assorted Colours (Pack of 5 Pads) (Oddy)	Per Pcs.		
20.	Highlighter (Faber-Castell / Camlin / Luxor)	Per Pcs.		

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
21.	Permanent Marker (Faber-Castell / Camlin / Luxor)	Per Pcs.		
22.	White Board Marker (Faber-Castell / Camlin / Luxor)	Per Pcs.		
23.	Whitener (Camlin / Faber-Castell / Cello)	Per Pcs.		
24.	Scissors (8 inch) (Kangaro)	Per Pcs.		
25.	Cello tape (Big) 2 Inch x 65 Metre (Wonder / Oddy / 3M)	Per Pcs.		
26.	Cello tape (Small) 1 Inch x 65 Metre (Wonder / Oddy / 3M)	Per Pcs.		
27.	Gum 150 ml Bottle (Camel / Fevicol / Oddy)	Per Pcs.		
28.	Fevistick (Small) 15 g	Per Pcs.		
29.	Fevistick (Big) 25 g	Per Pcs.		
30.	Scale (Plastic) 30 cm (Camlin / Nataraj / Faber-Castell)	Per Pcs.		
31.	Scale (Steel) 30 cm (Camlin / Nataraj / Faber-Castell)	Per Pcs.		
32.	Calculator (Big) 12-Digit Desktop Calculator (Casio)	Per Pcs.		
33.	Punching Machine Hand Held Single Hole 10 Pages capacity (Kangaroo)	Per Pcs.		
34.	Punching Machine Double Hole 20 Pages capacity (Kangaroo)	Per Pcs.		
35.	Attendance Register A4 Size 200 Pages	Per Pcs.		
36.	Register (Small) 100 Pages	Per Pcs.		
37.	Register (Big) 200 Pages	Per Pcs.		
38.	Notepad A5 Size, 100 Pages	Per Pcs.		
39.	Doorbell - Wireless	Per Pcs.		
40.	Stamp Pad (Small) (Approx. 70 x 110 mm) (Kores)	Per Pcs.		
41.	Stamp Pad (Big) (Approx. 90 x 140 mm) (Kores)	Per Pcs.		
42.	Green Legal Sheet/ Note Sheet 80 GSM	Per Pad		
43.	Pen Holder Plastic, Multi-Compartment	Per Pcs.		
44.	Paper Clip 33 mm, Box of 100 (Kangaroo)	Per Pcs.		
45.	Peon Book 100 Pages	Per Pcs.		
46.	Log Book 300 Pages	Per Pcs.		
47.	Paper Weight, Transparent Acrylic/Glass, approx. 75-100 mm Size, Minimum Weight 200 g (Oddy)	Per Pcs.		

3. Printing Materials

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
1.	Letterhead Designing & Offset Printing of Letterhead Size 21 x 20.5 CM, one side multicolour, on 80 GSM Maplitho Paper	Per Bundle (100 pcs)		
2.	Envelope (Big) A4 Size (10" x 12"), Minimum 100 GSM (with JREDA Watermark print)	Per Bundle (100 pcs)		

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
3.	Envelope (Small) A5 Size (7" x 10"), Minimum 100 GSM (with JREDA Watermark print)	Per Bundle (100 pcs)		
4.	Folder (JREDA) A4 Size, 300 GSM Art Card, Multi-colour Printing, Laminated	Per Pcs.		

4. Electrical & AC Maintenance Materials

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
1.	Fan Motor ceiling fan Suitable for 1200 mm	Per Pcs.		
2.	Capacitor for ceiling fan (2.5 μ F $\pm$ 5%)	Per Pcs.		
3.	Outdoor Condenser 1.5 Ton	Per Pcs.		
4.	Outdoor Condenser 2.0 Ton	Per Pcs.		
5.	Gas Filling 1.5 Ton (Service Charge + hardware as applicable)	Per Pcs.		
6.	Gas Filling 2.0 Ton (Service Charge + hardware as applicable)	Per Pcs.		
7.	AC Jet Servicing and Foam Cleaning 1.5 Ton	Per Pcs.		
8.	AC Jet Servicing and Foam Cleaning 2 Ton	Per Pcs.		
9.	Ceiling Fan BLDC 1200 mm	Per Pcs.		
10.	Wall Fan 400 mm	Per Pcs.		
11.	Stabilizer 4KVA	Per Pcs.		
12.	Copper Pipe with Heat Radiation	Per Mtr.		
13.	Any Type of Cable/Pipe (AC)	Per Mtr.		

5. IT Consumables, Computer Accessories & Electronics Repairing Items

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
1.	HP 1020 Series (12A) Toner Cartridge (Dual Pack)	New/Pcs.		
2.	HP 1020 Series (12A) Toner Cartridge (Dual Pack)	Refilling/Pcs.		
3.	HP P1007 Series (88A) Toner Cartridge (Dual Pack)	New/Pcs.		
4.	HP P1007 Series (88A) Toner Cartridge (Dual Pack)	Refilling/Pcs.		
5.	HP Colour Laser Jet Pro M454dn (416A) Colour Toner Cartridge - Black	Per Pcs.		
6.	HP Colour Laser Jet Pro M454dn (416A) Colour Toner Cartridge - Magenta	Per Pcs.		
7.	HP Colour Laser Jet Pro M454dn (416A) Colour Toner Cartridge - Cyan	Per Pcs.		
8.	HP Colour Laser Jet Pro M454dn (416A) Colour Toner Cartridge - Yellow	Per Pcs.		
9.	HP Smart Tank 750 Ink - Black	Per Pcs.		
10.	HP Smart Tank 750 Ink - Magenta	Per Pcs.		
11.	HP Smart Tank 750 Ink - Cyan	Per Pcs.		
12.	HP Smart Tank 750 Ink - Yellow	Per Pcs.		
13.	Epson Printer L3250/L3210 Ink- Black	Per Pcs.		
14.	Epson Printer L3250/L3210 Ink- Magenta	Per Pcs.		
15.	Epson Printer L3250/L3210 Ink- Yellow	Per Pcs.		
16.	Epson Printer L3250/L3210 Ink- Cyan	Per Pcs.		

Sl. No.	Product Description	Unit	Rate in Figures (excl. GST)	Rate in Words (excl. GST)
17.	HP Laser Jet MFP M 2625 Xerox Toner	Per Pcs.		
18.	HP Laser Jet MFP M 2625 Xerox Machine Drum	Per Pcs.		
19.	OPC Drum (Compatible reputed make)	Per Pcs.		
20.	Magnet Roller (Compatible reputed make)	Per Pcs.		
21.	PCR (Compatible reputed make)	Per Pcs.		
22.	Antivirus 1 Year Validity, Single User (Quick Heal / Kaspersky / Norton / McAfee)	Per Pcs.		
23.	Pen Drive 3.0 32 GB (SanDisk / Kingston / HP)	Per Pcs.		
24.	Pen Drive 3.0 64 GB (SanDisk / Kingston / HP)	Per Pcs.		
25.	E72625 HP A3 Cartridge	Per Pcs.		
26.	Mouse (HP/Logitech)	Per Pcs.		
27.	System Formatting/Computer Repair (Service Charge + hardware as applicable)	Per Pcs.		
28.	UPS 1 KVA (Microtek)	Per Pcs.		
29.	UPS 500 VA (Microtek)	Per Pcs.		
30.	UPS Battery (Exide / Amaron)	Per Pcs.		
31.	Printer Repairing (Service Charge + hardware as applicable)	Per Pcs.		
32.	SMPS 450 W (Compatible reputed make)	Per Pcs.		
33.	Laptop Keyboard (Compatible reputed make)	Per Pcs.		
34.	HDMI Cable Version 2.0, 1.5 Metre (Honeywell)	Per Pcs.		
35.	Keyboard + Mouse Combo (HP)-Wired (Logitech / HP)	Per Pcs.		
36.	Keyboard + Mouse Combo (HP)-Wireless (Logitech / HP)	Per Pcs.		
37.	Keyboard (TVS)	Per Pcs.		
38.	RAM 4 GB (Kingston / Transcend)	Per Pcs.		
39.	RAM 8 GB (Kingston / Transcend)	Per Pcs.		
40.	SSD 256 GB (Kingston / Seagate)	Per Pcs.		
41.	SSD 512 GB (Kingston / Seagate)	Per Pcs.		
42.	External HDD 1 TB (Seagate / Toshiba)	Per Pcs.		
43.	USB Connector (USB 2.0/3.0, 1.5 Metre) (Portronics/Honeywell)	Per Pcs.		
44.	LAN Cable (D-Link)	Per mtr.		
45.	Any Type of Cables (Printer/CPU) (Compatible reputed make)	Per Pcs.		
46.	HP LaserJet Pro MFP M126nw Plus All-in-One Printer	Per Pcs.		
47.	HP LaserJet Pro M1136 MFP Multi-function Monochrome Printer	Per Pcs.		
48.	HP 303d Auto Duplex Laser Printer	Per Pcs.		
49.	HP LaserJet Pro 1108 Plus	Per Pcs.		
50.	Desktop Computer Set with all Accessories (HP / Dell / Lenovo or equivalent): Intel Core i5 (12th Gen. or higher), 16 GB DDR4/5 RAM, 512 GB NVMe SSD, Integrated Graphics, 21.5" FHD LED Monitor, Wi-Fi, Bluetooth, Gigabit LAN, USB/HDMI ports, Wired Keyboard & Mouse, Windows 11 Pro (Licensed), Minimum 3-Year On-site Warranty.	Per Pcs.		

Note:

1. The rates quoted shall be exclusive of GST and shall be inclusive of transportation, loading, unloading, packing, forwarding, profit margin and all other incidental charges.
2. The prices shall remain FIRM till completion of the contract period.
3. **The Financial Bid shall be submitted online only in the prescribed BOQ/Financial Bid format. The Financial Bid shall not be uploaded as part of the Technical Bid documents; otherwise, the bid may be liable for rejection.**
4. Rates shall be quoted in figures as well as in words for each item.
5. **The L1 bidder shall be determined separately for each item based on the lowest quoted rate for that item. Accordingly, the Work Order/Purchase Order for each item shall be issued to the respective L1 bidder of that item. Therefore, different items under the same category may be awarded to different bidders based on their respective L1 rates.**

Agreed and accepted the above terms and conditions

(Signature & Seal of the Firm/ Agency/ Supplier)