

# Jharkhand State Livelihood Promotion Society

(Under the aegis of Rural Development Department, Govt. Of Jharkhand)

## District Mission Management Unit

Raja Bungalow, Behind Axis Bank Dist- Giridih, Jharkhand  
, Website – www.jslps.org

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Letter No: 349/JSLPS /2019

Date: 29/01/2019

### Re-Notice Inviting Tender under Rate Contract

JSLPS Giridih invites seal tender/Quotation from different firms/dealers for empanelment of Office Stationeries for a period of one year. The detailed term and conditions along with list of items to be procured are available at JSLPS Notice board, which can be use. Interested parties may submit their tender super-scribing as “**Re-Tender for Office Stationery**” to the undersigned on or before **20<sup>th</sup> Feb’ 2019 at 13.30 P.M.** The undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons thereof.

Sd/

**District Program Manager**

Copy to the Notice Board of JSLPS-Giridih for display.

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**Background:** Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Rural Development Department, Government of Jharkhand is an autonomous Society registered under the Societies Registration Act, 1860. JSLPS's mandate is to promote livelihoods amongst disadvantaged communities across the State to reduce the poverty. JSLPS has been designated by the Government of Jharkhand to design and implement the DAY-NRLM Project of Ministry of Rural Development, Government of India in the State.

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### **Objective: - Selection of Agency for Supply of Office Stationery.**

#### **A. Scope of Work:-**

1. Supply of **Office Stationery** to District Mission Management unit, Giridih as per requirement.

#### **B. Key requirements: -**

1. A reputed agency with a valid GST number.
  2. Agency should have to make commitment of supply of Office stationery at time and capable to fulfill the demand as issued from the District Mission Management unit, Giridih.
  3. Agency should have registered office in Giridih.
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#### **C. Conditions Clause:**

The goods/items/stores should be supplied within 07 (seven) days from the date of issue of purchase order/supply order.

1. The goods/items shall be delivered to DMMU-Giridih at Raja Bangla, Behind Axis Bank Main Road Giridih-815301 or any designated place as instructed by the DMMU-Giridih, between 10.30 AM to 04.30 PM during working days. Unloading of goods and delivery to store at above mentioned place shall be responsibility of the firm.
2. The supplier will be liable to replace the rejected /damaged item of **Office stationery** within 03 days, failing which the legal action will be taken as deemed fit by the organization.
3. The Tenderer must confirm in writing that the goods supplied by them shall be as per specification of goods mentioned in the Tender Enquiry and in case any duplicate/identical goods of varying quality supplied by them, the contract shall be cancelled and goods shall be purchased from the L-2 quoting firm or market, and the difference in price would be recovered from L-1 supplier.
4. The payment will be made through RTGS/NEFT as applicable within 15(Fifteen) days from the date of receipt of bill in triplicate.

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### TERMS AND CONDITIONS

1. The rate contract shall be effected for tenure of one year. . The format for price bid is specified in **Annexure- I**, which should be used at the time of submission of tender. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
2. The quoted rates shall include the excise duty and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS Office.
3. GST should be clearly mentioned separately in terms of percentage in the price sheet.
4. Each bidder shall submit only one bid for all packages or any single package, alternative bid or any conditional offer shall not be accepted.
5. The rates quoted by the bidders shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
6. The Prices shall be quoted in Indian Rupees only.
7. Any amendments for this tender will be published in the notice board of JSLPS. The suppliers may refer/visit to the notice board of JSLPS on regular interval for any amendment and submit the tender accordingly.
8. Evaluation will be made on package Price and the lowest evaluated responsive price shall be taken into consideration.
9. Normal commercial warranty/guarantee shall be applicable for durable items like calculator & etc.
10. Tenders shall remain valid for a period not less than **45 days** from the date of opening of the bid or from the last date specified in the tender.
11. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @ 0.5% per week or part thereof subject to a maximum of 10% of purchase order value which will be deducted from the payment due.
12. **Eligibility criteria:**
  - i. Rate should be quoted as per the format for the full quantity of all items.
  - ii. Tender should be properly signed and stamped.
  - iii. Conform to the terms and conditions and specifications of the items.
  - iv. Single price for each item.
  - v. Alternative offer shall not be accepted.
13. The bid will liable to be rejected if any of the above conditions is not complied with.
14. **Issue of Purchase Order.**

The Purchase Order will be placed to the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest evaluated price. The terms of the accepted offer shall be incorporated in the purchase order. Order will be placed quarterly basis or on need base for a period of one year from the date of acceptance of the order and price will be remain unchanged during that period.
15. The quantity mentioned may be varied at the time of procurement depending upon the requirement.

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16. Payment shall be made immediately on delivery and acceptance of the goods according to the supply order in support of production of bills, warranty certificate etc.
17. Any efforts by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.
18. The tender will be opened in the conference hall of JSLPS at **14:00 PM** on the last date specified for submission of tender in presence of the bidders or their representatives.
19. Notwithstanding the above, the purchaser reserves the right to accept or reject any bid(s) and to cancel the bidding process at any time prior to the issue of Purchase Order.
20. Any legal dispute arising out of this is subject to Giridih jurisdiction only.



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### Annexure-II

(In the letter of the firm)

### Format for Price Bid

Sl. No.	Name of the items	Unit	Estimated Qty.	Make/ Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	Lever Arch File (Saya/Ambesador/Keya)	Nos.	150				
2	Cobra File Hard Cover (Izen/saya/Keya)	Nos.	150				
3	Folder File Cloth Patti (Ajanta/Ambesador/Milan)	Nos.	500				
4	Cover File (Natraj/Ajanta/Ambesador)	Nos.	150				
5	Dak Pad (Sangam)	Nos.	20				
6	Dak Dispatch Register (1 Quire) (Milan/Sangam)	Nos.	15				
7	Dak Dispatch Register (2 Quire) (Milan/Sangam)	Nos.	5				
8	Dak Receipt Register (1 Quire) (Milan/Sangam)	Nos.	15				
9	Dak Receipt Register (2 Quire) (Milan/Sangam)	Nos.	5				
10	Register Ruled (1 Quire) (Ajanta/Milan/Navneet)	Nos.	200				
11	Register Ruled (2 Quire) (Ajanta/Milan/Navneet)	Nos.	150				
12	Register Ruled (3 Quire) (Ajanta/Milan/Navneet)	No	100				
13	Register Ruled (4 Quire) (Ajanta/Milan/Navneet)	No	100				
14	Register Ruled (5 Quire) (Ajanta/Milan/Navneet)	Nos.	50				
15	Index/Alphabetic Register (1 Quire) (Ajanta/Milan)	Nos.	20				
16	Index/Alphabetic Register (2 Quire) (Ajanta/Milan)	Nos.					
17	Cash Book (2 Quire) (Milan/Sangam)	Nos.	20				
18	Cash Book (3 Quire) (Milan/Sangam)	Nos.					
19	Attendance Register (No-2)(Daw & Sons /Milan)	Nos.	20				
20	Plastic Folder Saya-309	Nos.	200				
21	Plastic Folder One Plus	Nos.	100				
22	Plastic Folder (My Clear Bag Max Rs 10)	Nos.	200				
23	Pen (Renyolds 045)	Nos.	100				
24	Pen (Pin Point)	pkt.	100				
25	Pen (Linc Glycer)	each	500				
26	Pen (Parker Victor)	No.	50				
27	Pen (Parker Beta)	No.	50				

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28	Pen (Add Gell 2K)	No.	50				
29	Pen (Use and throw) (Alkos/Action/Balaji/Natraj)	No.	100				
30	Pencil (Natraj/Apsara/Classmate)	No	500				
31	Sharpner (Natraj/Apsara/Classmate)	No.	500				
32	Eraser (Natraj/Apsara/Classmate)	Nos.	500				
33	Scale 30 Cm (Natraj/Apsara/Classmate)	Nos.	500				
34	Paper Pin (King)	Nos.	100				
35	Paper Pin (Oddy)	Nos.	10				
36	Gems Clip Plastic (Kisan/Keya/Saya)	Nos.	200				
37	Gems Clip Steel (Kisan/keya/Saya)	Nos.	200				
38	Binder Clip 19 MM (Saya/Oddy)	Nos.	200				
39	Binder Clip 25 MM (Saya/Oddy)	pkt.	200				
40	Binder Clip 32 MM (Saya/Oddy)	Nos.	200				
41	Binder Clip 41 MM (Saya/Oddy)	Nos.	100				
42	Binder Clip 51 MM (Saya/Oddy)	Nos.	100				
43	Brown Tape (Big)	Nos.	100				
44	Correction Pen (Kores/Camel)	Doz.	20				
45	Coloured Flag Plastic (Saya/Oddy)	Nos.	20				
46	Coloured Flag Paper (Saya/Oddy)	pkt.	20				
47	Carbon Paper (Kores)	Nos.	100				
48	Cello Tape 1 Inch	Nos.	200				
49	Cello Tape 2 Inch	Nos.	300				
50	Both Side Adhesive Tape	Nos.	200				
51	Fevi Stick 15 Gm	Nos.	200				
52	Fevi Stick 22 Gm	Nos.	200				
53	Gum Bottle 200 MI (Kores/Camel)	Nos.	1500				
54	Gum Bottle 700 MI (Kores/Camel)	pkt.	500				
55	Photocopier Paper A4 75 GSM (JK/Century)	Carton	100				
56	Coloured Photocopier Paper A4 75 GSM (Oddy)	No	50				
57	Permanent Marker (Camlin/Luxor)	No	500				
58	CD Marker (Camlin/Luxor)	No	500				
59	Paper Marker (Camlin/Luxor)	pkt	1000				
60	White Board Marker (Camlin/Luxor)	pkt	500				
61	Writing Pad No-06 (Ajanta/Peacock/Milan)	No	500				
62	Writing Pad No-08 (Ajanta/Peacock/Milan)	No	500				
63	Writing Pad No-12 (Ajanta/Peacock/Milan)	No	100				
64	Punch Single Hole Full Steel Colour (Kangaroo)	No	20				
65	Punch Double Hole (Kangaroo) No - 480	No	10				
66	Punch Double Hole (Kangaroo) No - 600	No	10				
66	Stamp Pad Small (Select/Kores)	No	500				

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68	Stapler Kangaroo No-10	No	100				
69	Stapler Kangaroo No-10 D	No	100				
70	Stapler Kangaroo HP - 45	No	50				
71	Stapler Pin Kangaroo No-10	No	50				
72	Stapler Pin Kangaroo No-10 D	No	50				
73	Stapler Pin Kangaroo HP - 45	No	50				
74	Cotton Tag (Bunch of 50 Piece)	No	50				
75	Calculator 12 Digit with Check and Correct Orpat	No	50				
76	Calculator 12 Digit with Check and Correct Casio	No	500				
77	Envelop Brown 10x4.5 Inch	No	500				
78	Envelop Brown 11X5 Inch	No	300				
79	Envelope Laminated A4	No	100				
80	Envelope Laminated FS	No	50				
81	Envelop Laminated 10x4.5 Inch	No	50				
82	Envelop Laminated 11X5 Inch	No	50				
83	Highlighter (Flair/Luxor)	No	100				
84	Scissors Small (Saya)	each	50				
85	Scissors Medium (Saya)	each	50				
86	Scissors Big (Saya)	each	50				
84	Paper Cutter (Blade 0.5MM Thick) (Natraj/Apsara/Classmate/Kabica)	each	50				
87	Chart Paper 90 GSM (White and Coloured)	No	10000				
88	White Board Duster	No	200				
89	Lever Arch File (Saya/Ambesador/Keya)	No	50				
			Total				

In words: \_\_\_\_\_ (Excluding taxes)

- In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
- We agree to supply the above goods in accordance with the technical specifications for a total contract price of Rs..... (amount in figures) (Rs. .... amount in words) excluding taxes within the period specified in the tender and the price will be remain unchanged during the contract period.
- We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Date:

Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the firm)