



Aajeevika

Jharkhand State Livelihood Promotion Society

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



District Mission Management Unit, Chatra

Letter No.: JSLPS/CTR/Procurement /01/2019-20

Date: 07/06/2019

NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE

JSLPS invites sealed tender for rate contract from different firms/dealers having valid up to dated GST registration certificate for supply of office Stationery for a period of Eleven month. The details terms and conditions along with the list of items to be procured are available on the website of JSLPS www.jslps.org , which can be downloaded for use. Interested Parties may submit their Tender super- scribing as “**Tender for Office Stationery**” to the undersigned on or before 24th June 2019 at 15:30 Hours. The undersigned shall have the right of rejecting all or any tenders without assigning any reason thereof

Sd/

District Program Manager

Copy to the notice Board/Website of JSLPS for display.



TERMS AND CONDITIONS

1. The Tender shall be for the stationery items as per our requirement. The format for items wise price bid is specified in **Annexure – I**, which should be used at the time of submission of tender.
2. The quoted rate shall include the cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Chatra 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 items. Conditional offers shall not be accepted.
5. The rate quoted by the bidders shall be fixed for the duration of Eleven month the contract and shall not be subject to adjustment on any account.
6. The price shall be quoted in Indian Rupees only.
7. Normal Commercial warranty/guarantee shall be applicable for durable items.
8. The delivery should be completed within 7 working days from the date of receipt of the purchase order. The order will be placed in a phased manner depending upon the requirement.
9. Any delay by the supplier in the delivery of the items shall render the supply 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.
- 10. Eligibility Criteria**
 - a) GST Registration Certificate.
 - b) Rate should be quoted as per the format and it should not be above from MRP at any case.
 - c) Tender should be properly signed and stamped.
 - d) Confirm to the terms and conditions and specification of the items.
 - e) Single price for each item.
 - f) Alternative offer shall not be accepted.
 - g) Establishment should be in Chatra
11. The bid will liable to be rejected if any of the above conditions is not complied with.
- 12. 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 package price. The terms of the accepted offer shall be incorporated in the Purchase Order. Order will be placed on item wise requirement basis for a period of one year from the date of acceptance of the principle order and price would remain unchanged during that period.
13. Payment will be made on delivery of goods according to supply order in support of production of Bills and Challan, Warranty Certificate etc.
14. Any effort by 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.
15. The Tender will be on the conference Hall of JSLPS DMMU Chatra at **4:00 PM** on the last day specified for submission of Tender in presence of the bidders or their representatives.
16. Notwithstanding anything mentioned 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.
17. Any legal dispute arising out of this is subject to Chatra Jurisdiction only.
18. The Tender shall remain valid for a period not less than **45 days** from the last date of bid open.



(In the Letter of the Firm)

Format for Price Bid

SL NO.	Name of the Items	Unit	Make or Brand	Total Estimated Quantity	Unit Price (Rs.)	Total Price (Rs.)	Taxes %
1	Copy long Size with 100 Pages	Nos.		10839			
2	Ball Pen (Black/Blue/Red)	Nos.		8340			
3	Cello Tape (1 1/2") White	Nos.		501			
4	Cello Tape (1 1/2") White both side	Nos.		573			
5	Cello Tape (1/2") White	Nos.		297			
6	Cello Tape (2") white both side	Nos.		1210			
7	Cello Tape, Brown (2 1/2")	Nos.		310			
8	Chart Paper different colour	Nos.		17650			
9	Computer Cartridge for Leser Printer (MF-3010) Canon	Nos.		5			
10	Computer Cartridge for Leser Jet HP Printer (HP-P1007)	Nos.		10			
11	Copy long Size with 50 Pages	Nos.		12730			
12	Fevi Stick (75 gm)	Nos.		330			
13	Fevicol 100gm	Nos.		332			
14	Fevicol 25gm	Nos.		575			
15	Fevicol 50gm	Nos.		300			
16	FLASH CARD (CUTTING CHART PAPER 15 X 9 CM)	Nos.		1400			
17	Highlighter Pen	Nos.		108			



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18	Leaf file with office name printed in four line	Nos.		400			
19	Liver Arch File, Big Size	Nos.		523			
20	Note Sheet (100 Pages in each book, good quality)	Nos.		428			
21	Paper Clip, Tin Steel (Medium Size)	Nos.		382			
22	Paper Clip, Tin Steel (Small Size)	Nos.		422			
23	Pen (Use & Throw, black/blue/Red)	Nos.		15604			
24	Pencil Dark black (HB)	Nos.		17644			
25	Pencil Eraser (Dust Free)	Nos.		17594			
26	Permanent Marker Pen (Black/Blue)	Nos.		2791			
27	Photocopier white paper (A4 Size, 75 GSM, packet of 500 sheets) century green or built	Pkt.		261			
28	Plastic folder with good quality	Nos.		14644			
29	Register (Size 10)	Nos.		385			
30	Register (Size 12)	Nos.		555			
31	Register (Size 14)	Nos.		1320			
32	Register (Size 4)	Nos.		505			
33	Register (Size 6)	Nos.		470			
34	Register (Size 8)	Nos.		480			
35	Scale – 30c, Size Glass	Nos.		20224			
36	Scissor Stainless Steel (Medium Size)	Nos.		88			
37	Sharpener	Nos.		17644			
38	Sketch Pen (Pkt. Of 12 pieces)	Pkt.		1151			
39	Staple Pin (Big, Cupper/Stainless Steel)	Nos.		738			
40	Stapler Pin (Small, Cupper/Steel)	Nos.		1207			



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41	White Board (2 X 3)	Nos.		44			
42	White Board (4 X 6)	Nos.		20			
43	White Board Duster	Nos.		141			
44	White Board Marker Pen	Nos.		3466			
45	White/Brown Envelope with good quality paper (size 11" X 5") Address of JSLPS DMMU Chatra to be Printed in Bi-colour.	Nos.		1065			
46	White/Brown Envelope with good quality paper (size 6" X 4") Address of JSLPS DMMU Chatra to be Printed in Bi-colour.	Nos.		985			
47	Writing Pad (25 cm X 18.5 cm.) 50 Pages)	Nos.		2040			
48	Writing Pad (25 cm X 18.5 cm approx with spiral binding) Multi Color printing in the cover page, 100 Pages			1285			
49	Writing Pad (25 cm X 18.5 cm approx with spiral binding) Multi Color printing in the cover page, 50 Pages	Nos.		1605			
50	Writing Pad (25 cm X 18.5 cm. (100 Pages)	Nos.		945			
51	Anti Virus (Quick Heal Total Security) Three User With One year free up gradation	Nos.		29			
52	Attendance Register (Size 4)	Nos.		39			
53	Calulator 12 digit Orpet/Citizen/Casio	Nos.		286			
54	Cloth Envelop (Size 33 X 25 CM) Good Quality (Office Address to be printed)	Nos.		410			
55	Cloth Envelop (Size 40 X 30 CM) Good Quality (Office Address to be printed)	Nos.		355			
56	Cobra Files	Nos.		800			
57	Cover file (Water Proof, good quality)	Nos.		965			



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58	Design Board Pin (Plastic on Top)	Pkt.		416			
59	Double Punching (Big)	Nos.		19			
60	Double Punching (Small)	Nos.		23			
61	Hard Disk Drive, 1 TB	Nos.		9			
62	Letter Dispatch Register (Issue), Rolling Size – 36	Nos.		14			
63	Letter Receipt Register (Diary), Rolling Size – 36	Nos.		13			
64	Liquid Eraser Pen	Nos.		217			
65	Paper cutter knife with Blade	Nos.		102			
66	Pen Drive (4 GB Capacity) , Good Quality	Nos.		19			
67	Pen Drive (8 GB Capacity), Good Quality	Nos.		96			
68	Plastic Dust Bin	Nos.		55			
69	Ring File	Nos.		195			
70	Single Hole Punching Machine	Nos.		21			
71	Stamp Pad Ink (Black/Blue/White)	Nos.		168			
72	Stapler (10 D)	Nos.		223			
73	Stapler Big Size	Nos.		57			
74	Stick File (Plastic)	Nos.		905			
75	Stock Register, Rolling , Size – 20 (Good Quality)	Nos.		44			
76	Whitener (bottle)	Nos.		71			
77	Yellow Dusting clothes Yellow Dusting clothes	Pkt		214			
78	CD marker	Pkt.		291			
79	Notice board	No.		29			
80	Cut marker (Different colour)	Pkt.		1257			



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- a) In Case of discrepancy between Unit Price and Total Price Unit Price will prevail.
- b) 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 specified tender and the price would be remaining unchanged during contract period.
- c) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in library.

Date: -

Signature of the Bidder

Place: -

Name & Business Address

(Seal of the Firm)