



Letter No: JSLPS/DMMU-DEOGHAR/PRO/ 28 /2018-19

Date: 26-12-2018

## Notice Inviting Tender Under Limited Tendering Method

Sealed tenders are invited from different manufactures/dealers/distributors/vender having valid GST registration certificate for supply of **TRAINING, COMPUTER & OFFICE STATIONERY** for a period of one year. The detailed terms & conditions and prescribed formats for submission of tender are available in the website of JSLPS e.g. [www.jslps.org](http://www.jslps.org) and Notice board of District office DEOGHAR, which can be downloaded/collected for use. Interested firms may submit their tender super-scribing as “**Tender for training, Computer & office stationery**” to undersigned on or before 14.30 hours on 16<sup>th</sup> JANUARY 2019.



Sd/-

DISTRICT PROGRAM MANAGER

DMMU-Deoghar

### Address for submission of Bid:

DISTRICT PROGRAM MANAGER  
Jharkhand State Livelihood Promotion Society  
DMMU, DEOGHAR, Mascot Bhawan, Salonatar  
Opposite SBI Training Centre, Barmasia Road  
Dist- Deoghar, Jharkhand,  
Pin Code-814112

Copy to the Notice Board of JSLPS-Deoghar and Website i.e. [www.jslps.org](http://www.jslps.org).



Jharkhand State Livelihood Promotion Society  
(Under the aegis of Rural Development Department, Govt. Of Jharkhand)  
District Mission Management unit  
Mascot Bhawan, Salonatar, Opposite SBI Training Centre, Barmasia Road  
Dist- Deoghar, Jharkhand  
Website – [www.jslps.org](http://www.jslps.org)



## TERMS AND CONDITIONS

1. The tender shall be for the full quantity of all item(s) as described in the package mentioned in the schedule of requirement in **Package I & II**.
2. The quoted rates shall include the excise duty and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS district office.
3. Each bidder shall submit only one bid either for all packages or any single package, alternative bid or any conditional offer shall not be accepted.
4. 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.
5. The Prices shall be quoted in Indian Rupees only.
6. Any amendments for this tender will be published in notice board of JSLPS-DMMU DEOGHAR. The suppliers may refer/visit to the notice board of JSLPS-DMMU DEOGHAR on regular interval for any amendment and submit the tender accordingly.
7. **Evaluation will be made package wise** and the lowest evaluated responsive package price shall be taken into consideration.
8. Normal commercial warranty/guarantee shall be applicable for durable items.
9. 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.
10. The delivery should be completed within 3-5 days from the date of receipt of the purchase order. The order will be placed in a phased manner depending upon the requirement.
11. **Eligibility criteria:**
  - a) Rate should be quoted as per the format for the full quantity of all items for a particular package or all packages as mentioned in the schedule of requirement and it could not be above from MRP at any case.
  - b) Attached copy of GST Registration Certificate.
  - c) Tender should be properly signed and stamped.

- d) Confirm to the terms and conditions and specifications of the items.
- e) Single price for each item.
- f) Supplier should have its own **office/shop in DEOGHAR.**

12. The bid will be liable to be rejected if any of the above conditions is not complied with.

### 13. Issue of Purchase Order.

The Purchase Order will be placed to the selected bidder whose bids have 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 quarterly basis or on need base for a period of one year from the date of acceptance of the order and price will remain unchanged during that period.

14. The quantity mentioned may be varied at the time of procurement depending upon the requirement.

15. Payment shall be made only on delivery and acceptance of the goods according to the supply order in support of production of bills, warranty certificate etc.

16. 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.

17. The tender will be opened in the JSLPS DMMU-DEOGHAR office at **15.00 hours** on the last date specified for submission of tender in presence of the bidders or their representatives.

18. 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.

19. List of Stationery item, quantity and rate are valid for one year from date of Empanelment/Contract.

20. Any legal dispute arising out of this is subject to DEOGHAR jurisdiction only.

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(On the letter head of Agency)

Draft letter for submission of tender

Ref No. ....

Dated:.....

To

The District Program Manager  
Jharkhand State Livelihood Promotion Society  
District Mission Management Unit  
Mascot Bhawan, Salonatanr, opp. SBI Training center  
Deoghar, Jharkhand

Sub:- Submission of Tender for supply of Stationery.

Ref: Your tender No. \_\_\_\_\_ Dated .....

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most Competitive tender for providing stationery on as on requirement basis, as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

A) **Format for Price Bid** as per the prescribed format in **Package.....**

Date:

Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the firm)

(In the letter of the firm)

**Package-I**

**FORMAT FOR PRICE BID FOR JSLPS DISTRICT OFFICE-DEOGHAR**

Sl. No.	Name of the items	Unit	Make/Brand	Estimated Total Quantity	Unit Price (Rs.) Excluding TAX	Total Price (Rs.) Excluding TAX	Taxes (%)
1.	Lever Arch File big size(Saya/Ambesador/Kea)	Nos.		500			
2.	Cobra File Hard Cover (Izen/Saya/Kea)	Nos.		300			
3.	Folder File Cloth Patti/ Fly Leaf File (Ajanta/Ambesador/Milan)	Nos.		500			
4.	Cover File ((Natraj/Ajanta/Ambassador))	Nos.		300			
5.	Dak Pad	Nos.		10			
6.	Dak Dispatch Register 1 Quire	Nos.		15			
7.	Dak Dispatch Register 2 Quire	Nos.		15			
8.	Dak Receipt Register 1 Quire	Nos.		15			
9.	Dak Receipt Register 2 Quire	Nos.		15			
10.	Register Ruled (1 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		5000			
11.	Register Ruled (2 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		2000			
12.	Register Ruled (3 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		2000			
13.	Register Ruled (4 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		2000			
14.	Register Ruled (5 Quire) (Ajanta/Milan/Ashoka/Classmate)	Nos.		500			
15.	Stock Register 350 page Good Qlty	Nos.		20			
16.	Index/Alphabetic Register (1 Quire) (Ajanta/Milan/ Ashoka)	Nos.		50			
17.	Index/Alphabetic Register (2 Quire) (Ajanta/Milan/Navneet)	Nos.		50			
18.	Cash Book(2 Quire) (Ashoka/Milan/Navneet)	Nos.		12			
19.	Cash Book(3 Quire) (Ashoka/Milan/Navneet)	Nos.		10			
20.	Attendance Register (No-2) (Daw & Sons/Milan/Navneet)	Nos.		20			
21.	Plastic Folder Saya -309	Nos.		5000			
22.	Palstic Folder One Plus	Nos.		5000			
23.	Plastic Folder (My Clear Bag	Nos.		5000			

	Max Rs 10)						
24.	Pen (Rorito Jettra Classic)	Nos.		500			
25.	Pen (Pin Point)	Nos.		500			
26.	Pen( Linc Glycer)	Nos.		500			
27.	Pen (Parker Victor Slandered)	Nos.		200			
28.	Pen (Parker Beta Premium)	Nos.		200			
29.	Pen (Pilot hi-tec 05)	Nos.		300			
30.	Pen (Pilot V7 Hi-tecpoint)	Nos.		300			
31.	Pen (Use and throw) (Alkos/Action/Balaji/Natraj)	Nos.		5000			
32.	Pencil dark black. (HB) (Natraj/Apsara/Classmate)	Nos.		5000			
33.	Sharpener (Natraj/Apsara/Classmate)	Nos.		5000			
34.	Pencil Eraser (Dust free) (Natraj/Apsara/Classmate)	Nos.		5000			
35.	Scale 30 Cm (Natraj/Apsara/Classmate)	Nos.		1000			
36.	Paper Pin( King)	Packet		50			
37.	Paper Pin( Oddy)	Packet		50			
38.	Gems Clip Plastic (Kisan/Kea/Saya)	Packet		50			
39.	Gems Clip Steel (Kisan/Kea/Saya)	Packet		50			
40.	Binder Clip 19 MM (Saya/Oddy)	Nos.		200			
41.	Binder Clip 25 MM (Saya/Oddy)	Nos.		200			
42.	Binder Clip 32 MM (Saya/Oddy)	Nos.		200			
43.	Binder Clip 41 MM (Saya/Oddy)	Nos.		200			
44.	Binder Clip 51 MM (Saya/Oddy)	Nos.		200			
45.	Brown Tape 2"	Nos.		100			
46.	Correction Pen (Kores/Camel)	Nos.		20			
47.	Coloured Flag Paper (Saya/Oddy)	Nos.		100			
48.	Carbon Paper (Kores)	Nos.		200			
49.	Cello Tape 1 inch & 65 meter	Nos.		50			
50.	Cello Tape 2 inch & 65 meter	Nos.		50			
51.	Both Side Addehesive Tape	Nos.		100			
52.	Glue Stick- Fevi Stick 15 GM	Nos.		100			
53.	Glue Stick- Fevi Stick 22 GM	Nos.		100			
54.	Gum Bottel (Kores) 300 ML	Nos.		40			
55.	Gum Bottel (Kores) 700 ML	Nos.		40			
56.	Photocopier Paper A4 75 GSM (JK/ Century Green)	Packet		8000			
57.	Colour Photocopier Paper A4 75 GSM (Oddy)	Packet		60			

58.	Permanent Marker (Camlin/Luxor)	Nos.		50			
59.	CD Marker (Camlin/Luxor)	Nos.		100			
60.	Sketch Pen (Camlin/Luxor)	Packet		500			
61.	Paper Marker (Camlin/Luxor)	Nos.		1000			
62.	White Board Marker (Camlin/Luxor/(Kores)	Nos.		500			
63.	Writing Pad A-6 Twin Wiro Binding 70GSM, 160 pages(Spaco/Luxer)	Nos.		1000			
64.	Writing Pad A-4 Spiral 60GSM, 100 pages(Spaco/Luxer)	Nos.		1000			
65.	Writing Pad Side Spiral Binding 64GSM, 100 pages(Spaco/Luxer)	Nos.		1000			
66.	Punch Single Hole Full Steel colour (Kangaroo)	Nos.		100			
67.	Punch Double Hole (Kangaroo) – No -480	Nos.		100			
68.	Punch Double Hole (Kangaroo) – No -600	Nos.		100			
69.	Stamp Pad (Black/Blue/violet)	Nos.		200			
70.	Stapler Kangaroo No- 10	Nos.		200			
71.	Stapler Kangaroo No- 10 D	Nos.		200			
72.	Stapler Kangaroo HP- 45	Nos.		30			
73.	Stapler Pin Kangaroo No- 10	Packet		200			
74.	Stapler Pin Kangaroo No- 10 D	Packet		200			
75.	Stapler Pin Kangaroo HP- 45	Packet		200			
76.	Cotton Tag (Bunch of 50 Piece)	Per 50 Bunch		100			
77.	Calculator 12 Digit with Check and Correct-Orpat	Nos.		100			
78.	Calculator 12 Digit with Check and Correct-Casio	Nos.		100			
79.	Envelop Brown 10x4.5 Inch	Packet		50			
80.	Envelop Brown 11x5 Inch	Packet		50			
81.	Envelop Laminated A4	Packet		50			
82.	Envelop Laminated FS	Packet		50			
83.	Envelop Laminated 10x4.5 Inch	Packet		50			
84.	Envelop Laminated 11x5 Inch	Packet		50			
85.	Highlighter Pen.	Nos.		100			
86.	Scissors Small (Stainless Steel)	Nos.		20			
87.	Scissors Medium (Stainless Steel)	Nos.		20			
88.	Scissors Big (Stainless Steel)	Nos.		10			
89.	Paper Cutter (Blade 0.5MM Thick)	Nos.		40			

90.	Chart Paper 90 GSM (White and Coloured)	Nos.		5000			
91.	Chart Paper 136 GSM (White and Coloured)	Nos.		5000			
92.	Notice Board 3X4 Good Qlty	Nos.		20			
93.	Notice Board 4X6 Good Qlty	Nos.		20			
94.	White Board Duster	Nos.		50			
95.	White Board 3X4 Good Qlty	Nos.		30			
96.	White Board 4X6 Good Qlty	Nos.		20			
97.	White Board Stand	Nos.		50			
98.	Yellow Dusting Cloth (12Pics)	Packet		25			
99.	I-Card Cover (govt. Of Jharkhand)	Nos.		100			
<b>TOTAL</b>							

**In words: ..... (Excluding taxes)**

- a) In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
- b) We agree to supply the above goods in accordance with the technical specifications within the period specified in the tender and the price will be remained unchanged during the 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 bribery.

Signature of the Bidder

Date:

Place:

(Seal of the firm)



(In the letter of the firm)

**Package-II**

**FORMAT FOR PRICE BID FOR JSLPS DISTRICT OFFICE-DEOGHAR**

Sl. No.	Name of the items	Unit	Make/Brand	Estimated Total Quantity	Unit Price (Rs.)	Total Price (Rs.) Excluding TAX	Taxes (%)
1	Cartridge (HP M1005) Compatible	Nos.		40			
2	Cartridge (HP DESK JET Ink advantage 2135) Compatible	Nos.		30			
3	Cartridge (Canon 112-2202N) Compatible	Nos.		30			
4	Cartridge Refilling (HP M1005)	Nos.		20			
5	Cartridge Refilling (Canon 112-2202N)	Nos.		20			
6	Mouse pad (Good Quality)	Nos.		20			
7	Antivirus (Quick Heal Total Security), Single User with one year	Nos.		10			
8	Antivirus (Quick Heal Total Security), Multi User (3 User) with one year	Nos.		10			
<b>TOTAL</b>							

**In words: ..... (Excluding taxes)**

- i. In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
- ii. We agree to supply the above goods in accordance with the technical specifications within the period specified in the tender and the price will be remained unchanged during the contract period.
- iii. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of the Bidder

Date:

Place:

(Seal of the firm)