

Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road,
Godda, 814133, Mobile No. 9431359499/7764039677



Letter No. JSLPS/NRLP/DMMU-Godda/148 /18-19

Date:18.07.2018

NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE

JSLPS invites sealed tender for rate contract from different firms/dealers having valid GST registration certificate for supply of Office Stationeries for a period of one year. The detailed term and conditions along with list of items to be procured are available in the website of www.jslps.org which can be downloaded for use. Interested firm may submit their tender super-scribing as “**Tender for Office Stationery**” to the undersigned on or before **3rd August 2018 at 15:00 hours**. 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/website of JSLPS for display.

Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road,
Godda, 814133, Mobile No. 9431359499/7764039677



TERMS AND CONDITIONS

1. The tender shall be for the Stationery item(s) as per our requirement. The format for item wise price bid is specified in **Annexure- I**, which should be used at the time of submission of tender.
2. The quoted rates shall include the all taxes and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU GODDA Office.
3. GST and any other local taxes should be clearly mentioned separately in terms of percentage in the price sheet.
4. Each bidder shall submit only one bid for all items in sealed A4 size envelope. Conditional offers shall not be accepted.
5. The rates quoted by the bidders shall be fixed for the duration of one year the contract and shall not be subject to adjustment on any account.
6. The Prices shall be quoted in Indian Rupees only.
7. Evaluation will be made as per high moving items decided by us and the lowest evaluated responsive price shall be taken into consideration.
8. Normal commercial warranty/guarantee shall be applicable for durable items.
9. Tender shall remain valid for **45 days** from the date of bid opening.
10. The delivery should be completed within 2 to 3 working days from the date of receipt of the purchase order. The order will be placed in a phased manner depending upon the requirement.
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:**
 - Attested copy of GST Registration Certificate.
 - Rate should be quoted as per the format and it could not be above from MRP at any case
 - Tender should be properly signed and stamped.
 - Confirm to the terms and conditions and specifications of the items.
 - Single price for each item.
 - Alternative offer shall not be accepted.
 - Stationery Shop should be available in Godda.
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 **High consumption** item 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 will be remaining unchanged during that period.
15. Payment shall be made on delivery of goods according to the supply order in support of production of bills and challan, 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 conference hall of JSLPS DMMU Godda at **15:30** PM 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. Any legal dispute arising out of this is subject to Godda jurisdiction only.



Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road,
Godda, 814133, Mobile No. 9431359499/7764039677



(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
Paria Complex, 1st Floor, Mission Chowk, Bhagalpur Road
Godda, Jharkhand, 814133

Sub: - Submission of Tender for supply of office 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 **Annexure-I**.

Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road, Godda, 814133, Mobile No. 9431359499/7764039677



Annexure-I

(In the letter of the firm)

Format for Price Bid

Sl. No.	Name of the items	Unit	Moving Level	Make /Brand	Unit Price (Rs.)	Taxes
1	Register (yellow page size 4 hard board bound) good quality	Nos	H			
2	Register (yellow page size 6 hard board bound) good quality	Nos	H			
3	Register (yellow page size 8 hard board bound) good quality	Nos	H			
4	Register (yellow page size 10 hard board bound) good quality	Nos	H			
5	Register (yellow page size 12 hard board bound) good quality	Nos	H			
6	Register (yellow page size 14 hard board bound) good quality	Nos	H			
7	Copy Long size with 72 pages	Nos	H			
8	Copy Long size with 84 pages	Nos	H			
9	Copy Long size with 96 pages	Nos	H			
10	Copy Long size with 120 pages	Nos	H			
11	Copy Long size with 124 pages	Nos	H			
12	Copy Long size with 136 pages	Nos	H			
13	A4 size copy with 120 pages	Nos	H			
14	A4 size copy 132 pages	Nos	H			
15	Copy Crown (1/6 Dimy)	Nos	H			
16	Tag Bunch	Nos	H			
17	Sticky Notes	Nos	H			
18	Double Sided Tape	Nos	H			
19	Liver Arch File, big size	Nos	H			
20	Leaf file with office name and Logo printed in four line (32 kg Flyleaf board)	Nos	H			
21	Cobra Files good quality	Nos	H			
22	Note Sheet with Office Name Printed (75 gsm , good quality)	Nos	H			
23	Writing Pad (1/6 with 40 sheet)	Nos	H			

Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road, Godda, 814133, Mobile No. 9431359499/7764039677



24	Writing Pad with Office Name Printed and Logo(1/6 with 60 sheet)	Nos	H			
25	Writing Pad with Office Name Printed and Logo (1/8 with 10 sheet)	Nos	H			
26	Writing Pad with Office Name Printed and Logo (1/8 with 20 sheet)	Nos	H			
27	Writing Pad with Office Name Printed and Logo (1/8 with 40 sheet)	Nos	H			
28	Writing Pad with Office Name Printed and Logo (1/8 with 70 sheet)	Nos	H			
29	Spiral Writing Pad with Office Name Printed and Logo (1/6 with 40 sheet)	Nos	H			
30	Spiral Writing Pad with Office Name Printed and Logo (1/6 with 70 sheet)	Nos	H			
31	Photocopier white paper (A4 size 75 GSM, packet of 500 sheets) century green or bilt	pkt.	H			
32	Plastic folders with Good Quality	Nos	H			
33	White Board (3 X 4) with stand	Nos	H			
34	White Board (4 X 6) with stand	Nos	H			
35	White Board Marker Pen	Nos	H			
36	Chisel marker	Nos	H			
37	Notice Board (4 x 6)	Nos	H			
38	Notice Board (3 x 4)	Nos	H			
39	Gel Pen (Black/Blue/Red)	Nos	H			
40	Ball Pen (Black/Blue/Red) (Link or others)	Nos	H			
41	Pen (Use &throw,black/blue /red)	Nos	H			
42	Paper Clip, Tin/steel (Medium size)	Nos	H			
43	Paper Clip, Tin/steel (Small size)	Nos	H			
44	Pencil dark black. (HB)	Nos	H			
45	Pencil Eraser (Dust free)	Nos	H			
46	Sharpner	Nos	H			
47	Sketch pen (Pkt. Of 12 pcs.)	pkt.	H			
48	Scale -30c. Size (Glass)	Nos	H			
49	Stapler (Big Size),	Nos	H			
50	Stapler (10D),	Nos	H			
51	Staple Pin (Big, Cupper/Stainless Steel)	Nos	H			

Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road, Godda, 814133, Mobile No. 9431359499/7764039677



52	Stapler Pin (Small, Copper/Steel)	Nos	H			
53	Chart paper different colour (10 kg pkt)	Nos	H			
54	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos	M			
55	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos	M			
56	Cover File (Water Proof, Good quality)	Nos	M			
57	Fevi Stick (75gm.)	Nos	M			
58	Highlighter Pen.	Nos	M			
59	Scissor Stainless Steel (Medium Size)	Nos	M			
60	Stick File (Plastic)	Nos	M			
61	Single hole punching machine	Nos	M			
62	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS DMMU GODDA, to be printed in bi-colour.	Nos	M			
63	White/brown Envelop with good quality paper (size: 6" X 4") Address of JSLPS DMMU GODDA to be printed in bi-colour.	Nos	M			
64	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	M			
65	White Board Duster	Nos	M			
66	Design board Pin (Plastic on top)	Pkt	M			
67	Gum Bottle (Calim / fevicol and equivalent)	Nos	M			
68	Letter Dispatch Register (Issue), Rolling Size-36)	Nos	L			
69	Letter receipt Register (Diary), Rolling Size-36)	Nos	L			
70	Stock Register, Rolling, Size-20 (good quality)	Nos	L			
71	Plastic Dust bin	Nos	L			
72	Calculator 12 digit Orpet/Casio	Nos	L			
73	Cello Tape (1 1/2") White	Nos	L			
74	Cello Tape (1/2"), White	Nos	L			
75	Cello Tape, Brown (2 1/2")	Nos	L			
76	Double punching (BIG)	Nos	L			
77	Double punching (small)	Nos	L			
78	Stamp Pad ink (Black/Blue/violet)	Nos	L			
79	Attendance Register (Size- 4)	Nos	L			
80	liquid Eraser Pen	Nos	L			

Jharkhand State Livelihood Promotion Society



(Under the aegis of Rural Development Department, Govt. of Jharkhand)
State Office: - 3rd Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004
District Office: - Paria Complex (1st Floor), Mission Chowk, Bhagalpur Road,
Godda, 814133, Mobile No. 9431359499/7764039677



81	OHP/CD Marker Pen (Black/Blue)	Nos	L			
82	Paper Cutter Knife with Blade	Nos	L			
83	Paper weight (Oval size, 200 gm. To 300gm, approx.)	Nos	L			

NOTE: H- High consumption, M- Medium consumption, L- Low consumption.

- 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 within the period specified in the purchases order and the price will be remaining 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)