



Aajeevika



## Jharkhand State Livelihood Promotion Society

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

State Office: - 3<sup>rd</sup> Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004

District Office: - Suhagi Complex(2<sup>nd</sup> Floor),Dunduria,Lohardaga Road  
Gumla, 835207, Phone No. 06524-221012

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Letter No.- JSLPS/Procurement/2018-19/269

Dated. 15.09.2018

### Notice Inviting Tender under Local Shopping Method

Sealed tenders are invited from different Reputed Agency having valid GST Number for supply of Office Stationery. The Term “Office Stationery” means a mass item referring to commercially manufactured writing materials, including cut paper, envelopes, writing implements, continuous form paper, and other office supplies. Stationery includes materials to be written on by hand (e.g., letter paper) or by equipment such as computer, printers etc. Stationery means any type of Writing and other office materials (whether Luxury or otherwise) which can be used for writing, recordkeeping, documentation, translating the expertise by providing training or expressing the feeling of one person to another. The detailed terms & conditions are available at Website of JSLPS i.e. [www.jslps.org](http://www.jslps.org) and Notice board of DMMU/BMMU Gumla for display. Interested firms may submit their tender super-scribing as “**Tender for Office Stationery**” to the undersigned on or **before 3.30 PM on 25.09.2018**. 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: Website and Notice board of JSLPS for display

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### 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 **Annexure-I**. The format for price bid is specified in **Annexure- II**, which should be used at the time of submission of tender.
2. The quoted rates shall include the GST and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS Office **DMMU Gumla**.
3. GST should be clearly mentioned separately in terms of percentage in the price sheet.
4. 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.
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 website and notice board of JSLPS. The suppliers may refer/visit to the website/notice board of jslps on regular interval for any amendment and submit the tender accordingly.
8. Evaluation will be made package wise and the lowest evaluated responsive package price shall be taken into consideration.
9. Normal commercial warranty/guarantee shall be applicable for durable items like pen drive, mouse, hard disc drive 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. The delivery should be completed within 07 days from the date of receipt of the purchase order. The order will be placed in a phased manner depending upon the requirement.
12. 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.



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### 13. Eligibility criteria

- a) Copy of GST Registration Certificate.
  - b) Rate should be quoted as per the format for the full quantity of all items for a particular package or for all packages as mentioned in the schedule of requirement.
  - 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) Alternative offer shall not be accepted.
14. The bid will liable to be rejected if any of the above conditions is not complied with.

### 15. 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 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.

16. The quantity mentioned may be varied at the time of procurement depending upon the requirement.
17. Payment shall be made after delivery and acceptance of the goods according to the supply order in support of production of bills and Challan, warranty certificate etc.
18. 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.
19. The tender will be opened in the conference hall of **DMMU,Gumla** at 16.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.
20. 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.
21. Any legal dispute arising out of this is subject to **Gumla** jurisdiction only.

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### Annexure-I

| Requirment of stationery |  |      |            |
|--------------------------|--|------|------------|
| S.No.                    | Name of the items  | Unit | Total Req. |
| 1                        | Cobra file (Plastic laminated)                                       | Nos  | 110        |
| 2                        | Highlighter Pen (Flair/Luxor)  | Nos  | 45         |
| 3                        | White Board Marker Pen, Camlin/Luxor                                 | Nos  | 520        |
| 4                        | White Board Duster (Magnet)  | Nos  | 28         |
| 5                        | Plastic Button folders double pocket (KEA/SAYA/ALPINE)               | Nos  | 3450       |
| 6                        | Notice Board   | Nos  | 8          |
| 7                        | Chart paper 90 GSM (White and Coloured)                              | Nos  | 3500       |
| 8                        | Ball Point Pen ( Smart/Fusion/Faster)                                | Nos  | 3500       |
| 9                        | Pencil Apsara Extra dark   | Nos  | 3300       |
| 10                       | Pencil Eraser (Dust free) (Nataraj)                                  | Nos  | 3300       |
| 11                       | Scale -30cm. Size (Plastic) Nataraj/Camlin                           | Nos  | 3300       |
| 12                       | Pencil Sharpener (Nataraj)   | Nos  | 3200       |
| 13                       | Rulling Register (Good Quality), Size, No -8.                        | Nos  | 3400       |
| 14                       | Chart paper marker Pen (Camlin/ Luxor)                               | Nos  | 1635       |
| 15                       | Both Side Addehesive Tape  | Nos  | 389        |
| 16                       | Sketch-pen (Pkt. Of 12 pcs.)   | Pkt  | 184        |
| 17                       | Photocopier paper A4 size (75 gsm 500 sheet in each pack) JK/Century | Pkt  | 218        |
| 18                       | Fancy Register (200 Pages)   | Nos  | 24         |
| 19                       | Ragister Thin(96 Pages)  | Nos  | 597        |
| 20                       | Index Files /Lever Arch File with imported clip (Kea,Solo,Saya       | Nos  | 339        |
| 21                       | Attendance Register(No-2)(Daw & Sons/Milan)                          | Nos  | 6          |
| 22                       | Fixed Assed Register   | Nos  | 5          |
| 23                       | Dak Receipt Register 2 Quire(Milan/Sangam)                           | Nos  | 4          |
| 24                       | Dak Dispatch Register 2 Quire (Milan/Sangam)                         | Nos  | 4          |
| 25                       | Visitor Register   | Nos  | 8          |
| 26                       | Cash Book(3 Quire) (Milan/Sangam)                                    | Nos  | 2          |
| 27                       | Stock Register   | Nos  | 5          |
| 28                       | Punch Double Hole (Kangaroo) – No -600                               | Nos  | 9          |

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|    |  |     |     |
|----|--|-----|-----|
| 29 | Tag (Bunch of 50 Piece)  | Nos | 50  |
| 30 | Folder File Cloth Patti/ Fly Leaf File(Ajanta/Ambesador/Milan) | Nos | 110 |
| 31 | Writing Pad No-6 (Ajanta/Peacock/Milan)                        | Nos | 520 |
| 32 | Coloured Flag Paper(Saya/Oddy)                                 | Nos | 12  |
| 33 | Stapler (Big Size)   | Nos | 6   |
| 34 | Stapler HS-10EN plastic body                                   | Nos | 34  |
| 35 | Staple Pin (Big, Copper/Steel)                                 | Nos | 21  |
| 36 | Stapler Pin (Small, Copper/Steel)                              | Nos | 54  |
| 37 | Fevi stick ( 15 GM)  | Nos | 70  |
| 38 | Cello Tape (2") White/Brown                                    | Nos | 130 |
| 39 | OHP/CD Marker Pen (Black/Blue/Red/Green                        | Nos | 50  |

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### Annexure-II

(On the letter of the firm)

| S.No. | Name of the items  | Unit | Total Req. | Make/Brand | Unit Price (Rs.) | Total Price (Rs.) | Taxes |
|-------|--|------|------------|------------|------------------|-------------------|-------|
| 1     | Cobra file (Plastic laminated)                                       | Nos  | 110        |            |                  |                   |       |
| 2     | Highlighter Pen (Flair/Luxor)  | Nos  | 45         |            |                  |                   |       |
| 3     | White Board Marker Pen, Camlin/Luxor                                 | Nos  | 520        |            |                  |                   |       |
| 4     | White Board Duster (Magnet)  | Nos  | 28         |            |                  |                   |       |
| 5     | Plastic Button folders double pocket (KEA/SAYA/ALPINE)               | Nos  | 3450       |            |                  |                   |       |
| 6     | Notice Board   | Nos  | 8          |            |                  |                   |       |
| 7     | Chart paper 90 GSM (White and Coloured)                              | Nos  | 3500       |            |                  |                   |       |
| 8     | Ball Point Pen ( Smart/Fusion/Faster)                                | Nos  | 3500       |            |                  |                   |       |
| 9     | Pencil Apsara Extra dark   | Nos  | 3300       |            |                  |                   |       |
| 10    | Pencil Eraser (Dust free) (Nataraj)                                  | Nos  | 3300       |            |                  |                   |       |
| 11    | Scale -30cm. Size (Plastic) Nataraj/Camlin                           | Nos  | 3300       |            |                  |                   |       |
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| 22    | Fixed Assed Register   | Nos  | 5          |            |                  |                   |       |
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|----|--|-----|-----|--|--|--|--|
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**In words :** \_\_\_\_\_ **( Excluding GST)**

- 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:  
Place:

Signature of the Bidder

Name & Business Address:  
(Seal of the firm)