



झारखण्ड सरकार
ग्रामीण विकास विभाग
झारखण्ड स्टेट लाईवलीहुड प्रमोशन सोसाईटी



Letter No: JSLPS/DMMU/CBSA/ADMIN/444/2019-20

Date: 16.01.2020

NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE

JSLPS West Singhbhum invite sealed tender for **Office Stationery** supply to DMMU office for rate contract from different firms/dealers having 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 parties may submit their tender super-scribing as **“Tender for Office Stationery 2019-20”** to the undersigned on or before **06th Feb, 2020** 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
JSLPS- WEST SINGHBHUM

Copy to the Notice Board/website of JSLPS for display.

राज्य कार्यालय : तृतीय तल, शांतिदीप टावर, रेडीयम रोड, रांची-834001, झारखण्ड • फोन नं० 0651-2360038/2360142

पंजीकृत कार्यालय : तृतीय तल, एफएफपी भवन, एचईसी कैंपस, धुर्वा, रांची-834004, झारखण्ड

जिला कार्यालय : यूरोपीयन क्वाटर, पोस्ट-चाईबासा, जिला-पश्चिमी सिंहभूम, झारखण्ड 833201



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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 bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU WEST SINGHBHUM 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. Tenders shall remain valid for a period not less than 45 days from the date of opening of the bid.
6. 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.
7. As per need and satisfactory performance, contract may be extended further on same term & condition with consent of both parties.
8. The Prices shall be quoted in Indian Rupees only.
9. Evaluation will be made as per high moving items decided by us and the lowest evaluated responsive price shall be taken into consideration.
10. Normal commercial warranty/guarantee shall be applicable for durable items.
11. 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.
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.
13. **Eligibility criteria:**
 - Attested copy of GST Registration Certificate & PAN.
 - 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.
 - Conform 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 Chaibasa will preferred.
14. The bid will liable to be rejected if any of the above conditions is not complied with.

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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 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.

16. Payment shall be made on delivery of goods according to the supply order in support of production of bills and challan, 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 DMMU WEST SINGHBHUM at **15:30 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 West Singhbhum 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
European Quarters, At/Po- Chaibasa
West Singhbhum, 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 prescribed format in **Annexure-I**.
- B) Format for Organizational Profile as prescribed format in **Annexure-II**

Yours Sincerely,

Mr.

(Name of the Proprietor)

M/s

(Name of the Firm/Shop/Agency)

(Seal of the firm/shop/agency)

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Annexure-I

(In the letter of the firm)

Format for Price Bid

Sl. No.	Name of the items	Unit	Make/Brand	Unit Price (Rs.)	Taxes
1	Register (yellow page size 4 hard board bound) good quality	Nos.			
2	Register (yellow page size 6 hard board bound) good quality	Nos.			
3	Register (yellow page size 8 hard board bound) good quality	Nos.			
4	Register (yellow page size 10 hard board bound) good quality	Nos.			
5	Register (yellow page size 12 hard board bound) good quality	Nos.			
6	Register (yellow page size 14 hard board bound) good quality	Nos.			
7	Copy Long size with 72 pages	Nos.			
8	Copy Long size with 84 pages	Nos.			
9	Copy Long size with 96 pages	Nos.			
10	Copy Long size with 120 pages	Nos.			
11	Copy Long size with 124 pages	Nos.			
12	Copy Long size with 136 pages	Nos.			
13	A4 size copy with 120 pages	Nos.			
14	A4 size copy 132 pages	Nos.			
15	Copy Crown (1/6 Dimy)	Nos.			
16	Attendance Register (Size- 4)	Nos.			
17	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos.			
18	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos.			
19	Cover File (Water Proof, Good quality)	Nos.			
20	Letter Dispatch Register (Issue), Rolling Size-36)	Nos.			
21	Letter receipt Register (Diary), Rolling Size-36)	Nos.			
22	Liver Arch File, big size	Nos.			
23	Leaf file with office name and Logo printed in four line (32 kg Flyleaf board)	Nos.			
24	Stick File (Plastic)	Nos.			
25	Cobra Files good quality	Nos.			
26	Note Sheet (75 gsm , good quality)	Nos.			
27	Writing Pad (1/6 with 40 sheet)	Nos.			
28	Writing Pad (1/6 with 60 sheet)	Nos.			
29	Writing Pad (1/8 with 10 sheet)	Nos.			
30	Writing Pad (1/8 with 20 sheet)	Nos.			
31	Writing Pad (1/8 with 40 sheet)	Nos.			
32	Writing Pad (1/8 with 70 sheet)	Nos.			
33	Spiral Writing (1/6 with 20 sheet)	Nos.			
34	Spiral Writing (1/6 with 40 sheet)	Nos.			
35	Spiral Writing (1/6 with 70 sheet)	Nos.			
36	Stock Register, Rolling, Size-20 (good quality)	Nos.			
37	White/brown Envelop with good quality paper (size: 11" X 5")	Nos.			

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जिला कार्यालय : यूरोपीयन क्वाटर, पोस्ट-चाईबासा, जिला-पश्चिमी सिंहभूम, झारखण्ड 833201

38	White/brown Envelop with good quality paper (size: 6" X 4")	Nos.			
39	Photocopier white paper (A4 size, packet of 500 sheets) century green or bilt	pkt.			
40	Plastic folders with Good Quality	Nos.			
41	White Board (3 X 4) with stand	Nos.			
42	White Board (4 X 6) with stand	Nos.			
43	White Board Marker Pen	Nos.			
44	Chisel marker	Nos.			
45	Notice Board (4 x 6)	Nos.			
46	Notice Board (3 x 4)	Nos.			
47	Gel Pen (Black/Blue/Red) approx.rs.10	Nos.			
48	Gel Pen (Black/Blue/Red) approx rs.5	Nos.			
49	Ball Pen (Black/Blue/Red) (Link or others) approx.rs.10	Nos.			
50	Ball Pen (Black/Blue/Red) (Link or others) approx rs.5	Nos.			
51	Pen (Use &throw,black/blue /red)	Nos.			
52	Calclator 12 digit Orpet/Casio	Nos.			
53	Cello Tape (1 1/2") White	Nos.			
54	Cello Tape (1/2"), White	Nos.			
55	Cello Tape, Brown (2 1/2")	Nos.			
56	Double punching (BIG)	Nos.			
57	Double punching (small)	Nos.			
58	Fevi Stick (75gm.)	Nos.			
59	Highlighter Pen.	Nos.			
60	liquid Eraser Pen	Nos.			
61	OHP/CD Marker Pen (Black/Blue)	Nos.			
62	Paper Clip, Tin/steel (Medium size)	Nos.			
63	Paper Clip, Tin/steel (Small size)	Nos.			
64	Pencil dark black. (HB)	Nos.			
65	Pencil Eraser (Dust free)	Nos.			
66	Sharpner	Nos.			
67	Single hole punching machine	Nos.			
68	Sketch pen (Pkt. Of 12 pcs.)	pkt.			
69	Scale -30c. Size (Glass)	Nos.			
70	Stapler (Big Size),	Nos.			
71	Stapler (10D),	Nos.			
72	Staple Pin (Big, Cupper/Stainless Steel)	Nos.			
73	Stapler Pin (Small, Cupper/Steel)	Nos.			
74	Stamp Pad ink (Black/Blue/violet)	Nos.			
75	Scissor Stainless Steel (Medium Size)	Nos.			

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76	Paper Cutter Knife with Blade	Nos.			
77	Paper weight (Oval size, 200 gm. To 300gm, approx.)	Nos.			
78	Chart paper different colour (10 pc pkt)	Nos.			
79	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt			
80	Plastic Dust bin	Nos.			
81	White Board Duster	Nos.			
84	Design board Pin (Plastic on top)	Pkt			
85	Gum Bottle (Calim / fevicol and equivalent)	Nos			
86	Tag Bunch	Nos			
87	Sticky Notes	Nos			
88	Double Sided Tape	Nos			

- 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)

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Annexure-II

Organizational Profile of the Supplier.		
Sl. No.	Particulars	Compliance
1	Name of the Agencies/Shop	
2	Registered Office (Complete Address with Tel./Mob. No. and Email ID)	
3	Name of the Proprietor/Partners etc.	
4	Year of Registration	
5	GST Registration No.	
6	PAN No. of Agency or Proprietor	
7	Name of the Govt. or any other Institutions to whom Stationary supplied earlier on monthly basis	
8	Year and Period of Supply (Monthly)	
9	Approx. Bill per Year	
10	Taxes Deposited Till	
11	Turnover during last three years as per Audit , if any	
NB: Please enclosed all the relevant documents like Previous order copies, GST No. etc.		

This is to certify that the above information's and figures are based on facts and records and if any deviation noticed at any point of time, the tender shall be cancelled, firm will be blacklisted from this organization and order will be cancelled.

Signature of the Firm/Agency
Business Address

Name:
Ph. /Mob. No.
Email id:.....
Date:

(Seal of the Agency/shop)

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