

Jharkhand State Livelihood Promotion Society

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

2nd Floor, JSAMB Building, Itki Road, Hehal, Ranchi-834005

Phone No. 0651-2510142/ 2510038

Email – jslps.ranchi@gmail.com, Website – www.jslps.org

No: 2484/Ranchi

Date: 10/12/2020

Notice Inviting Tender on Shopping Method

JSLPS invites sealed tender from different registered firms/dealers for empanelment for supply and print of Visiting Cards, Name Plates, Letterheads etc. for a period of one year. The detailed term and conditions along with list of items to be to be empanelled are available in the website of www.jslps.org, which can be down loaded for use. Interested parties may submit their tender super-scribing as “**Tender for empanelment of Visiting Cards, Name Plates & Letterheads**” to the undersigned on or before 15.30 hours of **22nd December,2020**. The undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons thereof.

Sd/

Chief Executive Officer

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

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TERMS AND CONDITIONS

1. The tender shall be for the full quantity of item(s) as described in the schedule of requirement and specification 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 rates quoted by the bidders shall be fixed for the duration of one year from the date of acceptance of the contract and shall not be subject to adjustment on any account.
3. Each bidder shall submit only one bid.
4. Tender submitted through electronic media shall not be accepted/consider.
5. Tenders shall remain valid for a period not less than **30 days** from the date of opening of the bid.
6. 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.
7. The purchaser reserves the right at the time of placement of purchase order to increase or decrease the required quantity up to 20% depending upon demand and supply situation during that period.
8. 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.
9. Evaluation will be made item wise and the lowest evaluated responsive item price shall be taken into consideration.
10. Payment will be made only after complete delivery as per order subject to submission of bills along with delivery challan.
11. Eligibility criteria:
 - Copy of GST Registration certificate.
 - Rate should be quoted as per the price format.
 - Alternative price shall not be accepted.
 - Firm should have own shop/office in Ranchi.

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

13. **Issue of Purchase Order.**
The Contract Letter will be placed to the selected bidder whose bids has been determined to be substantially responsive and who has offered the lowest item wise rate. The Purchase order shall be placed to the selected firm as and when required basis and as per the requirement.
14. Any effort 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.
15. The tender shall be opened in presence of the bidders at **16:00 PM** on the last date of submission stipulated in the tender document.
16. Any legal dispute arising out of this is subject to Ranchi jurisdiction only.

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ANNEXURE-I

Schedule of Requirement & Specification				
Sl. No	Name of Items	Estimated Quantity	Unit	Specification
1.	Printing of Visiting Card	150	Box	Both side texture paper, 80 GSM with multicolor printing in both side. (Each Box containing 100 cards)
2.	Name Plates			
(i)	Workstations boards	144	Nos	Material- Sun Board, with Single Side Multi color Printing. Size(23 cm X 6 cm)
(ii)	Different type of Name Board	100	Nos	Material- Sun Board, with Single Side Multi color Printing. Size(23 cm X 9 cm)
(iii)	Different type of Name Board	05	Nos	Material- Sun Board, with Single Side Multi color Printing. Size (23 cm X12 cm)
3.	Printing of Name Plate	02	Nos	In Brass/Steel – (size 35x14 cm)
4.	Printing of Cotton Banner (Size- 2x3, 3x4, 4x5, 6x4) inSq.Ft	100	Per Sq. Ft.	As required in multi colour printing single side.
5.	Letterheads	100	Pad	Single color, single side Printing, A4 size 80 GSM executive bond paper with pad binding, each pad contain 100 sheets.
6.	Letterheads	100	Pad	Multi color, single side Printing, A4 size 80 GSM executive bond paper with pad binding, each pad contain 100 sheets.
7.	Self Ink Stamp	100	Nos	Self-Ink Stamp 2-line, having size of 49 mm X 22 mm.
8.	Self Ink Stamp	100	Nos	Self-Ink Stamp 3-line, having size of 49 mm X 22 mm.

(On the letterhead of firm)

ANNEXURE-II

Format for Submission of Tender					
1	2	3	4	5	6
Sl. No.	Name of Items	Estimated Qty	Unit	Unit Rate excluding GST (INR)	Total Amount excluding GST (INR)
01	Printing of Visiting Card	150	Box		
02	Name Plates				
(i)	Workstations boards	144	Nos.		
(ii)	Different type of Name Board	100	Nos.		
(iii)	Different type of Name Board	05	Nos.		
03	Printing of Name Plate	02	Nos.		
04	Printing of Cotton Banner	100	Per Sq. ft.		
05	Letterheads	100	Pad		
06	Letterheads	100	Pad		
07	Self-Ink Stamp	100	Nos.		
08	Self-Ink Stamp	100	Nos.		

a) In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail:

b) We agree to supply the above items in accordance with the specifications and terms and conditions of the tender with a unit cost as mentioned above within a period of 15 days from the receipt the order.

Date:

Signature of the Bidder
Name & Business
Address:

Place:

(Seal of the firm)