



Govt. of Jharkhand
Rural Development Department
Jharkhand State Livelihood Promotion Society



Letter No-JSLPS/DMMU-Godda/NRLM/226/2020-21

Date : 16/09/2020

NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE

JSLPS invites sealed tender for rate contract from different firms/dealers having valid up to dated GST registration certificate for supply of office Stationery Items for a period of one year. The detailed terms and conditions along with the list of items to be procured are available on the website of JSLPS www.jslps.org , which can be downloaded for use. Interested Parties may submit their Tender superscribing as “**Tender for Office Stationary FY 2020-21**” to the undersigned on or before **03rd October, 2020 at 15.30 Hours**. The undersigned shall have the right of rejecting all or any tenders without assigning any reason thereof

SD/-

District Program Manager

Address for submission of Bid:

DISTRICT PROGRAM MANAGER

**Jharkhand State Livelihood Promotion Society DMMU, GODDA,
PariaComplex (1st Floor), Mission Chowk, Bhagalpur Road, Godda, 814133, Mobile No.
9431359499/7764039677**

Copy to the Notice Board of JSLPS-Godda and Website i.e. www.jslps.org.



TERMS AND CONDITIONS

1. The Tender shall be for the stationery items as per our requirement. The items wise requirement is specified in **Annexure – I**, which should be used at the time of submission of tender. Bidder may bid for any one package or may apply for both packages as specified in **Annexure – II**. Evaluation will be done on package wise.
2. The quoted rate shall include all taxes and bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU GODDA 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. The rate 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 price shall be quoted in Indian Rupees only.
7. Normal Commercial warranty/guarantee shall be applicable for durable items.
8. 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.
9. Any delay by the supplier in the delivery of the items shall render the supply 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.

10. Eligibility Criteria

- a) Xerox Copy of GST Registration Certificate.
 - b) Rate should be quoted as per the format and it should not be above from MRP at any case.
 - c) Tender should be properly signed and stamped.
 - d) Confirm to the terms and conditions and specification of the items.
 - e) Single price for each item.
 - f) Alternative offer shall not be accepted.
 - g) Firm should have own stationery shop at Godda (enclosed self declaration with proper address, contact no and e mail ID).
11. The bid will liable to be rejected if any of the above conditions is not complied with.
12. The tender shall be remained valid for a period not less than **45 days** from the last date specified in the tender.



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Issue of Purchase Order.

1. 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.
2. The quantity mentioned may be varied at the time of procurement depending upon the requirement.
3. Payment shall be made after delivery and acceptance of the goods according to the supply order in support of production of bills, warranty certificate etc.
4. 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.
5. The tender will be opened in the **Godda DMMU Office at 16:00 PM** on the last date specified for submission of tender in presence of the bidders or their representatives.
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. Any legal dispute arising out of this is subject to Godda jurisdiction only.



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Annexure-I

Schedule of Requirement of Office Stationery for JSLPS for the Year 2020-21			
Sl. No.	Name of the items	Unit	Estimated Qty..
1	Printer Cartridge for Lesser Jet HP Printer 1020 (HP-12A Black)	Nos.	10
2	Printer Cartridge for HP M-1136 (HP 88A Black)	Nos	10
3	Printer Cartridge for Cannon Imagerunner 2202 (NPG-59 Toner Black)	Nos	20
4	Printer Cartridge for HP310& HP 319 colour printer	Nos	10
5	Mouse (Wireless, HP, Lenovo or other similar quality)	Nos.	10
6	Keyboard (Standard size), Wireless	Nos.	10
7	Antivirus (Quick Heal Total Security), Multi User (10 User) with Three year free up gradation	Nos	5
8	Envelop Yellow Cloth (Size 33X25cm) good quality (Office address to be printed in multi-colour on top of each envelop)	Nos.	1,000
9	Envelop yellow Cloth (Size 40X30cm) good quality (Office address to be printed in multi-color on top of each envelop)	Nos.	1,000
10	Cover File (Water Proof, Good quality)	Nos.	20
11	Letter Dispatch Register (Issue), Rulling Size-6)	Nos.	5
12	Board/Guard File (Good Quality)	Nos.	200
13	Stick File (Plastic)	No	200
14	Cobra file (Plastic laminated)	No	200
15	Index Files /Lever Arch File with imported clip (Kea,Solo,Saya)	No	100
16	Note Sheet (100 page in each book, 80 GSM Good Quality)	Nos.	100
17	Post Script Pad with four different colour (size:- 1" X 3" approx.)	Nos.	100
18	Post Script Pad (Size:- 3"x 3" approx.)	Nos.	100
19	Rulling Register (Good Quality), Size, No -8.	Nos.	30
20	Rulling Register (Good Quality), Size, No -12.	Nos.	30
21	Fly leaf, Good quality, Address of the JSLPS to be printed in bi-color on the Cover colour: Pink or Yellow	Nos.	1,000
22	White Envelop with good quality paper (size: 11" X 5") Address of JSLPS to be printed in bi-colour.	Nos.	1000
23	Photocopier paper A4 size (75 gsm 500 sheet in each pack) JK/Century	pkt.	500
24	Plastic Button folders double pocket (KEA/SAYA/ALPINE)	No.	500
25	Chart paper marker Pen	each	1000
26	White Board Marker Pen (Camlin/Luxor)	each	1000
27	Ball Point Pen (Smart/Fusion/Faster)	each	500
28	Gel Pen (Racer gel/Executive gel)	each	300
29	Pilot Pen (Luxur)	each	300
30	Use & Through Pen (Goodluck/ orbic/sigma)	each	500
31	Ball Point Pen (Cello Sapphire)	each	200
32	Calculator 12 digit Casio/Citizen	Nos.	200
33	Cello Tape (2") White/Brown	Nos.	10
34	Cello Tape, Brown (3")	Nos.	10
35	Double punching (small)	Nos.	10



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36	Glue Stick (15 gm.)	Nos.	30
37	Gum tube (20 ml)	Nos	100
38	Fevicol tube (22.5 gm)	Nos	100
39	Highlighter Pen	Nos	100
40	Liquid Correction Pen	Nos.	30
41	OHP/CD Marker Pen (Black/Blue/Red/Green)	Nos.	20
42	Paper Clip, Tin/steel (Medium size)	Nos.	200
43	Paper Clip, Tin/steel (Small size)	Nos.	200
44	Pencil Apsara Extra dark	Nos	1000
45	Signature Pad-Good Quality	Nos.	5
46	Single hole punching machine	Nos.	50
47	Sketch-pen (Pkt. Of 12 pcs.)	pkt.	100
48	Scale -30cm. Size (Plastic) Nataraj/Camlin	Nos.	20
49	Stapler (Big Size),	Nos.	5
50	Stapler HS-10EN plastic body	Nos.	20
51	Staple Pin (Big)	Nos.	30
52	Stapler Pin (Small, Copper/Steel)	Nos.	100
53	Stamp Pad	Nos.	10
54	Scissor Stainless Steel (Medium Size)	Nos	50
55	Paper Cutter Knife with Blade	Nos	10
56	Pencil Eraser (Dust free)	Nos	1000
57	Pencil Sharpener	Nos	1000
58	Visiting Card Holders (Carry capacity -250-300 nos. cards)	Nos.	20
59	Yellow Dusting Cloths	Nos	50
60	White Board Duster (Magnet)	Nos	24
61	Design board Pin (Plastic on top)	pkt	10
62	Chart paper	Nos	5000
63	ID Card with Clip and dore	Nos	100
64	Double side foam tape(size 18 mm length 5 mtr approx)	Nos	500
65	Flash Card	Nos	200
66	A4 size Century / green paper	Nos	200



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(In the letter of the firm)

Annexure-II

Format for Price Bid

Package- I

Sl. No.	Name of the items	Unit	Estimated Qty..	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	Computer Cartridge for Lesser Jet HP Printer 1020 (HP-12A Black)	Nos.	10				
2	Printer Cartridge for HP M-1136 (HP 88A Black)	Nos	10				
3	Printer Cartridge for Cannon Imagerunner 2202 (NPG-59 Toner Black)	Nos	20				
4	Printer Cartridge for HP310& HP 319 colour printer	Nos	10				
5	Mouse (Wireless, HP, Lenovo or other similar quality)	Nos.	10				
6	Keyboard (Standard size), Wireless	Nos.	10				
7	Antivirus (Quick Heal Total Security), Multi User (10 User) with Three year free up gradation	Nos	5				
Total							

In words: _____ (Excluding sales & other 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 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.
- 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.

Date:

Place:

Signature of the Bidder

Name & Business Address:

Ph. /Mob. No.

Email id:.....

GST No.....

Date:/...../2020

(Seal of the firm)



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(In the letter of the firm)

Annexure-II

Format for Price Bid

Package- II

Sl. No.	Name of the items	Unit	Estimated Qty..	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	Envelop Yellow Cloth (Size 33X25cm) good quality (Office address to be printed in multi-colour on top of each envelop)	Nos.	1,000				
2	Envelop yellow Cloth (Size 40X30cm) good quality (Office address to be printed in multi-colour on top of each envelop)	Nos.	1,000				
3	Cover File (Water Proof, Good quality)	Nos.	20				
4	Letter Dispatch Register (Issue), Rulling Size-6)	Nos.	5				
5	Board/Guard File (Good Quality)	Nos.	200				
6	Stick File (Plastic)	No	200				
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8	Index Files /Lever Arch File with imported clip (Kea,Solo,Saya)	No	100				
9	Note Sheet (100 page in each book, 80 GSM Good Quality)	Nos.	100				
10	Post Script Pad with four different colour (size:- 1" X 3" approx.)	Nos.	100				
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15	White Envelop with good quality paper (size: 11" X 5") Address of JSLPS to be printed in bi-colour.	Nos.	1000				
16	Photocopier paper A4 size (75 gsm 500 sheet in each pack) JK/Century	pkt.	500				
17	Plastic Button folders double pocket (KEA/SAYA/ALPINE)	No.	500				
18	Chart paper marker Pen	each	1000				
19	White Board Marker Pen (Camlin/Luxor)	each	1000				
20	Ball Point Pen (Smart/Fusion/Faster)	each	500				
21	Gel Pen (Racer gel/Executive gel)	each	300				
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24	Ball Point Pen (Cello Sapphire)	each	200				
25	Calculator 12 digit Casio/Citizen	Nos.	200				



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27	Cello Tape, Brown (3")	Nos.	10				
28	Double punching (small)	Nos.	10				
29	Glue Stick (15 gm.)	Nos.	30				
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Total							

In words: _____ (Excluding sales & other taxes)

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



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- b) 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.

- 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.

Date:

Place:

Signature of the Bidder

Name & Business Address:

Ph. /Mob. No.

Email id:.....

GST No.....

Date:/...../2020

(Seal of the firm)



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(On the letter head of Supplier)
Draft letter for submission of tender

Ref No.

Dated:.....

To

DISTRICT PROGRAM MANAGER

Jharkhand State Livelihood Promotion Society DMMU, GODDA,
PariaComplex (1st Floor), Mission Chowk,
Bhagalpur Road, Godda, 814133,
Mobile No. 9431359499/7764039677

Sub:- Submission of Tender for Stationary items.

Ref: Your tender No..... Dated

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most competitive tender for Stationary items as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

a) Rate for Stationary items as per the prescribed format in **Annexure-II (Package I/Package II)**

Sincerely,

(Mr. >.....(Name of the Proprietor)

M/s(name of the Supplier Agency)