



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



Letter No-JSLPS/RNC/PROC/158

Date-28-09-2020

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 for a period of one year. The details 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 super- scribing as **“Tender for Office Stationery”** to the undersigned on or before **12th Oct 2020 at 15.00 Hours**. The undersigned shall have the right of rejecting all or any tenders without assigning any reason thereof.

SD/

District Program Manager

Copy to the notice Board/Website of JSLPS for display.



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TERMS AND CONDITIONS

1. The Tender shall be for the stationery items as per our requirement. The format for items wise price bid is specified in **Annexure – I**, which should be used at the time of submission of tender.
2. The quoted rate shall include the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Ranchi office or store room in Ranchi.
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 7 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) 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.
11. The bid will liable to be rejected if any of the above conditions is not complied with.
12. **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 would remain unchanged during that period.
13. Payment will be made on delivery of goods according to supply order in support of production of Bills and Challan, Warranty Certificate etc.
14. Any effort by 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.



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15. The Tender will be opened on the conference Hall of JSLPS DMMU Ranchi at **15:30 hrs** on the last day specified for submission of Tender in presence of the bidders or their representatives.
16. Sample of quoted articles shall be produced before PC members for verification and due diligence.
17. Notwithstanding anything mentioned 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.
18. Tenders shall remain valid for a period **not less than 45 days** from the date of opening of the bid.
19. Any legal dispute arising out of this is subject to Ranchi Jurisdiction only.
20. Notwithstanding, anything contained as above JSLPS reserves the right to accept or reject any or all bid (s) and cancel the bidding process at any time without assigning any reasons for such act to the bidders



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Annexure II Price Format

Sl No	Particulars	Make or Brand	Unit Cost (Rs.)	Total Amount (Rs.)
1	Ball Pen (Black/Blue/Red).	Good Brand		
2	Cello Tape 1,1/2" White	Good Brand		
3	Cello Tape 1,1/2" White Both side	Good Brand		
4	Chart Paper Different Colour	Good Brand		
5	Fevi Stick (75gm.)	Good Brand		
6	Fevicol (100gm.)	Good Brand		
7	Highlighter Pen	Good Brand		
8	Leaf File with Office Name Printed in four line	Good Brand		
9	Liver Arch File ,Big Size	Good Brand		
10	Note Sheet (100 Page in each Book ,Good Quality)	Good Brand		
11	Pencil dark black (HB)	Good Brand		
12	Pencil Eraser (dust free)	Good Brand		
13	Permanent Marker Pen (Black,Blue)	Good Brand		
14	Photocopier White Paper (A4 size .Packet of 500 Sheet)70 MM	Good Brand		
15	Register (100 PG)	Good Brand		
16	Register (300 PG)	Good Brand		
17	White Board (4 x 6)	Good Brand		
18	White Board Duster	Good Brand		
19	White Board Marker Pen	Good Brand		
20	White /Brown Envelop with good quality paper (size: 11" x 5") Address of JSLPS DMMU RANCHI , to be printed in bi - colour.	Good Brand		
21	White /Brown Envelop with good quality paper (size: 6" x 4") Address of JSLPS DMMU RANCHI , to be printed in bi - colour.	Good Brand		
22	Writing Pad (25 cm X18.5 cm. 50 pages)	Good Brand		
23	Attendance Register (Size- 4)	Good Brand		
24	Letter Dispatch Register (Issue),Rolling Size -36)	Good Brand		
25	Letter Receipt Register (Diary),Rolling Size - 36	Good Brand		
26	Stock Register,Rolling,Size - 20 (good quality)	Good Brand		
27	Whitener (Bottle)	Good Brand		



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- a) In Case of discrepancy between Unit Price and Total Price Unit Price will 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 specified tender and the price would be remaining unchanged during 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 library.

Note : Quoted price shall not include taxes.

Date: -

Signature of the Bidder

Place: -

Name & Business Address



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(In the letter head of Firm)

Draft letter for submission of tender

Ref No.

Dated:.....

To

The District Program Manager
Jharkhand State Livelihood Promotion Society
District Mission Management Unit, Ranchi

Sub: - Submission of "Tender for Stationery" at Ranchi for JSLPS Ranchi DMMU

Ref: Your tender No. _____ Dated

Dear Sir/Madam,

With reference to the subject cited above, I am submit herewith the most competitive tender for providing for Tender for Stationery at Ranchi for JSLPS Ranchi DMMU Office, Vikash Vawan, Kutchery, Ranchi-834001.,as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

1. Financial Bid as per the prescribed format in Annexure-1
2. GST Certificate copy
3. PAN NO of FIRM
4. Cancelled Cheque of Firm

Date:

Signature of the Bidder

Place:

Name & Business Address:

(Seal of the firm)