



Aajeevika

**Jharkhand State Livelihood Promotion Society**  
(Under the aegis of Rural Development Department, Govt. Of Jharkhand)  
**District Mission Management unit**  
Mascot Bhawan, Salonatar, Opposite SBI Training Centre, Barmasia Road  
Dist- Deoghar, Jharkhand  
Website – [www.jslps.org](http://www.jslps.org)



Letter No: JSLPS/DMMU-DEOGHAR/PRO/ 20 /2020-21

Date: 04-11-2020

## Notice Inviting Tender Under Limited Tendering Method

Sealed tenders are invited from different manufactures/dealers/distributors/vender having valid GST registration certificate for supply of **TRAINING, COMPUTER & OFFICE STATIONERY** for a period of one year. The detailed terms & conditions and prescribed formats for submission of tender are available in the website of JSLPS e.g. [www.jslps.org](http://www.jslps.org) and Notice board of District office DEOGHAR, which can be downloaded/collected for use. Interested firms may submit their tender super-scribing as “**Tender for training, Computer & office stationery**” to undersigned on or before 14.30 hours on 26<sup>th</sup> November 2020.

Sd/-

DISTRICT PROGRAM MANAGER

DMMU-Deoghar

### Address for submission of Bid:

DISTRICT PROGRAM MANAGER  
Jharkhand State Livelihood Promotion Society  
DMMU, DEOGHAR, Mascot Bhawan, Salonatar  
Opposite SBI Training Centre, Barmasia Road  
Dist- Deoghar, Jharkhand,  
Pin Code-814112

Copy to the Notice Board of JSLPS-Deoghar and Website i.e. [www.jslps.org](http://www.jslps.org)



## 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**.
2. The quoted rates shall include the excise duty and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS district office.
3. 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.
4. 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.
5. The Prices shall be quoted in Indian Rupees only.
6. Any amendments for this tender will be published in notice board of JSLPS-DMMU DEOGHAR. The suppliers may refer/visit to the notice board of JSLPS-DMMU DEOGHAR on regular interval for any amendment and submit the tender accordingly.
7. **Evaluation will be made package wise** and the lowest evaluated responsive package price shall be taken into consideration.
8. Normal commercial warranty/guarantee shall be applicable for durable items.
9. 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.
10. The delivery should be completed within 3-5 days from the date of receipt of the purchase order. **The order will be placed in a phased manner depending upon the requirement.**
11. **Eligibility criteria:**
  - a) Rate should be quoted as per the format for the full quantity of all items for a particular package as mentioned in the schedule of requirement and it could not be **above from MRP at any case**.
  - b) Supplier should have GST registration certificate.
  - 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) Supplier should have its own **shop in DEOGHAR**.(Enclosed Document)



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

**13. 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.

14. The quantity mentioned may be varied at the time of procurement depending upon the requirement.

15. Payment shall be made only on delivery and acceptance of the goods according to the supply order in support of production of bills, warranty certificate etc.

16. 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.

17. The tender will be opened in the JSLPS DMMU-DEOGHAR office at 15.00 hours on the last date specified for submission of tender in presence of the bidders or their representatives.

18. 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.

19. List of Stationery item, quantity and rate are valid for one year from date of Empanelment/Contract.

20. Any legal dispute arising out of this is subject to DEOGHAR jurisdiction only.

\*\*\*\*\*



(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**  
**Mascot Bhawan, Salonatanr, opp. SBI Training center**  
**Deoghar, Jharkhand**

**Sub:- Submission of Tender for supply of Office 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 per the prescribed format in **Package-I**

Date:

Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the firm)



(In the letter of the firm)

**Annexure - I**

**FORMAT FOR PRICE BID FOR JSLPS DISTRICT OFFICE-DEOGHAR**

Sl. No.	Name of the items	Unit	Make/ Brand	Estimated Total Quantity	Unit Price (Rs.) Excluding TAX	Total Price (Rs.) Excluding TAX	Tax rate (%)
1.	Lever Arch File big size(Saya/Ambesador/Kea)	Nos.		500			
2.	Cobra File Hard Cover (Izen/Saya/Kea)	Nos.		100			
3.	Folder File Cloth Patti/ Fly Leaf File (Ajanta/Ambesador/Milan/Prerna)	Nos.		500			
4.	Cover File (Natraj/Ajanta/Ambassador))	Nos.		200			
5.	Dak Dispatch Register 1 Quire	Nos.		30			
6.	Dak Dispatch Register 2 Quire	Nos.		20			
7.	Dak Receipt Register 1 Quire	Nos.		30			
8.	Dak Receipt Register 2 Quire	Nos.		20			
9.	Register Ruled-Cut bond (1 Quire)	Nos.		5000			
10.	Register Ruled-Cut bond (2 Quire)	Nos.		5000			
11.	Register Ruled Fancy (1 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		500			
12.	Register Ruled Fancy (2 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		500			
13.	Register Ruled Fancy (3 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		500			
14.	Register Ruled Fancy (4 Quire) (Ajanta/Milan/Navneet/Classmate)	Nos.		500			
15.	Register Ruled Fancy (5 Quire) (Ajanta/Milan/Ashoka/Classmate)	Nos.		500			
16.	Stock Register Fancy (3 Quire) ge Good Qlty (Prerrna/Milan/Ajanata)	Nos.		30			
17.	Cash Book(2 Quire) (Ashoka/Milan/Navneet/Prerna)	Nos.		20			
18.	Cash Book(3 Quire) (Ashoka/Milan/Navneet/Prerna)	Nos.		20			
19.	Attendance Register (No-2) (Daw & Sons/Milan/Navneet/Prerna)	Nos.		30			



20.	Plastic Folder KENT KS-311	Nos.		5000			
21.	Palstic Folder One Plus-ML304H	Nos.		2000			
22.	Palstic Folder One Plus-209DC	Nos.		2000			
23.	Plastic Folder (My Clear Bag Max Rs 10)	Nos.		5000			
24.	Plastic Folder (Kea-KW903T)	Nos.		2000			
25.	Pen (Rorito-Jottek Classic)	Nos.		500			
26.	Pen( Linc Glycer)	Nos.		500			
27.	Pen (Parker Victor Slandered)	Nos.		200			
28.	Pen (Parker Beta Premium)	Nos.		200			
29.	Pen (Luxar-Pilot hi-tec Point 05)	Nos.		200			
30.	Pen (Luxar-Pilot V7 Hi-tec point)	Nos.		200			
31.	Pen (Montex-Mega Top)	Nos.		200			
32.	Pen (Use and throw) (Alkos/Action/Balaji/Natraj)	Nos.		10000			
33.	Pencil dark black. (HB) (Natraj/Apsara/Classmate)	Nos.		10000			
34.	Sharpener (Natraj/Apsara/Classmate)	Nos.		10000			
35.	Pencil Eraser (Dust free) (Natraj/Apsara/Classmate)	Nos.		10000			
36.	Scale 30 Cm-Glass (Natraj/Apsara/Classmate)	Nos.		10000			
37.	Paper Pin( King)	Packet		20			
38.	Paper Pin( Oddy)	Packet		20			
39.	Gems Clip Plastic (Kisan/Kea/Saya)	Packet		20			
40.	Gems Clip Steel (Kisan/Kea/Saya)	Packet		20			
41.	Binder Clip 19 MM (Saya/Oddy)	Nos.		20			
42.	Binder Clip 25 MM (Saya/Oddy)	Nos.		20			
43.	Binder Clip 32 MM (Saya/Oddy)	Nos.		20			
44.	Binder Clip 41 MM (Saya/Oddy)	Nos.		20			
45.	Binder Clip 51 MM (Saya/Oddy)	Nos.		20			
46.	Brown Tape 2”	Nos.		100			
47.	Coloured Flag Paper (Saya/Oddy)	Nos.		100			
48.	Cello Tape 1 inch & 65 meter	Nos.		1000			
49.	Cello Tape 2 inch & 65 meter	Nos.		500			
50.	Both Side Addehisive Tape	Nos.		500			



51.	Glue Stick- Fevi Stick 15 GM	Nos.		100			
52.	Glue Stick- Fevi Stick 08 GM	Nos.		100			
53.	Gum Bottel (Kores) 300 ML	Nos.		40			
54.	Gum Bottel (Kores) 700 ML	Nos.		40			
55.	Photocopier Paper A4 75 GSM (JK/ Century Green)	Ream		1000			
56.	Photocopier Paper A4 70 GSM (JK/ Century)	Ream		500			
57.	Colour Photocopier Paper A4 75 GSM	Ream		20			
58.	Permanent Marker (Camlin/Luxor)	Nos.		50			
59.	CD Marker (Camlin/Luxor)	Nos.		100			
60.	Sketch Pen(Camlin/Luxor)multi colour	Packet		2000			
61.	Chart paper marker- Bold marker all colour	Packet		3000			
62.	White Board Marker (Camlin/Luxor/(Kores)	Packet		3000			
63.	Writing Pad Single ruled A5 Twin Wiro Binding 70GSM, 300 pages(Spaco/Luxer)	Nos.		500			
64.	Writing Pad Single ruled A5 Twin Wiro Binding 70GSM, 180 pages(Spaco/Luxer)	Nos.		300			
65.	Writing Pad Single ruled Single Spiral 60GSM, 180 pages(Spaco/Luxer)	Nos.		500			
66.	Writing Pad ruled Twin Spiral Binding, 92 pages(Spaco/Luxer)	Nos.		1000			
67.	Note Pad-80Pages (Oddy/Ajanta/Spyko)	Nos.		200			
68.	Note Pad- Size 22X 13.5 cm 60Pages	Nos.		200			
69.	Spiral Note Pad No.5	Nos.		500			
70.	Punch Single Hole Full Steel colour (Kangaroo)	Nos.		100			
71.	Punch Double Hole (Kangaroo) – No -480	Nos.		100			
72.	Punch Double Hole (Kangaroo) – No -600	Nos.		100			
73.	Punch Double Hole (Kangaroo) –No. HDP 2320	Nos.		12			
74.	Stamp Pad (Black/Blue/violet)	Nos.		500			
75.	Stapler Kangaroo No- 10	Nos.		200			



76.	Stapler Kangaroo No- 10 D	Nos.		200				
77.	Stapler Kangaroo HP- 45	Nos.		30				
78.	Stapler Pin Kangaroo No- 10	Packet		200				
79.	Stapler Pin Kangaroo No- 10 D	Packet		200				
80.	Stapler Pin Kangaroo HP- 45	Packet		200				
81.	Cotton Tag (Bunch of 50 Piece)	Per 50 Bunch		100				
82.	Calculator 12 Digit with Check and Correct-Orpat	Nos.		50				
83.	Calculator 12 Digit with Check and Correct-Casio	Nos.		100				
84.	Calculator 14 Digit -Casio DJ-240DPLUS	Nos.		5				
85.	Envelop Brown 10x4.5 Inch	Packet		50				
86.	Envelop Brown 11x5 Inch	Packet		50				
87.	Envelop Laminated A4	Packet		50				
88.	Envelop Laminated FS	Packet		50				
89.	Envelop Laminated 10x4.5 Inch	Packet		50				
90.	Envelop Laminated 11x5 Inch	Packet		50				
91.	Highlighter Pen-Cello Power 2000	Packet		20				
92.	Scissors Small (Stainless Steel)	Nos.		20				
93.	Scissors Medium (Stainless Steel)	Nos.		20				
94.	Scissors Big (Stainless Steel)	Nos.		10				
95.	Paper Cutter (Blade 0.5MM Thick)	Nos.		10				
96.	Chart Paper 90 GSM (White and Coloured)	Nos.		10000				
97.	Chart Paper 60 GSM (White and Coloured)	Nos.		5000				
98.	Notice Board 3X4 Good Qlty	Nos.		20				
99.	Notice Board 4X6 Good Qlty	Nos.		20				
100.	White Board Duster	Nos.		50				
101.	White Board 3X4 Good Qlty	Nos.		30				
102.	White Board 4X6 Good Qlty	Nos.		20				
103.	White Board Stand	Nos.		50				
104.	Yellow Dusting Cloth (12Pics)	Packet		25				
105.	I-Card Cover (govt. Of Jharkhand)	Nos.		100				
<b>TOTAL</b>								





**In words: ..... (Excluding 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 within the period specified in the tender and the price will be remained 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.

Signature of the Bidder

Date:

Place:

(Seal of the firm)