



# झारखंड सरकार ग्रामीण विकास विभाग

झारखंड स्टेट लाइवलीहुड प्रमोशन सोसाईटी  
जिला मिशन प्रबंधन इकाई गुमला



Letter No: JSLPS/DMMU/Gumla/149

Date: 29-12-2020

## **NOTICE INVITING TENDER ON LOCAL SHOPPING METHOD**

JSLPS invite sealed tender for rate contract from different firms/dealers having valid up-to-dated GST registration certificate for supply of Office Stationeries. The detailed term and conditions along with list of items to be procured are available in the website of [www.jslps.org](http://www.jslps.org), which can be downloaded for use. Interested parties may submit their tender super-scribing as “**Tender for Office Stationary of DMMU Gumla**” to the undersigned on or before **11 Jan 2021 at 03.30 P.M.** The undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons 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 item(s) as per our requirement as mentioned 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 Gumla 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 offer shall not be accepted.
5. The bid validity period is **30 days**.
6. The Prices shall be quoted in Indian Rupees only.
7. Evaluation will be made as per package wise and the lowest evaluated package price shall be taken into consideration.
8. Normal commercial warranty/guarantee shall be applicable for durable items.
9. The delivery should be completed within 7 working days from the date of receipt of the purchase order.
10. 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.
11. **Eligibility criteria:**
  - a) Rate should be quoted as per the format and it should not be above the MRP at any case.
  - b) Tender should be properly signed and stamped.
  - c) Conform to the terms and conditions and specifications of the items.
  - d) Single price for each item.
  - e) Alternative offer shall not be accepted.
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.
14. Payment shall be made on delivery of goods according to the supply order in support of production of bills and challan, warranty certificate etc.
15. 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.
16. The tender will be opened in the conference hall of JSLPS DMMU Gumla at 4.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.
17. 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.
18. Any legal dispute arising out of this is subject to Gumla jurisdiction only.



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On the letter head of Firm

Annexure – I (Package – I)						
Sl. No.	Name Of The Items	Unit	Tentative requirement	Unit Rate (INR)	Gross Amount	GST(in %age)
			(I)	(II)	(I x II)	
1	Copy/Register (120 Pages) Size - 8 1/2" x 14" Legal	Nos.	2240			
2	Cobra file (Plastic laminated)	Nos.	155			
3	Index Files / Lever Arch File Good Quality with imported clip	Nos.	194			
4	Fly leaf, Good Quality, Address of the JSLPS to be printed in bi-color on the Cover colour: Pink/Yellow/Green	Nos.	260			
5	Pencil (Extra Dark, Pack Of 10)	Pkt.	800			
6	Pencil Eraser (Dust free, Pack Of 10)	Pkt.	2180			
7	Pencil Sharpener (Pack Of 10)	Pkt.	2130			
8	Ball Point Pen (Linc / Camlin / Faster or equivalent)	Nos.	2760			
9	Chart Paper Marker Pen (Camlin / Luxor / Doms or equivalent) (Pack Of 10)	Pkt.	540			
10	Permanent Marker (Camlin / Luxor / Doms or equivalent) (Pack Of 10)	Nos.	50			
11	Chart Paper	Nos.	672			
12	Thread (in Bundle) (Good Quality)	Nos.	76			
13	Glue Stick (15 gm.)	Nos.	172			
14	Letter Dispatch Register, Rulling (Size-6)	Nos.	6			
15	Letter Receipt Register, Rulling (Size-6)	Nos.	6			
16	Attendance Register	Nos.	14			
17	White Board Marker Pen (Camlin / Luxor / Doms or equivalent) (Pack Of 10)	Pkt.	50			
18	Double Hole Punching Machine (Big)	Nos.	6			
19	Stapler (Kangaroo) - HD - 10	Nos.	54			
20	Stapler Pin For - HD - 10 (Kangaroo)	Pkt.	150			
21	Cash Book Register	Pc	40			
22	Visitor Register	pc	6			
23	Stock Register	Pc	14			
24	Stapler Pin (Big)	Pkt	40			
Total Amount (INR)						

राज्य कार्यालय-द्वितीय तल, झारखंड राज्य कृषि विपणन पर्षद भवन, ईटकी रोड हेहल रॉची-834005, फोन नं0-06512360053

जिलाकार्यालय-द्वितीय तल, सुहागीकांप्लेक्स, दुंदरिया, लोहरदगारोड, गुमला, फोन नं0- 065424-221012



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In words: \_\_\_\_\_ (Excluding taxes)

- 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 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.
- 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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## Draft letter for submission of tender

Ref.No.....

Dated: .....

To

The District Programme Manager  
Jharkhand State Livelihood Promotion Society  
DMMU GUMLA  
2<sup>nd</sup>Floor, Lohardaga Road  
Dunduriya  
Gumla, JHARKHAND

Sub:-Submission of Tender for Office Stationary.

Ref:Your Tender No.....Dated.....

Dear Sir,

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

The documents enclosed are;

- a) Rate list of items as per the prescribed format in Annexure I.

Yours Sincerely,

Mr.....

*(Name Of The Proprietor)*

M/S.....

*(Name Of The Firm / Agency)*

Seal Of The Firm / Agency