

Jharkhand State Livelihoods Promotion Society

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

Old DRDA Building Ground Floor Kutchary Campus Palamu-822101

Website – www.jslps.org

TENDER No. DMMU-PAL/890

Date: 07.09.2020

NOTICE INVITING TENDER UNDER LIMITED METHOD

JSLPS invites sealed tender for rate contract from different firms/dealers having valid up-to-dated GST registration certificate for supply of Office Stationeries Items for a period of one year. The detailed term and conditions along with list of items to be procured are available in the website of www.jslps.org , which can be downloaded for use. Interested parties/firm may submit their tender super-scribing as “**Tender for Office Stationery of DMMU and BMMUs of Palamu**” to the undersigned on or before **21st September’2020 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 **Annexure-I**. The format for item wise price bid is specified in **Two Packages of Annexure-II based on nature of requirement of items**, which should be used at the time of submission of tender.
2. The quoted rates shall include the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Palamu 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 rates 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 bid validity period is **45 days**.
7. The Prices shall be quoted in Indian Rupees only.
8. Evaluation will be made as per package wise and the lowest evaluated responsive package price shall be taken into consideration.
9. Normal commercial warranty/guarantee shall be applicable for durable items.
10. The delivery should be completed within 5 to 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.
11. 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.
12. There must be shop of bidder in Palamu jurisdiction hence local vendor will be given priority for awarding the contract.
13. **Eligibility criteria:**
 - a) Attested copy of GST Registration Certificate.
 - b) Rate should be quoted as per the format and it should not be above the MRP at any case
 - c) Tender should be properly signed and stamped.
 - d) Conform to the terms and conditions and specifications of the items.
 - e) Single price for each item.
 - f) Alternative offer shall not be accepted.
 - g) Bidder should have shop in Palamu.
14. The bid will liable to be rejected if any of the above conditions is not complied with.

15. 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 will be remaining unchanged during that period.

16. Payment shall be made on delivery of goods according to the supply order in support of production of bills and challan, warranty certificate etc.
17. 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.
18. The tender will be opened in the conference hall of JSLPS DMMU Palamu at 4.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.
19. 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.
20. Any legal dispute arising out of this is subject to Palamu jurisdiction only.

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Annexure-I

List of Requirement of Stationery of DMMU/BMMUs of Palamu

Sl. No	Name of the items	Unit	Total Estimated Requirement
1	XEROX PAPER A4 70GSM	Nos.	1500
2	PENCIL	Nos.	1000
3	PENCIL ERASER	Nos.	1000
4	BALL PEN (BLUE) faster/Reynolds/kwiker/klassy	Nos.	1000
5	LONG BOUND REGISTER 96PAGE (SIZE 320MMx200MM) PREMIUM	Nos.	1000
6	MOUNTING TAPE (DOUBLE SIDED FOAM TAPE)	Nos.	260
7	COBRA CLIP FILE (PAPER BOARD) NO.400	Nos.	100
8	FLY LEAF FILE with Cloth Patti Inside with Printing name of Office	Nos.	400
9	CHART PAPER-WHITE (56x71cms) THICK	Nos.	1000
10	Envelop 11x5(nos)	Nos.	200
11	Envelop A4	Nos.	300
12	Envelop A5	Nos.	150
13	Gum 300 ML	Nos.	200
14	GEL STICK GLUE 15 GM (Fevi-stick or similar brand)	Nos.	200

15	Note sheet Pad (100 Sheet Pad)	Nos.	100
16	STEPLER SMALL (10 No.)	Nos.	30
17	STEPLER BIG SIZE	Nos.	30
18	STEPLER BIG SIZE (100 Pages)	Nos.	2
19	DOUBLE PUNCHING MACHINE 800 DPI	Nos.	1
20	STEPLER PIN (Kangaroo or Equiv.) Big Size	Pkt.	160
21	STEPLER PIN NO.10 (Kangaroo or Equiv.)	Nos.	315
22	Tag	Nos.	50
23	Sticky note pad	Nos.	90
24	Stamp Pad ink	Nos.	19
25	Note pad	Pkt.	1000
26	Index File	Nos.	700
27	WHITE BOARD MARKER	Nos	100

(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
Old DRDA Building Ground Floor Kutchary Campus ,
Medninagar Palamu-822101**

Sub: - Submission of Tender for Office Stationery of DMMU and BMMUs.

Ref: Your tender No. _____ Dated

Dear Sir/Madam,

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing stationery Items 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 **Annexure-II.**

Date:

Signature of the Bidder

Place:

Name & Business Address:

(Seal of the firm)

(In the letter of the firm)

Format for Price Bid**Package-01**

Sl. No.	Name of the items	Unit	Estimated Qty.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	XEROX PAPER A4 70GSM (JK/Century/Bindals Fine Prints or other similar brand)	Nos.	1500				
2	PENCIL (Natraj/Cello/ other Similar Brands)	Nos.	1000				
3	PENCIL ERASER (Natraj/Cello/other Similar Brands)	Nos.	1000				
4	BALL PEN (BLUE) faster/Reynolds/kwiker/klassy/other similar brand	Nos.	1000				
5	LONG BOUND REGISTER 96PAGE (SIZE 320MMx200MM) PREMIUM	Nos.	1000				
TOTAL							

In words: _____ (Excluding sales & other taxes)

1. In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
2. We agree to supply the above goods in accordance with the technical specifications within the period specified in the purchases order and the price will be remaining unchanged during the contract period.
3. 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)

(In the letter of the firm)

Format for Price Bid

Package-02

Sl. No.	Name of the items	Unit	Estimated Qty.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	MOUNTING TAPE (DOUBLE SIDED FOAM TAPE)	Nos.	260				
2	COBRA CLIP FILE (PAPER BOARD) NO.400	Nos.	100				
3	FLY LEAF FILE with Cloth Patti Inside with Printing name of Office	Nos.	400				
4	CHART PAPER (56x71cms) White THICK	Nos.	1000				
5	Envelop 11x5(nos)	Nos.	200				
6	Envelop A4	Nos.	300				
7	Envelop A5	Nos.	150				
8	Gum 300 ML	Nos.	200				
9	GEL STICK GLUE 15 GM (Fevistick or similar brand)	Nos.	200				
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11	STEPLER SMALL (10 No.)	Nos.	30				
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17	File Tag	Pkt.	50				
18	Sticky note pad	Pkt.	90				
19	Stamp Pad ink	Nos.	19				
20	Note pad	Nos.	1000				
21	Index File	Nos.	700				
22	WHITE BOARD MARKER	Nos.	100				
	TOTAL						

In words: _____ (Excluding sales & other taxes)

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

2. We agree to supply the above goods in accordance with the technical specifications within the period specified in the purchases order and the price will be remaining unchanged during the contract period.

3. 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)