



JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY

(DMMU, RANCHI)

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

2nd Floor, Plot No. – 1498, A/3, Airport Road, Hinoo, Ranchi – 834002

Phone No. – 0651-2253513, Email – jslps.ran@gmail.com, Website – www.jslps.in



No. JSLPS/RAN/NRLM/ADMIN-388

Date: 23/08/2014

NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE

JSLPS invites sealed tender for rate contract from different firms/dealers having valid up-to-dated VAT registration certificate for supply of Office Stationeries 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.in, 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 **10th September’2014** at 15.00 hours in the above address. 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. The format for item wise price bid is specified in **Annexure- I**, which should be used at the time of submission of tender.
2. The quoted rates shall include the excise duty and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU RANCHI Office.
3. Sales Tax/VAT and any other local taxes 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 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 Prices shall be quoted in Indian Rupees only.
7. Evaluation will be made as per high moving items decided by us and the lowest evaluated responsive price shall be taken into consideration.
8. Normal commercial warranty/guarantee shall be applicable for durable items.
9. 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.
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) Attested copy of VAT Registration Certificate.
 - b) Rate should be quoted as per the format and it should not be above from Maximum Retail Price (MRP).
 - 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.
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 item 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 order and price will be remained unchange during that period.
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 RANCHI at 15.30 hours 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 Ranchi jurisdiction only.

(In the letter of the firm)

Format for Price Bid

Sl. No.	Name of the items	Unit	Moving Level	Make/ Brand	Unit Price (Rs.)	Taxes
1	Register (yellow page size 4)	Nos.	M			
2	Register (yellow page size 6)	Nos.	M			
3	Register (yellow page size 8)	Nos.	M			
4	Register (yellow page size 10)	Nos.	M			
5	Register (yellow page size 12)	Nos.	M			
6	Register (yellow page size 14)	Nos.	M			
7	Copy Long size with 100 pages	Nos.	H			
8	Copy Long size with 50 pages	Nos.	H			
9	Attendance Register (Size- 4)	Nos.	L			
10	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos.	M			
11	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos.	M			
12	Cover File (Water Proof, Good quality)	Nos.	M			
13	Letter Dispatch Register (Issue), Rolling Size-36)	Nos.	L			
14	Letter receipt Register (Diary), Rolling Size-36)	Nos.	L			
15	Liver Arch File, big size	Nos.	H			
16	Leaf file with office name printed in four line	Nos.	H			
17	Stick File (Plastic)	Nos.	M			
18	Cobra Files	Nos.	L			
19	Ring file	Nos.	L			
20	Note Sheet (100 page in each book, good quality)	Nos.	H			
21	Writing Pad (25 cm. X 18.5 cm.100 pages)	Nos.	H			
22	Writing Pad (25 cm. X 18.5 cm. 50 pages)	Nos.	H			
23	Stock Register, Rolling, Size-20 (good quality)	Nos.	L			
24	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS DMMU RANCHI, to be printed in bi-colour.	Nos.	M			
25	White/brown Envelop with good quality paper (size: 6" X 4") Address of JSLPS DMMU RANCHI to be printed in bi-colour.	Nos.	M			
26	Photocopier white paper (A4 size, packet of 500 sheets) century green or bilt	pkt.	H			
27	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multi-colour printing in the cover page., 100 pages)	Nos.	H			
28	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multi-colour printing in the cover page., 50 pages)	Nos.	H			
29	Plastic folders with Good Quality	Nos.	M			
30	White Board (3 X 4)	Nos.	L			
31	White Board (4 X 6)	Nos.	L			
32	White Board Marker Pen	Nos.	M			
33	Gel Pen (Black/Blue/Red)	Nos.	M			
34	Ball Pen (Black/Blue/Red)	Nos.	M			
35	Pen (Use & throw,black/blue /red)	Nos.	H			

36	Calculator 12 digit Orpet/Citizen/Casio	Nos.	L			
37	Cello Tape (1 1/2") White	Nos.	L			
38	Cello Tape (1/2"), White	Nos.	L			
39	Cello Tape, Brown (2 1/2")	Nos.	L			
40	Double punching (BIG)	Nos.	L			
41	Double punching (small)	Nos.	L			
42	Fevi Stick (75gm.)	Nos.	M			
43	Highlighter Pen.	Nos.	M			
44	liquid Eraser Pen	Nos.	L			
45	Whitener (bottle)	Nos.	L			
46	OHP/CD Marker Pen (Black/Blue)	Nos.	L			
47	Paper Clip, Tin/steel (Medium size)	Nos.	H			
48	Paper Clip, Tin/steel (Small size)	Nos.	H			
49	Pencil dark black. (HB)	Nos.	H			
50	Pencil Eraser (Dust free)	Nos.	H			
51	Sharpner	Nos.	H			
52	Single hole punching machine	Nos.	M			
53	Sketch pen (Pkt. Of 12 pcs.)	pkt.	H			
54	Scale -30c. Size (Glass)	Nos.	H			
55	Stapler (Big Size),	Nos.	L			
56	Stapler (10D),	Nos.	L			
57	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	H			
58	Stapler Pin (Small, Cupper/Steel)	Nos.	H			
59	Stamp Pad ink (Black/Blue/violet)	Nos.	L			
60	Sessior Stainless Steel (Medium Size)	Nos.	M			
61	Paper Cutter Knife with Blade	Nos.	L			
62	Paper weight (Oval size, 200 gm. To 300gm, approx.)	Nos.	L			
63	Chart paper different colour	Nos.	H			
64	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	M			
65	Plastic Dust bin	Nos.	L			
66	White Board Duster	Nos.	M			
67	Design board Pin (Plastic on top)	Pkt	M			
68	Blank CD with cover (Rewritable)	Nos.	L			
69	Blank CD with cover (Writable)	Nos.	L			
70	Blank DVD (Rewritable)	Nos.	L			
71	Computer Cartridge for Leser Jet HP Printer (HP-P 1007)	Nos.	L			
72	Mouse pad (Good Quality)	Nos.	L			
73	Pen Drive (8 GB capacity,) good quality	Nos.	L			
74	Pen Drive (4 GB capacity,) good quality	Nos.	L			
75	Hard Disk Drive, 1TB	Nos.	L			
76	Antivirus (Quick Heal total security), three User with one year free upgradation	Nos.	L			

NOTE: H- High consumption, M- Medium consumption, L- Low consumption.

- 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 purchases order and the price will be remaining 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:

Signature of the Bidder

Place:

Name & Business Address:
(Seal of the firm)

(On the letter head of Agency)

Draft letter for submission of tender

Ref No.

Dated:...../09/2014

To

The District Program Manager
Jharkhand State Livelihood Promotion Society
District Mission Management Unit
2nd Floor, plote no.1498,A/3 .
Airport Road,hinoo
Ranchi

Sub:- Submission of Tender for supply of 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 and when 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-I**
- B) **Attested copy of the VAT registration certificate.**

Signature of the bidder
Date with seal