

# **Jharkhand State Livelihood Promotion Society**

(Under Rural Development Department, Govt. of Jharkhand)

3<sup>rd</sup> Floor, Shantideep Tower, Opp. Maharaja Hotel, Radium Road, Ranchi-834001

Phone No. 0651-2360053,2360142

Email – [jslps.ranchi@gmail.com](mailto:jslps.ranchi@gmail.com), Website – [www.jslps.org](http://www.jslps.org)

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**No: 898 /Ranchi.**

**Date: 29/08/2014**

## **NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE**

JSLPS invites sealed tender from different registered firms/dealers 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.org](http://www.jslps.org), which can be down loaded for use. Interested parties may submit their tender super-scribing as “**Tender for Office Stationery for the year 2014-15**” to the undersigned on or before 15.30 hours of **15<sup>th</sup> September' 2014**. The undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons thereof.

Sd/-  
**Chief Executive Officer**

**Copy to the Notice Board/website of JSLPS for display.**

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## 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**. The format for price bid is specified in **Annexure- II**, which should be used at the time of submission of tender. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
2. The quoted rates shall include the excise duty and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS 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 either for all packages or any single package, alternative bid or any conditional offer shall not be accepted.
5. 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.
6. The Prices shall be quoted in Indian Rupees only.
7. Any amendments for this tender will be published in the website and notice board of JSLPS. The suppliers may refer/visit to the website/notice board of jspls on regular interval for any amendment and submit the tender accordingly.
8. Evaluation will be made package wise and the lowest evaluated responsive package price shall be taken into consideration.
4. Normal commercial warranty/guarantee shall be applicable for durable items like pen drive, mouse, hard disc drive etc..
5. 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.
6. The delivery should be completed within 10-15 days from the date of receipt of the purchase order. The order will be placed in a phased manner depending upon the requirement.
7. 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.
8. **Eligibility criteria:**
  - a) Copy of VAT Registration Certificate.
  - b) Rate should be quoted as per the format for the full quantity of all items for a particular package or for all packages as mentioned in the schedule of requirement.
  - 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.
9. The bid will liable to be rejected if any of the above conditions is not complied with.
10. **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.

11. The quantity mentioned may be varied at the time of procurement depending upon the requirement.
12. Payment shall be made immediately on delivery and acceptance of the goods according to the supply order in support of production of bills, warranty certificate etc.
13. 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.
14. The tender will be opened in the conference hall of JSLPS at 4.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.
15. 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.
16. Any legal dispute arising out of this is subject to Ranchi jurisdiction only.

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**Annexure-I**

Schedule of Requirement of Office Stationery for JSLPS for the Year 2014-2015			
Sl. No.	Name of the items	Unit	Total Req.
1	Computer Cartridge for Cannon Laser Printer MF 4750	Nos.	10
2	Computer Cartridge for Leser Jet HP Printer ( HP-53A)	Nos.	10
3	Mouse pad (Good Quality)	Nos.	20
4	Mouse (Wireless, HP, Lenovo or other similar quality)	Nos.	10
5	Keyboard (Standard size)	Nos.	10
6	Pen Drive ( 8 GB capacity) HP/Sandisk/Sony	Nos.	10
7	Pen Drive ( 16 GB capacity,) HP/Sandisk/Sony.	Nos.	10
8	Pen Drive ( 32 GB capacity) HP/Sandisk/Sony	Nos.	10
9	Printer Cartridge for HP Colour Printer 175nfw	Nos.	10
10	Hard Disk Drive, 1TB of good quality with one year warranty	Nos.	4
11	Antivirus (Quick Heal), Single User with one year free up gradation	Nos.	20
12	Antivirus (Quick Heal), Multi User (3 User) with one year free up gradation	Nos	10
13	Cloth Envelop (Size 33X25cm) good quality ( Office address to be printed in multi-colour on top of each envelop )	Nos.	1,000
14	Cloth Envelop (Size 40X30cm) good quality ( Office address to be printed in multi-colour on top of each envelop)	Nos.	1,000
15	Cover File (Water Proof, Good quality)	Nos.	20
16	Letter Dispatch Register (Issue), Rolling Size-6)	Nos.	5
17	File Board A4 size (Good Quality )	Nos.	200
18	Stick File (Plastic)	No	200
19	Stick Folder (Plastic)	No	50
20	Index Files	No	100
21	Note Sheet (100 page in each book, good quality)	Nos.	100
22	Post Script Pad with four different colour (size:- 1" X 3" approx.)	Nos.	100
23	Post Script Pad (Size:- 5 c.m X 7.5 c.m approx.)	Nos.	100
24	Rolling Register (Good Quality), Size, No -8.	Nos.	30
25	Rolling Register (Good Quality), Size, No -12.	Nos.	30
26	File Folder, Good quality, Address of the JSLPS to be printed in bi-colour on the Cover colour: Pink or Yellow	Nos.	1,000
27	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS to be printed in bi-colour.	Nos.	1000
28	Photocopier white paper ( A4 size having 75 gsm, packet of 500 sheets/ream) J.k/ Century or Similar Quality	pkt.	500
29	Writing Pad ( Non-rolling , 25 cm. X 18.5 cm. approx. with sprial binding) Multi-colour printing in the cover page., 100 pages)	each	1,000
30	Writing Pad ( Non-rolling , 25 cm. X 18.5 cm. approx. with sprial binding) Multi-colour printing in the cover page., 80 pages)	Nos	500
31	Writing Pad ( Non-rolling , 25 cm. X 18.5 cm. approx. with sprial binding) Multi-colour printing in the cover page., 40 pages)	Nos	500
32	Writing Pad (Rolling paper, 25 cm. X 18.5 cm. approx. with sprial binding) Multi-colour print in the	Nos	1,000

	cover page. 100 pages		
33	Writing Pad (Rolling paper, 25 cm. X 18.5 cm. approx. with spirial binding) Multi-colour print in the cover page. 80 pages	Nos	500
34	Writing Pad (Rolling paper, 25 cm. X 18.5 cm. approx. with spirial binding) Multi-colour print in the cover page. 40 pages	Nos	500
35	Plastic folders with Good Quality	No.	500
36	Pen stand (for 4 pens)	No.	10
37	Chart paper marker Pen	each	1000
38	White Board Marker Pen	each	1000
39	Gel Pen, Reynolds (Black, Blue & Red)	each	500
40	Gel Pen, Matrix (Black, Blue & Red)	each	500
41	Gel Pen, Cello (Black, Blue & Red)	each	500
42	Gel Pen, Linc ( Blue, Black & Red)	each	500
43	Ball Pen, Reynolds ( Blue, Black & Red)	each	200
44	Ball Pen, Matrix ( Blue, Black & Red)	each	500
45	Ball Pen, Cello ( Blue, Black & Red)	each	500
46	Ball Pen, Linc ( Blue, Black & Red)	each	500
47	Calclator (good brand) 12 digit	Nos.	25
48	Cello Tape (1 1/2") White Transparent	Nos.	10
49	Cello Tape (1/2"), White	Nos.	20
50	Cello Tape, Brown (2 1/2")	Nos.	10
51	Double punching (small)	Nos.	10
52	Gum Stick (75gm.)	Nos.	30
53	Highlighter Pen (pkt of 6 pcs)	pkt.	100
54	Lequid Eraser Pen	Nos.	30
55	OHP/CD Marker Pen (Black/Blue)	Nos.	20
56	Paper Clip, Tin/steel (Medium size)	Nos.	200
57	Paper Clip, Tin/steel (Small size)	Nos.	200
58	Pencil dark black. (HB)	Doz.	70
59	Signature Pad-Good Quality	Nos.	5
60	Single hole punching machine	Nos.	20
61	Sketch-pen (Pkt. Of 12 pcs.)	pkt.	100
62	Scale -30c. Size (Glass)	Nos.	20
63	Stapler (Big Size),	Nos.	5
64	Stapler Small (10D),	Nos.	20
65	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	30
66	Stapler Pin (Small, Copper/Steel)	Nos.	100
67	Stamp Pad (Medium Dist.)	Nos.	10
68	Stamp Pad ink (Black/Blue/violet)	Nos.	5
69	Sessior Stainless Steel (Medium Size)	no	3
70	Sessior Stainless Steel (Small Size)	No.	50
71	Paper Cutter Knife with Blade	No	5
72	Paper weight (Oval size, 200 gm. To 300gm, approx.)	each	30
73	Pencil Eraser (Dust free)	each	1000
74	Pencil Sharpener		1000
75	Visiting Card Holders (Carry capacity -250-300 nos. cards)	Nos.	20
76	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	5
77	White Board Duster	No	5
78	Design board Pin (Plastic on top)	pkt	10
79	Chart paper	nos	1000
80	ID Card	Nos	100
81	Double side sticking tap	Nos	500
82	Flash Card	Nos	200

**( In the letter of the firm)****Format for Price Bid****Package-I**

Estimated Price for Office Stationery for the year 2014-15							
Sl. No.	Name of the items	Unit	Total Req.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	Computer Cartridge for Cannon Laser Printer MF 4750	Nos.	10				
2	Computer Cartridge for Leser Jet HP Printer ( HP-53A)	Nos.	10				
3	Mouse pad (Good Quality)	Nos.	20				
4	Mouse (Wireless, HP, Lenovo or other similar quality)	Nos.	10				
5	Keyboard (Standard size)	Nos.	10				
6	Pen Drive ( 8 GB capacity) HP/Sandisk/Sony	Nos.	10				
7	Pen Drive ( 16 GB capacity,) HP/Sandisk/Sony.	Nos.	10				
8	Pen Drive ( 32 GB capacity) HP/Sandisk/Sony	Nos.	10				
9	Printer Cartridge for HP Colour Printer 175nfw	Nos.	10				
10	Hard Disk Drive, 1TB of good quality with one year warranty	Nos.	4				
11	Antivirus (Quick Heal), Single User with one year free up gradation	Nos.	20				
12	Antivirus (Quick Heal), Multi User (3 User) with one year free up gradation	Nos	10				

**In words: \_\_\_\_\_ (Excluding sales & other 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 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.
- 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)

**( In the letter of the firm)  
Format for Price Bid****Package-II**

<b>List of Office Stationery required for the Financial Year 2014-15</b>							
<b>Sl. No.</b>	<b>Name of the items</b>	<b>Unit</b>	<b>Total Req.</b>	<b>Make/Brand</b>	<b>Unit Price (Rs.)</b>	<b>Total Price (Rs.)</b>	<b>Taxes</b>
1	Cloth Envelop (Size 33X25cm) good quality ( Office address to be printed in multi-colour on top of each envelop )	Nos.	1,000				
2	Cloth Envelop (Size 40X30cm) good quality ( Office address to be printed in multi-color on top of each envelop)	Nos.	1,000				
3	Cover File (Water Proof, Good quality)	Nos.	20				
4	Letter Dispatch Register (Issue), Rolling Size-6)	Nos.	5				
5	File Board A4 size (Good Quality )	Nos.	200				
6	Stick File (Plastic)	No	200				
7	Stick Folder (Plastic)	No	50				
8	Index Files	No	100				
9	Note Sheet (100 page in each book, good quality)	Nos.	100				
10	Post Script Pad with four different colour (size:- 1" X 3" approx.)	Nos.	100				
11	Post Script Pad (Size:- 5 c.m X 7.5 c.m approx.)	Nos.	100				
12	Rolling Register (Good Quality), Size, No -8.	Nos.	30				
13	Rolling Register (Good Quality), Size, No -12.	Nos.	30				
14	File Folder, Good quality, Address of the JSLPS to be printed in bi-color on the Cover colour: Pink or Yellow	Nos.	1,000				
15	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS to be printed in bi-colour.	Nos.	1000				
16	Photocopier white paper ( A4 size having 75 gsm, packet of 500 sheets/ream) J.k/ Century or Similar Quality	pkt.	500				

17	Writing Pad ( Non-rolling , 25 cm. X 18.5 cm. approx. with sprial binding) Multi-colour printing in the cover page., 100 pages)	each	1,000				
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31	Ball Pen, Reynolds ( Blue, Black & Red)	each	200				
32	Ball Pen, Matrix ( Blue, Black & Red)	each	500				
33	Ball Pen, Cello ( Blue, Black & Red)	each	500				
34	Ball Pen, Linc ( Blue, Black & Red)	each	500				
35	Calculator (good brand) 12 digit	Nos.	25				
36	Cello Tape (1 1/2") White Transparent	Nos.	10				

37	Cello Tape (1/2"), White	Nos.	20				
38	Cello Tape, Brown (2 1/2")	Nos.	10				
39	Double punching (small)	Nos.	10				
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43	OHP/CD Marker Pen (Black/Blue)	Nos.	20				
44	Paper Clip, Tin/steel (Medium size)	Nos.	200				
45	Paper Clip, Tin/steel (Small size)	Nos.	200				
46	Pencil dark black. (HB)	Doz.	70				
47	Signature Pad-Good Quality	Nos.	5				
48	Single hole punching machine	Nos.	20				
49	Sketch-pen (Pkt. Of 12 pcs.)	pkt.	100				
50	Scale -30c. Size (Glass)	Nos.	20				
51	Stapler (Big Size),Kangaro	Nos.	5				
52	Stapler Small (10D),	Nos.	20				
53	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	30				
54	Stapler Pin (Small, Copper/Steel)	Nos.	100				
55	Stamp Pad (Medium Dist.)	Nos.	10				
56	Stamp Pad ink (Black/Blue/violet)	Nos.	5				
57	Sessor Stainless Steel (Medium Size)	no	3				
58	Sessor Stainless Steel (Small Size)	No.	50				
59	Paper Cutter Knife	No	5				
60	Paper weight (Oval size, 200 gm. To 300gm, approx.)	each	30				
61	Pencil Eraser (Dust free)	each	1000				
62	Pencil Sharpener, Apsara		1000				
63	Visiting Card Holders (Carry capacity -250-300 nos. cards)	Nos.	20				
64	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	5				
65	White Board Duster	no	5				
66	Design board Pin (Plastic on top)	pkt	10				
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68	ID Card holder with tape	Nos	100				

69	Double side sticking tap	Nos.	500				
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Signature of the Bidder

Place:

Name & Business Address:  
(Seal of the firm)