

Jharkhand State Livelihood Promotion Society

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

District Mission Management Unit

Near Banglore Clinic, Korrah Chowk, Hazaribag Dist- Hazaribag, Jharkhand

Email ID- dkumarvbn@gmail.com, Website – www.jslps.in

Letter No: JSLPS/DMMU/HZB/ 10 /2017-18

Date: 01/06/2017

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 notice board of DMMU Hazaribag and the website of www.jslps.in, which can be downloaded for use. Interested parties may submit their tender superscribing as “**Tender for Office Stationery**” to the undersigned on or before **14th June'2017** at 13:00 hours. The undersigned shall have the right of rejecting all or any of the tenders without assigning any reasons thereof.

Sd/-

District Coordinator

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 Hazaribag 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:**
 - Attested copy of VAT Registration Certificate.
 - Rate should be quoted as per the format and it could not be above from MRP at any case
 - Tender should be properly signed and stamped.
 - Conform to the terms and conditions and specifications of the items.
 - Single price for each item.
 - Alternative offer shall not be accepted.
 - Stationery Shop should be available in Hazaribag
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 **High consumption** item 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.
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.

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16. The tender will be opened in the conference hall of JSLPS DMMU Hazaribag at 13:30 hour 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 Hazaribag jurisdiction only.

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(On the letter head of Agency)

Draft letter for submission of tender

Ref No.

Dated:.....

To

**The District Coordinator
Jharkhand State Livelihood Promotion Society
District Mission Management Unit
Near Banglore Clinic, Korrah Chowk,
Hazaribag, Jharkhand**

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 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-I.**

Yours Sincerely,

(Mr. >.....(Name of the Proprietor)

M/s(name of the Agency)

(Seal of the Agency)

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Annexure-I

(In the letter of the firm)

Format for Price Bid

Sl. No.	Name of the items	Unit	Qty.	Make/ Brand	Unit Price (Rs.)	Taxes
1	Copy Long size with 100 pages	Nos.	6000			
2	Ball Pen (Black/Blue/Red)	Nos.	6000			
3	Cello Tape (1 1/2") White	Nos.	300			
4	Cello Tape (1 1/2") White BOTH SIDE	Nos.	300			
5	Cello Tape (1/2"), White	Nos.	200			
6	Cello Tape (2") White BOTH SIDE	Nos.	200			
7	Cello Tape, Brown (2 1/2")	Nos.	150			
8	Chart paper different colour	Nos.	5000			
9	Computer Cartridge for Leser Jet HP Printer (HP-P1007)	Nos.	20			
10	Computer Cartridge for Leser Jet HP Printer (HP-P1007) prodot	Nos.	20			
11	Copy Long size with 50 pages	Nos.	8000			
12	Fevi Stick (75gm.)	Nos.	8000			
13	Fevicol 100gm	Nos.	300			
14	Fevicol 25gm	Nos.	300			
15	Fevicol 50gm	Nos.	200			
16	FLASH CARD (CUTTING CHART PAPER 15 X 9 CM)	Nos.	9000			
17	Highlighter Pen.	Nos.	2500			
18	Leaf file with office name printed in four line	Nos.	2500			
19	Liver Arch File, big size	Nos.	800			
20	Note Sheet (100 page in each book, good quality)	Nos.	200			
21	Paper Clip, Tin/steel (Medium size)	Nos.	150			
22	Paper Clip, Tin/steel (Small size)	Nos.	150			
23	Pen (Use & throw, black/blue /red)	Nos.	10000			
24	Pencil dark black. (HB)	Nos.	2500			
25	Pencil Eraser (Dust free)	Nos.	2500			
26	Permanent Marker Pen (Black/Blue)	Nos.	600			
27	Photocopier white paper (A4 size, packet of 500 sheets) Century Green/Bilt/JK Max(65 Gsm)	Pkt.	3000			
28	Plastic folders with Good Quality	Nos.	4000			
29	Register (size 10)	Nos.	300			

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30	Register (size 12)	Nos.	300			
31	Register (size 14)	Nos.	300			
32	Register (size 4)	Nos.	300			
33	Register (size 6)	Nos.	300			
34	Register (size 8)	Nos.	300			
35	Scale -30c. Size (Glass)	Nos.	2500			
36	Session Stainless Steel (Medium Size)	Nos.	500			
37	Pencil Sharpner	Nos.	5000			
38	Sketch pen (Pkt. Of 12 pcs.)	Pkt.	400			
39	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	200			
40	Stapler Pin (Small, Cupper/Steel)	Nos.	400			

41	White Board (2 X 3)	Nos.	100			
42	White Board (4 X 6)	Nos.	50			
43	White Board Duster	Nos.	500			
44	White Board Marker Pen	Nos.	8000			
45	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS DMMU Hazaribag, to be printed in bi-colour.	Nos.	1000			
46	White/brown Envelop with good quality paper (size: 6" X 4") Address of JSLPS DMMU Hazaribag to be printed in bi-colour.	Nos.	1000			
47	Writing Pad (25 cm. X 18.5 cm. 50 pages)	Nos.	1000			
48	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multicolour printing in the cover page., 100 pages)	Nos.	1000			
49	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multicolourprinting in the cover page., 50 pages)	Nos.	1000			
50	Writing Pad (25 cm. X 18.5 cm. 100 pages)	Nos.	1000			
51	Antivirus (Quick Heal total security), three User with one year free upgradation	Nos.	50			
52	Attendance Register (Size- 4)	Nos.	20			
53	Calculator 12 digit Orpet/Citizen/Casio	Nos.	300			
54	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos.	300			

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55	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos.	200			
56	Cobra Files	Nos.	1000			
57	Cover File (Water Proof, Good quality)	Nos.	200			
58	Design board Pin (Plastic on top)	Pkt	30			
59	Double punching (BIG)	Nos.	15			
60	Double punching (small)	Nos.	30			
61	Hard Disk Drive, 1TB	Nos.	20			
62	Letter Dispatch Register (Issue), Rolling Size-36)	Nos.	20			
63	Letter receipt Register (Diary), Rolling Size-36)	Nos.	20			
64	liquid Eraser Pen	Nos.	100			
65	Paper Cutter Knife with Blade	Nos.	50			
66	Pen Drive (8 GB capacity,) good quality	Nos.	50			
67	Pen Drive (16 GB capacity,) good quality	Nos.	50			
68	Plastic Dust bin	Nos.	100			
69	Ring file	Nos.	100			
70	Single hole punching machine	Nos.	200			
71	Stamp Pad ink (Black/Blue/violet)	Nos.	50			
72	Stapler (10D),	Nos.	300			
73	Stapler (Big Size),	Nos.	100			
74	Stick File (Plastic)	Nos.	1000			
75	Stock Register, Rolling, Size-20 (good quality)	Nos.	20			
76	Whitener (bottle)	Nos.	50			
77	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	300			
78	Tag (Long + Small)	10 Pkt	50			
79	Thermocol Sheet	Pics	50			
80	Notice Board Pin	Pkt	50			
81	KeyBoard	Pkt	20	Frontech/ IBall		
82	Mouse	Pics	30			
83	Stapler Pin (Small & Big)	Pkt	500			
84	Binder Clip	Pkt	500			
85	Mouse Pad	Pics	30			
86	Paper Weight	Pics	100			
87	Pen Stand	Pics	50			
88	File Tray	Pics	50			

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89	Plastic Thread	/Kg	20			
90	Paper Clip	Pkt	50			
91	I-Card Cover (GoJ)	Pics	500			
92	Legal Size Xerox Paper	Pkt	200			
93	Card Holder	Pkt	20			
94	DVD	Pics	50			
95	CD	Pics	50			
96	Led bulb 12 watt	Pics	50			
97	Ribbon	mtr	30			
98	Notebook (Spiral) 50 pages	Pics	500			
99	Gems Clip	Pkt	20			
100	Badge / I-Card with Ribbon	Pics	500			
101	Meta Card (Cutting Chart Paper)	Pics	500			
102	Safety Pin	PIC	50			
103	Extension Cord	PIC	25			
104	Flip Note (Indicator Note)	PKT	50			
105	Carbon Sheet	PKT	05			
106	Jetter Pen	PIC	100			

- 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)