



Aajeevika

Jharkhand State Livelihood Promotion Society

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



District Mission Management Unit, Chatra

Letter No.: JSLPS/LTR/Procurement/39

Date: 21/07/2017

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 Stationery for a period of one year. The details terms and conditions along with the list of items to be procured are available on the website of JSLPS www.jslps.org, 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 4th August 2017 at 15.30 Hours. The undersigned shall have the right of rejecting all or any tenders without assigning any reason 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 items as per our requirement. The format for items wise price bid is specified in Annexure – I, which should be used at the time of submission of tender.
2. The quoted rate shall include the excise duty and bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Chatra 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 offers shall not be accepted.
5. The rate 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 price shall be quoted in Indian Rupees only.
7. Normal Commercial warranty/guarantee shall be applicable for durable items.
8. 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.
9. Any delay by the supplier in the delivery of the items shall render the supply 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.

10. Eligibility Criteria

- a) Xerox Copy of GST Registration Certificate.
- b) Rate should be quoted as per the format and it should not be above from MRP at any case.
- c) Tender should be properly signed and stamped.
- d) Confirm to the terms and conditions and specification of the items.
- e) Single price for each item.
- f) Alternative offer shall not be accepted.

11. The bid will liable to be rejected if any of the above conditions is not complied with.

12. 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 would remain unchanged during that period.

13. Payment will be made on delivery of goods according to supply order in support of production of Bills and Challan, Warranty Certificate etc.
14. Any effort by 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.
15. The Tender will be on the conference Hall of JSLPS DMMU Chatra at 4:00 PM on the last day specified for submission of Tender in presence of the bidders or their representatives.
16. Notwithstanding anything mentioned 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.
17. Any legal dispute arising out of this is subject to Chatra Jurisdiction only.



(In the Letter of the Firm)

Format for Price Bid

SL NO.	Name of the Items	Unit	Make or Brand	Total Estimated Quantity	Unit Price (Rs.)	Total Price (Rs.)	Taxes % (Extra)
1	Copy long Size with 100 Pages	Nos.	Good	1000			
2	Ball Pen (Black/Blue/Red)	Nos.	Good	200			
3	Cello Tape (1 1/2") White	Nos.	Good	200			
4	Cello Tape (1 1/2") White both side	Nos.	Good	200			
5	Cello Tape (1/2") White	Nos.	Good	200			
6	Cello Tape (2") white both side	Nos.	Good	200			
7	Cello Tape, Brown (2 1/2")	Nos.	Good	200			
8	Chart Paper different colour	Nos.	Good	500			
9	Computer Cartridge for Leser Jet HP Printer (HP-P1007) Prodoot	Nos.	Good	10			
10	Computer Cartridge for Leser Jet HP Printer (HP-P1007)	Nos.	Good	10			
11	Copy long Size with 50 Pages	Nos.	Good	500			
12	Fevi Stick (75 gm)	Nos.	Good	100			
13	Fevicol 100gm	Nos.	Good	50			
14	Fevicol 25gm	Nos.	Good	50			
15	Fevicol 50gm	Nos.	Good	50			
16	FLASH CARG (CUTTING CHART PAPER 15 X 9 CM)	Nos.	Good	100			
17	Highlighter Pen	Nos.	Good	500			
18	Leaf file with office name printed in four line	Nos.	Good	250			
19	Liver Arch File, Big Size	Nos.	Good	500			
20	Note Sheet (100 Pages in each book, good quality)	Nos.	Good	1000			
21	Paper Clip, Tin Steel (Medium Size)	Nos.	Good	500			
22	Paper Clip, Tin Steel (Small Size)	Nos.	Good	500			
23	Pen (Use & Throw, black/blue/Red)	Nos.	Good	500			
24	Pencil Dark black (HB)	Nos.	Good	500			
25	Pencil Eraser (Dust Free)	Nos.	Good	500			
26	Permanent Marker Pen (Black/Blue)	Nos.	Good	100			
27	Photocopier white paper (A4 Size, 75 GSM, packet of 500 sheets) century green or built	Pkt.	Good	500			
28	Plastic folder with good quality	Nos.	Good	500			
29	Register (Size 10)	Nos.	Good	500			
30	Register (Size 12)	Nos.	Good	500			



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31	Register (Size 14)	Nos.	Good	500			
32	Register (Size 4)	Nos.	Good	500			
33	Register (Size 6)	Nos.	Good	500			
34	Register (Size 8)	Nos.	Good	500			
35	Scale – 30c, Size Glass	Nos.	Good	500			
36	Sesser Stainless Steel (Medium Size)	Nos.	Good	500			
37	Sharpener	Nos.	Good	500			
38	Sketch Pen (Pkt. Of 12 pieces)	Pkt.	Good	500			
39	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	Good	1000			
40	Stapler Pin (Small, Cupper/Steel)	Nos.	Good	1000			
41	White Board (2 X 3)	Nos.	Good	10			
42	White Board (4 X 6)	Nos.	Good	10			
43	White Board Duster	Nos.	Good	10			
44	White Board Marker Pen	Nos.	Good	10			
45	White/Brown Envelope with good quality paper (size 11" X 5") Address of JSLPS DMMU Latehar to be Printed in Bi-colour.	Nos.	Good	1000			
46	White/Brown Envelope with good quality paper (size 6" X 4") Address of JSLPS DMMU Latehar to be Printed in Bi-colour.	Nos.	Good	1000			
47	Writing Pad (25 cm X 18.5 cm. 50 Pages)	Nos.	Good	1000			
48	Writing Pad (25 cm X 18.5 cm approx with spiral binding) Multi Color printing in the cover page, 100 Pages	Nos.	Good	1000			
49	Writing Pad (25 cm X 18.5 cm approx with spiral binding) Multi Color printing in the cover page, 50 Pages	Nos.	Good	1000			
50	Writing Pad (25 cm X 18.5 cm. 100 Pages)	Nos.	Good	1000			
51	Anti Virus (Quick Heal Total Security) Three User With One year free up gradation	Nos.	Good	50			
52	Attendance Register (Size 4)	Nos.	Good	500			
53	Calulator 12 digit Orpet/Citizen/Casio	Nos.	Good	500			
54	Cloth Envelop (Size 33 X 25 CM) Good Quality (Office Address to be printed)	Nos.	Good	1000			
55	Cloth Envelop (Size 40 X 30 CM) Good Quality (Office Address to be printed)	Nos.	Good	1000			
56	Cobra Files	Nos.	Good	1000			
57	Cover file (Water Proof, good quality)	Nos.	Good	1000			
58	Design Board Pin (Plastic on Top)	Pkt.	Good	500			
59	Double Punching (Big)	Nos.	Good	50			



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60	Double Punching (Small)	Nos.	Good	50			
61	Hard Disk Drive, 1 TB	Nos.	Good	10			
62	Letter Dispatch Register (Issue), Rolling Size – 36	Nos.	Good	100			
63	Letter Receipt Register (Diary), Rolling Size – 36	Nos.	Good	100			
64	Liquid Eraser Pen	Nos.	Good	100			
65	Paper cutter knife with Blade	Nos.	Good	50			
66	Pen Drive (4 GB Capacity) , Good Quality	Nos.	Good	50			
67	Pen Drive (8 GB Capacity), Good Quality	Nos.	Good	50			
68	Plastic Dust Bin	Nos.	Good	100			
69	Ring File	Nos.	Good	500			
70	Single Hole Punching Machine	Nos.	Good	50			
71	Stamp Pad Ink (Black/Blue/White)	Nos.	Good	50			
72	Stapler (10 D)	Nos.	Good	100			
73	Stapler Big Size	Nos.	Good	100			
74	Stick File (Plastic)	Nos.	Good	500			
75	Stock Register, Rolling , Size – 20 (Good Quality)	Nos.	Good	500			
76	Whitener (bottle)	Nos.	Good	100			
77	Yellow Dusting clothes	Pkt	Good	100			

- In Case of discrepancy between Unit Price and Total Price Unit Price will 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 specified tender and the price would be remaining unchanged during 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 library.

Date: -

Signature of the Bidder

Place: -

Name & Business Address

(Seal of the Firm)