



Aajeevika

Jharkhand State Livelihood Promotion Society

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

District Mission Management Unit, Bokaro

Camp 2, Behind Bar Association, BOKARO – 827001, Jharkhand

Email- dmmujslpsbokaro@gmail.com, website – www.jslps.org



No:JSLPS/DMMU/BOKARO/NRLM/ADM/46/2018-19

Date: 31/05/2018

NOTICE INVITING TENDER ON LIMITED TENDERING PROCEDURE

JSLPS invites sealed tender for rate contract from different firms/dealers having valid up to dated GST 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 15th June 2018 at 12:30 Hours. The undersigned shall have the right of rejecting all or any tenders without assigning any reason thereof

Sd/
District Co-ordinator,
JSLPS, DMMU, Bokaro

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 all taxes and bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Bokaro 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. Tender shall remain valid for a period not less than 45 days from the date of opening of bid or last date specified in the tender.
16. The Tender will be opened on the conference Hall of JSLPS DMMU Bokaro at 13:00 hour on the last day specified for submission of Tender in presence of the bidders or their representatives.
17. 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.
18. Any legal dispute arising out of this is subject to Bokaro Jurisdiction only.

Annexure-I

SL NO.	Name of the Items	Unit	Total Estimated Quantity	Unit Price (Rs.)	Total Price (Rs.)	Taxes % GST
1	Lever Arch File (Saya/Ambesador/Keya)	Nos.	500			
2	Cobra File Hard Cover (Izen/Saya/Keya)	Nos.	1000			
3	Folder File Cloth Patti (Ajanta/Ambesador/Milan)	Nos.	3000			
4	Cover File (Natraj/Ajanta/Ambesador)	Nos.	1000			
5	Dak Pad (Sangam)	Nos.	200			
6	Dak Dispatch Register 1 Quire (Milan/Sangam)	Nos.	50			
7	Dak Dispatch Register 2 Quire (Milan/Sangam)	Nos.	30			
8	Dak Receipt Register 1 Quire (Milan/Sangam)	Nos.	50			
9	Dak Receipt Register 2 Quire (Milan/Sangam)	Nos.	30			
10	Register Ruled 1 Quire (Ajanta/Milan/Navneet)	Nos.	3000			
11	Register Ruled 2 Quire (Ajanta/Milan/Navneet)	Nos.	4000			
12	Register Ruled 3 Quire (Ajanta/Milan/Navneet)	Nos.	2000			
13	Register Ruled 4 Quire (Ajanta/Milan/Navneet)	Nos.	1000			
14	Register Ruled 5 Quire (Ajanta/Milan/Navneet)	Nos.	500			
15	Index/Alphabetic Register 1 Quire (Ajanta/Milan)	Nos.	200			
16	Index/Alphabetic Register 2 Quire (Ajanta/Milan)	Nos.	300			
17	Cash Book 2 Quire (Milan/Sangam)	Nos.	20			
18	Cash Book 3 Quire (Milan/Sangam)	Nos.	20			
19	Attendance Register no-2 (Daw & Sons/Milan)	Nos.	20			
20	Plastic Folder Saya – 309	Nos.	1000			
21	Plastic Folder One Plus	Nos.	2500			
22	Plastic Folder (My Clear Bag Max Rs.10)	Nos.	10000			
23	Pen (Linc Glycer/Meeting)	Nos.	3000			
24	Pen (Parker Victor)	Nos.	100			
25	Pen (Parker Beta)	Nos.	50			
26	Pen (Add Gell 2 K)	Nos.	1000			
27	Pen (Use and throw) (Alkos/Action/Balaji/Natraj)	Nos.	10000			
28	Pencil (Natraj/Apsara/Classmate)	Nos.	10000			
29	Sharpner (Natraj/Apsara/Classmate)	Nos.	10000			
30	Eraser (Natraj/Apsara/Classmate)	Nos.	10000			
31	Scale 30 cm (Natraj/Apsara/Classmate)	Nos.	10000			
32	Paper Pin (King)	Pkt.	50			

33	Paper Pin (Oddy)	Pkt.	50			
34	Gems Clip Plastic (Kisan/Keya/Saya)	Nos.	500			
35	Gems Clip Steel (Kisan/Keya/Saya)	Nos.	300			
36	Binder Clip 19 MM (Saya/Oddy)	Nos.	400			
37	Binder Clip 25 MM (Saya/Oddy)	Nos.	400			
38	Binder Clip 32 MM (Saya/Oddy)	Nos.	300			
39	Binder Clip 41 MM (Saya/Oddy)	Nos.	200			
40	Binder Clip 51 MM (Saya/Oddy)	Nos.	100			
41	Brown Tape (Big)	Nos.	500			
42	Correction Pen (Kores/Camel)	Nos.	200			
43	Coloured Flag Paper (Saya/Oddy)	Nos.	300			
44	Carbon Paper (Kores)	Nos.	200			
45	Cello Tape 1 inch	Nos.	3000			
46	Cello Tape 2 inch	Nos.	1000			
47	Both Side Adhesive Tape	Nos.	5000			
48	Fevi Stick 15 gm	Nos.	500			
49	Fevi Stick 22 gm	Nos.	400			
50	Gum Bottle 300 ml (Kores/Camel)	Nos.	2000			
51	Gum Bottle 700 ml (Kores/Camel)	Nos.	300			
52	Photocopier Paper A4 75 GSM (JK/Century)	Nos.	1500			
53	Colour Photocopier Paper A4 75 GSM (Oddy)	Nos.	500			
54	Permanent Marker (Camlin/Luxor)	Nos.	1000			
55	CD Marker (Camlin/Luxor)	Nos.	2000			
56	Broad Marker (Camlin/Luxor)	Nos.	5000			
57	White Board Marker (Camlin/Luxor)	Nos.	1500			
58	Writing Pad No-6 (Ajanta/Peacock/Milan)	Nos.	1000			
59	Writing Pad No-8 (Ajanta/Peacock/Milan)	Nos.	800			
60	Writing Pad No-12 (Ajanta/Peacock/Milan)	Nos.	500			
61	Punch Single Hole Full Steel Colour (Kangaroo)	Nos.	100			
62	Punch Double Hole (Kangaroo) No- 480	Nos.	100			
63	Punch Double Hole (Kangaroo) No- 600	Nos.	50			
64	Stamp Pad Small (Faber Castell/Camlin)	Nos.	500			
65	Stamp Pad Medium (Faber Castell/Camlin)	Nos.	200			
66	Stamp Pad Big (Faber Castell/Camlin)	Nos.	50			
67	Stapler Kangaroo No- 10	Nos.	200			
68	Stapler Kangaroo No- 10 D	Nos.	200			
69	Stapler Kangaroo HP No- 45	Nos.	30			
70	Stapler Pin Kangaroo No- 10	Nos.	3000			
71	Stapler Pin Kangaroo No- 10 D	Nos.	3000			
72	Stapler Pin Kangaroo HP No- 45	Nos.	300			
73	Cotton Tag (White/Brown)	Bundle	300			
74	Calculator 12 Digit with Check and Correct (Orpat/Citizen)	Nos.	500			
75	Calculator 12 Digit with Check and Correct Casio	Nos.	50			
76	Envelop Brown 10x4.5 inch	Nos.	500			
77	Envelop Brown 11x5 inch	Nos.	500			
78	Envelop Laminated A4	Nos.	300			
79	Envelop Laminated FS	Nos.	250			
80	Envelop Laminated 10x4.5 inch	Nos.	300			
81	Envelop Laminated 11x5 inch	Nos.	300			
82	Highlighter (Flair/Luxor)	Nos.	200			
83	Scissors Small (Saya)	Nos.	100			
84	Scissors Medium (Saya)	Nos.	50			
85	Scissors Big (Saya)	Nos.	30			

86	Paper Cutter (Blade 0.5 mm Thick) (Natraj/Apsara/Classmate/Kabica)	Nos.	30			
87	Chart Paper 90 GSM (White and Coloured)	Nos.	5000			
88	White Board Duster	Nos.	200			
89	White Board 6x4	Nos.	10			
90	White Board 4x3	Nos.	20			
91	Long Copy (Classmate/Peacock)	Nos.	10000			
92	Pen Stand	Nos.	200			
93	Stock Register (Milan)	Nos.	30			
94	Note Sheet	Nos.	20			
95	Green Paper A4 75 GSM	Nos.	10			
96	Yellow Duster	Nos.	50			

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

Date: -

Signature of the Bidder

Place: -

Name & Business Address

(Seal of the Firm)

(On the letter head of Supplier)

Draft letter for submission of tender

Ref No.

Dated:.....

To

**The District Co-ordinator
Jharkhand State Livelihood Promotion Society
District Mission Management Unit, Bokaro
Cam 2, Behind District Bar Association
Bokaro-827001**

Sub:- Submission of Tender for Stationary items.

Ref: Your tender No. _____ Dated

Dear Sir,

With reference to the subject cited above, I am to submit herewith the most competitive tender for **Stationary items** as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

- a) Rate for Stationary items as per the prescribed format in **Annexure-I.**

Sincerely,

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

M/s(name of the Supplier Agency)

(Seal of the Catering agency)