

**Jharkhand State Livelihoods Promotion Society**

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

State Office: - 3<sup>rd</sup> Floor, FFP Building, HEC Dhurwa, Ranchi, Jharkhand 834004

District Office:- Anand Bhawan, Behind Post Office, Bari Aliganj, Pakur, 816107

Tele Phone No.- 06435-221122

Website – www.jslps.org



Letter No. JSLPS/NRLM/DMMU-PAKUR/PROC-004/18-19

Date: 02.06.2018

## Notice Inviting Tender under Limited Tendering Method

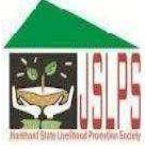
Sealed tenders are invited from different Reputed Agency having valid GST Number for supply of Office Stationery. The Term “**Office Stationery**” means a mass item referring to commercially manufactured writing materials, including cut paper, envelopes, writing implements, continuous form paper, and other office supplies. Stationery includes materials to be written on by hand (e.g., letter paper) or by equipment such as computer, printers etc. Stationery means any type of Writing and other office materials (whether Luxury or otherwise) which can be used for writing, recordkeeping, documentation, translating the expertise by providing training or expressing the feeling of one person to another. The detailed terms & conditions are available at Website of JSLPS i.e. [www.jslps.org](http://www.jslps.org) and Notice board of DMMU/BMMU Pakur for display. Interested firms may submit their tender super-scribing as “**Tender for Office Stationery**” to the undersigned on or before 1.30 PM on 22.06.2018. 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: Website and Notice board of JSLPS for display**

**News Paper**



## Jharkhand State Aajeevika Promotion Society

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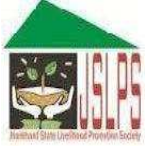


### TERMS AND CONDITIONS

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, initialling, dating and rewriting.
2. The quoted rates shall include the GST and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS Office DMMU PAKUR.
3. GST 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 jsmps 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.
9. Normal commercial warranty/guarantee shall be applicable for durable items like pen drive, mouse, hard disc drive etc..
10. 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.
11. 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.
12. 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.

### 13. Eligibility criteria:

- a) Copy of GST 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) Confirm to the terms and conditions and specifications of the items.
- e) Single price for each item.
- f) Alternative offer shall not be accepted.
- g) Firm should have own stationery shop



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

**15. 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.

16. The quantity mentioned may be varied at the time of procurement depending upon the requirement.

17. Payment shall be made after delivery and acceptance of the goods according to the supply order in support of production of bills and Challan, warranty certificate etc.

18. 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.

19. The tender will be opened in the conference hall of **DMMU, Pakur** at 14.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.

20. 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.

21. Any legal dispute arising out of this is subject to Pakur jurisdiction only.\_

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**Annexure-I**

Schedule of Requirement of Office Stationery for DMMU, Pakur for the Year -2018-2019			
Sl. No.	Name of the items	Unit	Total Req.
1	Mouse pad (Good Quality)	Nos.	20
2	Mouse (Wireless, HP, Lenovo or other similar quality)	Nos.	10
3	Keyboard (Standard size), Wireless	Nos.	10
4	Pen Drive ( 8 GB capacity) HP/Sandisk/Sony	Nos.	10
5	Pen Drive ( 16 GB capacity,) HP/Sandisk/Sony.	Nos.	10
6	Pen Drive ( 32 GB capacity) HP/Sandisk/Sony	Nos.	10
7	Pen Drive (64 GB capacity) HP/Sandisk/Sony	Nos	10
8	External USB Hard Disk , 1TB (WD/Segate)	Nos.	5
9	Antivirus (Quick Heal Total Security), Single User with one year free up gradation	Nos.	20
10	Antivirus (Quick Heal Total Security), Multi User (3 User) with Three year free up gradation	Nos	10
11	Antivirus (Quick Heal Total Security), Multi User (10 User) with Three year free up gradation	Nos	5
12	Envelop Yellow Cloth (Size 33X25cm) good quality ( Office address to be printed in multi-colour on top of each envelop )	Nos.	1,000



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13	Envelop yellow Cloth (Size 40X30cm) good quality ( Office address to be printed in multi-color on top of each envelop)	Nos.	1,000
14	Cover File (Water Proof, Good quality)	Nos.	20
15	Letter Dispatch Register (Issue), Rulling Size-6)	Nos.	5
16	Board/Guard File (Good Quality )	Nos.	200
17	Stick File (Plastic)	No	200
18	Cobra file (Plastic laminated)	No	200
19	Index Files /Lever Arch File with imported clip (Kea,Solo,Saya)	No	100
20	Note Sheet (100 page in each book, 80 GSM Good Quality)	Nos.	100
21	Post Script Pad with four different colour (size:- 1" X 3" approx.)	Nos.	100
22	Post Script Pad (Size:- 3"x 3" approx.)	Nos.	100
23	Rulling Register (Good Quality), Size, No -8.	Nos.	30
24	Rulling Register (Good Quality), Size, No -12.	Nos.	30
25	Fly leaf, Good quality, Address of the JSLPS to be printed in bi-color on the Cover colour: Pink or Yellow	Nos.	1,000
26	White Envelop with good quality paper (size: 11" X 5") Address of JSLPS to be printed in bi-colour.	Nos.	1000
27	Photocopier paper A4 size (75 gsm 500 sheet in each pack) JK/Century	pkt.	500
28	Plastic Button folders double pocket (KEA/SAYA/ALPINE)	No.	500
29	Chart paper marker Pen	each	1000
30	White Board Marker Pen (Camlin/Luxor)	Each	1000
31	Ball Point Pen ( Smart/Fusion/Faster)	each	500
32	Gel Pen (Racer gel/Executive gel )	each	300
33	Pilot Pen (Luxur)	Each	300
34	Use & Through Pen (Goodluck/ orbic/sigma)	Each	500
35	Ball Point Pen (Cello Sapphire)	Each	200
36	Calculator 12 digit Casio/Citizen	Nos.	200



# Jharkhand Sahasra Shiksha Mission Society

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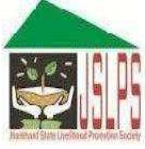
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37	Cello Tape (2") White/Brown	Nos.	10
38	Cello Tape, Brown (3")	Nos.	10
39	Double punching (small)	Nos.	10
40	Glue Stick (15 gm.)	Nos.	30
41	Gum tube (20 ml)	Nos	100
42	Fevicol tube (22.5 gm)	Nos	100
43	Highlighter Pen	Nos	100
44	Liquid Correction Pen	Nos.	30
45	OHP/CD Marker Pen (Black/Blue/Red/Green)	Nos.	20
46	Paper Clip, Tin/steel (Medium size)	Nos.	200
47	Paper Clip, Tin/steel (Small size)	Nos.	200
48	Pencil Apsara Extra dark	Nos	1000
49	Signature Pad-Good Quality	Nos.	5
50	Single hole punching machine	Nos.	50
51	Sketch-pen (Pkt. Of 12 pcs.)	pkt.	100
52	Scale -30cm. Size (Plastic) Nataraj/Camlin	Nos.	20
53	Stapler (Big Size),	Nos.	5
54	Stapler HS-10EN plastic body	Nos.	20
55	Staple Pin (Big)	Nos.	30
56	Stapler Pin (Small, Copper/Steel)	Nos.	100
57	Stamp Pad	Nos.	10
58	Scissor Stainless Steel (Medium Size)	Nos	50
59	Paper Cutter Knife with Blade	Nos	10
60	Pencil Eraser (Dust free)	Nos	1000
61	Pencil Sharpener	Nos	1000
62	Visiting Card Holders (Carry capacity -250-300 nos. cards)	Nos.	20
63	Yellow Dusting Cloths	Nos	50
64	White Board Duster (Magnet)	Nos	24
65	Design board Pin (Plastic on top)	Pkt	10



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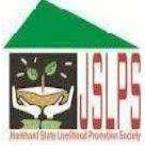
66	Chart paper	Nos	5000
67	ID Card with Clip and Tag	Nos	100
68	Double side foam tape(size 18 mm length 5 mtr approx)	Nos	500
69	Flash Card	Nos	200

## Annexure-II

( On the letter of the firm)

### Format for Price Bid

Sl. No.	Name of the items	Unit	Total Req.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	Mouse pad (Good Quality)	Nos.	20				
2	Mouse (Wireless, HP, Lenovo or other similar quality)	Nos.	10				
3	Keyboard (Standard size), Wireless multimedia	Nos.	10				
4	Pen Drive ( 8 GB capacity) HP/Sandisk/Sony	Nos.	10				
5	Pen Drive ( 16 GB capacity,) HP/Sandisk/Sony.	Nos.	10				
6	Pen Drive ( 32 GB capacity) HP/Sandisk/Sony	Nos.	10				
7	Pen Drive (64 GB capacity) HP/Sandisk/Sony	Nos	10				
8	External USB Hard Disk , 1TB (WD/Segate)	Nos.	5				
9	Antivirus (Quick Heal Total Security), Single User with one year free up gradation	Nos.	20				
10	Antivirus (Quick Heal Total Security), Multi User (3 User) with Three year free up gradation	Nos	10				



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11	Antivirus (Quick Heal Total Security), Multi User (10 User) with Three year free up gradation	Nos	5				
12	Total Amount (Rs)						

In words: \_\_\_\_\_ (Excluding GST)

- In case of discrepancy between Unit Price & Total Price, Unit Price shall 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 period specified in the tender and the price will be remain unchanged during the 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 bribery.

Date:

Signature of the Bidder

Place:

Name & Business Address:

(Seal of the firm)





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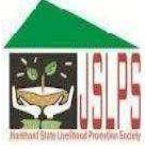


( On the letter of the firm)

## Package- II

### Format for Price Bid

Sl. No.	Name of the items	Unit	Total Req.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	Envelop Yellow Cloth (Size 33X25cm) good quality ( Office address to be printed in multi-colour on top of each envelop )	Nos.	1,000				
2	Envelop yellow Cloth (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), Rulling Size-6)	Nos.	5				
5	Board / Guard File (Good Quality )	Nos.	200				
6	Stick File (Plastic)	No	200				
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8	Index Files /Lever Arch File with imported cli[p (Kea, solo, Saya)	No	100				
9	Note Sheet (100 page in each book, 80 gsm good quality)	Nos.	100				
10	Post Script Pad with four different colour (size:- 1" X 3" approx.)	Nos.	100				
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24	Ball Point Pen (Cello Sapphire))	each	200				
25	Calculator 12 digit Casio/Citizen	Nos.	200				
26	Cello Tape (2") White/Brown	Nos.	10				
27	Cello Tape, Brown (3")	Nos.	10				
28	Double punching (small)	Nos.	10				
29	Glue Stick (15gm.)	Nos.	30				
30	Gum tube (20 ml)	Nos	100				
31	Fevicol tube (22.5 gm)	Nos	100				
32	Highlighter Pen	Nos	100				
33	Liquid Correction Pen	Nos.	30				
34	OHP/CD Marker Pen (Black/Blue/Red/Green)	Nos.	20				
35	Paper Clip, Tin/steel (Medium size)	Nos.	200				
36	Paper Clip, Tin/steel (Small size)	Nos.	200				
37	Pencil Apsara Extra dark	Nos	1000				
38	Signature Pad-Good Quality	Nos.	5				



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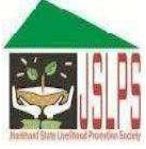
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53	White Board Duster (Magnet)	Nos	24				
54	Design board Pin (Plastic on top)	pkt	10				
55	Chart paper	Nos	5000				
56	ID Card with Clip and dore	Nos	100				
57	Double side foam tape (size 18 mm, length 5 mtr approx)	Nos	500				
58	Flash Card	Nos	200				
59	Total Amount (Rs)						

In words: \_\_\_\_\_ (Excluding GST)

- In case of discrepancy between Unit Price & Total Price, Unit Price shall 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 period specified in the tender and the price will be remain unchanged during the contract period.
- We hereby certify that we have taken steps to ensure that no person acting for us or on our



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behalf will engage in bribery.

Date:

Signature of the Bidder

Place:

Name & Business Address:

(Seal of the firm)