

Jharkhand State Livelihoods Promotion Society

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

Near Viveka Nand Chowk , Sahpur, Palamu-822110

Website – www.jslps.org

TENDER No. DMMU-PAL/39

Date: 02.06.2018

NOTICE INVITING TENDER ON LIMITED TENDER METHOD

JSLPS invites sealed tender for rate contract from different firms/dealers having valid up-to-dated GST 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 the website of www.jslps.in, which can be downloaded for use. Interested parties may submit their tender superscribing as “**Tender for Office Stationery of DMMU and BMMUs of Palamu**” to the undersigned on or before **18th June '2018 at 03.30 P.M.** 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 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 as mentioned **Annexure-I**. The format for item wise price bid is specified in **four Packages of Annexure-II based on nature of requirement of items**, 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 Palamu Office.
3. GST 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 offer 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 bid validity period is 45 days.
7. The Prices shall be quoted in Indian Rupees only.
8. Evaluation will be made as per package wise and the lowest evaluated responsive price shall be taken into consideration.
9. Normal commercial warranty/guarantee shall be applicable for durable items.
10. The delivery should be completed within 5 to 7 working days from the date of receipt of the purchase order. The order will be placed in a phased manner depending upon the requirement.
11. 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.
12. **Eligibility criteria:**
 - a) Attested copy of GST Registration Certificate.
 - b) Rate should be quoted as per the format and it should not be above the MRP at any case
 - 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.
13. The bid will liable to be rejected if any of the above conditions is not complied with.
14. **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 will be remaining unchanged during that period.
15. Payment shall be made on delivery of goods according to the supply order in support of production of bills and challan, warranty certificate etc.
16. 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.

17. The tender will be opened in the conference hall of JSLPS DMMU Palamu at 4.00 PM on the last date specified for submission of tender in presence of the bidders or their representatives.
18. 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.
19. Any legal dispute arising out of this is subject to Palamu jurisdiction only.

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Annexure-I

List of Requirement of Stationery of BMMUs of Palamu

Sl. No.	Name of the items	Unit	Total Requirement
1	LONG BOUND REGISTER 480PAGE (SIZE 320MMx200MM) PREMIUM (Parag/omega/Pilot or Equiv)	Nos.	15
2	LONG BOUND REGISTER 384PAGE (SIZE 320MMx200MM) PREMIUM(Parag/omega/Pilot or Equiv)	Nos.	200
3	LONG BOUND REGISTER 96PAGE (SIZE 320MMx200MM) PREMIUM (Parag/omega/Pilot or Equiv)	Nos.	5000
4	BALL PEN (BLUE) faster/Reynolds/kwiker/klassy	Nos.	5000
5	BALL PEN (BLACK/BLUE/RED) softtouch/xpresso/solitario	Nos.	100
6	GEL PEN (BLACK/BLUE/RED) ALLROUNDER GEL/OCTANE GEL/Cello	Nos.	100
7	BINDER CLIP 51MM	Nos.	500
8	BINDER CLIP 41MM	Nos.	500
9	BINDER CLIP 32MM	Nos.	500
10	BINDER CLIP 25MM	Nos.	500
11	BINDER CLIP 19MM	Nos.	500
12	CALCULATOR 12 DIGIT MJ120D-BU/CT500-N	Nos.	20
13	CELLO TAPE ½ inch 12MMx30Yrd	Nos.	200
14	STICKY NOTE PAD (1.5"x2")	Nos.	150
15	LAMINATED ENVELOP FS SIZE	Nos.	500
16	LAMINATED ENVELOP A4 SIZE	Nos.	1000
17	WHITE/BROWN ENVELOP 11x5	pkt.	1000

	INCH TOP OPEN		
18	PENCIL ERASER NON DUST REGULAR SIZE (20 PCS IN A PACKET) (Natraj/Cello/similar Brand)	Nos.	5000
19	PENCIL SHARPNER 621 (20 PCS IN A PACKET)(Natraj/Cello/similar Brand)	Nos.	5000
20	PENCIL PLATINUM EXTRA DARK (10 PCS IN A PACKET)(Natraj/Cello/similar Brand)	Nos.	5000
21	GEL STICK GLUE 15 GM (Fevistick or similar brand)	Nos.	150
22	GEMS CLIP 28mm COLOURED(Oddy or similar brand)	Pkt.	150
23	PAPER CUTTER KNIFE (HANDY) (Claro/Natraj or similar Brand)	Nos.	10
24	HI-LIGHTER PEN (Luxor/Camlin or Similar Brand)	Nos.	150
25	NOTE SHEET PAD (100 SHEET PAD) GREEN PAPER (JSLPS Brand to be printed)	Book	50
26	PAPER WEIGHT (GLASS) (Sumo or Equivalent)	Nos.	10
27	PEN STAND (TWO PEN HOLDER& DATE) (Boss/Raj or Equivalent)	Nos.	10
28	PERMANENT MARKER PEN BOLD (Luxor/Camlin or Equivalent)	Nos.	100
29	XEROX PAPER A4 70GSM (CENTURY/JK)	Pkt	500
30	XEROX PAPER A4 75GSM (CENTURY/JK)	Pkt	5
31	PUNCHING MACHING (SINGLE HOLE4.5) (Kangaroo or Equiv.)	Nos.	50
32	PLASTIC SCALE 30CM (Natraj/Cello or Equiv.)	Nos.	5000
33	SCISSORES (PLASTIC HANDLE) Laxmi or Equival.)	Nos.	10
34	STAMP PAD INK 100ML (Kores or Equiv.)	Nos.	10
35	STAMP PAD 110MMX70MM (Kores or Equiv.)	Nos.	50

36	STEPLER NO.10 (Kangaroo or Equiv.)	Nos.	50
37	STEPLER NO.HS-45P (Kangaroo or Equiv.)	Nos.	50
38	STEPLER PIN NO.10 (Kangaroo or Equiv.)	Pkt	100
39	STEPLER PIN NO.24/6 (Kangaroo or Equiv.)	Pkt	100
40	THRADE BALL-100GMS (Geeta or Equiv.)	Pcs	5
41	VISITING CARD HOLDER 240 CARD (Raj/ IZEN or Equiv)	Nos.	5
42	WHITE BOARD DUSTER (Kores/Raj or Equiv.)	Nos.	10
43	WHITE BOARD MARKER PEN BOLD (Black/Blue/Red) (Luxor/Camlin or Equiv.)	Pcs	500
44	COBRA CLIP FILE (PAPER BOARD) NO.400 (Prestige/Priya/Nidhi or Equiv.)	Nos.	50
45	LEVER ARCH FILE BIG (LAMINETED) STEEL CLIP (Priya/Nidhi/Rajeev or Equiv.)	Nos.	200
46	FLY LEAF FILE (CLOTH PATTI INSIDE) (Priya/Nidhi or Equiv.)	Nos.	100
47	NOTICE BOARD PIN (Bharat or Equiv.)	Pkt	5
48	WHITE BOARD STAND (TRIPOD STEEL FOLDING STAND) (Paras or Equiv.)	Nos.	05
49	SKETCH PEN (ASSORATED) 12 COLOUR (Luxor or Equiv.)	Pkt	100
50	CHART PAPER (56x71cms) THICK (Orient/Star or Equiv.)	Nos.	4000
51	MOUNTING TAPE (DOUBLE SIDED FOAM TAPE) (Laxmi/Wonder or Equiv.)	Nos.	100
52	PLASTIC BUTTON FILE (DOUBLE POCKET) (PARAS /Kivit/iZEN or Equiv.)	Nos.	250
53	PLASTIC BUTTON FILE (DOUBLE POCKET) ECONOMICAL(PARAS or Equiv.)	Nos.	5000
54	TRANSPERENT / BROWN CELLOTAPE 2 inch 40 MTR. (Laxmi/Wonder or Equiv.)	Nos.	100
55	FEVICOL (MR) 100 GM.	Nos.	100

56	CHISEL SKETCH PEN (BOLD) 10PCS=1PKT (Luxor or Equiv.)	Pkt.	100
57	Punching Machine (Double hole) (Kangroo or Equiv.)	Pcs	50

(On the letter head of Agency)

Draft letter for submission of tender

Ref No.

Dated:.....

To

**The District Program Manager
Jharkhand State Livelihood Promotion Society
District Mission Management Unit
Near Viveka Nand Chowk ,
Sahpur, Palamu-822110**

Sub: - Submission of Tender for Office Stationery of DMMU and BMMUs.

Ref: Your tender No. _____ Dated

Dear Sir/Madam,

With reference to the subject cited above, I am to submit herewith the most competitive tender for providing stationery 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-II.**

Date:

Signature of the Bidder

Place:

Name & Business Address:

(Seal of the firm)

(In the letter of the firm)

Format for Price Bid**Package-01**

Sl. No.	Name of the items	Unit	Req.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	LONG BOUND REGISTER 96PAGE (SIZE 320MMx200MM) PREMIUM	Nos.	5000				
2	BALL PEN (BLUE) faster/Reynolds/kwiker/klassy	Nos.	5000				
3	PENCIL ERASER NON DUST REGULAR SIZE (20 PCS IN A PACKET) (Natraj/Cello/similar Brand)	Nos.	5000				
4	PENCIL SHARPNER 621 (20 PCS IN A PACKET)(Natraj/Cello/similar Brand)	Nos.	5000				
5	PLASTIC SCALE 30CM (Natraj/Cello or Equiv.)	Nos.	5000				
6	PLASTIC BUTTON FILE (DOUBLE POCKET) ECONOMICAL(PARAS or Equiv.)	Nos.	5000				
7	CHART PAPER (56x71cms) THICK (Orient/Star or Equiv.)	Nos.	4000				
8	XEROX PAPER A4 70GSM (CENTURY/JK)	Nos.	500				
9	WHITE BOARD MARKER PEN BOLD (Black/Blue/Red) (Luxor/Camlin or Equiv.)	Nos.	500				
10	PENCIL PLATINUM EXTRA DARK (10 PCS IN A PACKET)(Natraj/Cello/similar Brand)	Nos	5000				
	TOTAL						

In words: _____ (Excluding sales & other taxes)

1. In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
2. 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.
3. 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-02**

Sl. No.	Name of the items	Unit	Req.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Taxes
1	LONG BOUND REGISTER 384PAGE (SIZE 320MMx200MM) PREMIUM	Nos.	200				
2	BINDER CLIP 51MM	Nos.	500				
3	BINDER CLIP 41MM	Nos.	500				
4	BINDER CLIP 32MM	Nos.	500				
5	BINDER CLIP 25MM	Nos.	500				
6	BINDER CLIP 19MM	Nos.	500				
7	CELLO TAPE ½ inch 12MMx30Yrd	Nos.	200				
8	STICKY NOTE PAD (1.5"x2")	Nos.	150				
9	LAMINATED ENVELOP FS SIZE	Nos.	500				
10	LAMINATED ENVELOP A4 SIZE	Nos.	1000				
11	WHITE/BROWN ENVELOP 11x5 INCH TOP OPEN	Nos	1000				
12	XEROX PAPER A4 75GSM (CENTURY/JK)	Pkt	5				
13	MOUNTING TAPE (DOUBLE SIDED FOAM TAPE) (Laxmi/Wonder or Equiv.)	Nos.	100				
14	PLASTIC BUTTON FILE (DOUBLE POCKET) (PARAS /Kivit/iZEN or Equiv.)	Nos.	250				
15	TRANSPARENT / BROWN CELLOTAPE 2 inch 40 MTR. (Laxmi/Wonder or Equiv.)	Nos.	100				
16	FEVICOL (MR) 100 GM.	Nos.	100				
17	CHISEL SKETCH PEN (BOLD) 10PCS=1PKT (Luxor or Equiv.)	Pkt.	100				
	TOTAL						

In words: _____ (Excluding GST)

4. In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.

5. 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.
6. 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-03**

Sl. No.	Name of the items	Unit	Req.	Make/Brand	Unit Price (Rs.)	Total Price (Rs.)	Tax
1	LONG BOUND REGISTER 480PAGE (SIZE 320MMx200MM) PREMIUM (Parag/omega/Pilot or Equiv)	Nos.	15				
2	CALCULATOR 12 DIGIT MJ120D-BU/CT500-N	Nos.	20				
3	GEL STICK GLUE 15 GM (Fevistick or similar brand)	Nos.	150				
4	GEMS CLIP 28mm COLOURED(Oddy or similar brand)	Pkt.	150				
5	PAPER CUTTER KNIFE (HANDY) (Claro/Natraj or similar Brand)	Nos.	10				
6	HI-LIGHTER PEN (Luxor/Camlin or Similar Brand)	Nos.	150				
7	NOTE SHEET PAD (100 SHEET PAD) GREEN PAPER (JSLPS Brand to be printed)	Book	50				
8	PAPER WEIGHT (GLASS) (Sumo or Equivalent)	Nos.	10				
9	PEN STAND (TWO PEN HOLDER& DATE) (Boss/Raj or Equivalent)	Nos.	10				
10	PERMANENT MARKER PEN BOLD (Luxor/Camlin or Equivalent)	Nos.	100				
11	PUNCHING MACHING (SINGLE HOLE4.5) (Kangroo or Equiv.)	Nos.	50				
12	SCISSORES (PLASTIC HANDLE) Laxmi or Equival.)	Nos.	10				
13	STAMP PAD INK 100ML (Kores or Equiv.)	Nos.	10				
14	STAMP PAD 110MMX70MM (Kores or Equiv.)	Nos.	50				

15	STEPLER NO.10 (Kangaroo or Equiv.)	Nos.	50				
16	STEPLER NO.HS-45P (Kangaroo or Equiv.)	Nos.	50				
17	STEPLER PIN NO.10 (Kangaroo or Equiv.)	Pkt	100				
18	STEPLER PIN NO.24/6 (Kangaroo or Equiv.)	Pkt	100				
19	THRADE BALL-100GMS (Geeta or Equiv.)	Pcs	5				
20	VISITING CARD HOLDER 240 CARD (Raj/ IZEN or Equiv)	Nos.	5				
21	WHITE BOARD DUSTER (Kores/Raj or Equiv.)	Nos.	10				
22	COBRA CLIP FILE (PAPER BOARD) NO.400 (Prestige/Priya/Nidhi or Equiv.)	Nos.	50				
23	LEVER ARCH FILE BIG (LAMINATED) STEEL CLIP (Priya/Nidhi/Rajeev or Equiv.)	Nos.	200				
24	FLY LEAF FILE (CLOTH PATTI INSIDE) (Priya/Nidhi or Equiv.)	Nos.	100				
25	NOTICE BOARD PIN (Bharat or Equiv.)	Pkt	5				
26	WHITE BOARD STAND (TRIPOD STEEL FOLDING STAND) (Paras or Equiv.)	Nos.	05				
27	SKETCH PEN (ASSORATED) 12 COLOUR (Luxor or Equiv.)	Pkt	100				
28	GEL PEN (BLACK/BLUE/RED) ALLROUNDER GEL/OCTANE GEL/Cello	Nos.	100				
29	Punching Machine (Double hole) (Kangaroo or Equiv.)	Pcs	50				
30	BALL PEN (BLACK/BLUE/RED) softtouch/xpresso/solitario	Nos.	100				
	TOTAL						

In words: _____ (Excluding GST)

7. In case of discrepancy between Unit Price & Total Price, Unit Price shall prevail.
8. 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.
9. 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)