

## Jharkhand State Livelihood Promotion Society

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

### District Mission Management unit

1<sup>st</sup> Floor, Kalash Kunj, Plot No-218, Goshala Road, Dudhani

Dist- Dumka, Jharkhand

Website – [www.jslps.org](http://www.jslps.org)



Letter No: JSLPS/DMMU/DUMKA/2019-20/49

Date:03/06/2019

### **Notice Inviting Tender under Limited Tendering**

JSLPS invited sealed tender from different registered firms/dealers having valid GST Registration for supply of Office Stationeries for a period of one year. The detailed term and conditions along with list of items are available at JSLPS-DMMU office and Website of JSLPS i.e. [www.jslps.org](http://www.jslps.org) . Interested parties/firm may submit their tender super-scribing as "**Tender for Supply of Office Stationery**" to the undersigned on or before 15.30 hours of 18<sup>th</sup> **June' 2019**. 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 and Public Place for display.**



### **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 **Package**. The format for price bid is specified in **Annexure- I**, which should be used at the time of submission of tender. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
2. The quoted rates shall include the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Office.
3. 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.
4. 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.
5. The Prices shall be quoted in Indian Rupees only.
6. Any amendments for this tender will be published in notice board of JSLPS-DMMU Dumka. The suppliers may refer/visit to the notice board of JSLPS-DMMU Dumka on regular interval for any amendment and submit the tender accordingly.
7. Evaluation will be made package wise and the lowest evaluated responsive package price shall be taken into consideration.
8. Normal commercial warranty/guarantee shall be applicable for durable items.
9. 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.
10. 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.
11. **The vendor will be impaneled for the period of one year and if the performance is satisfactory the contract may be extended for another one year or till finalization of new tender whichever is earlier.**
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) Rate should be quoted as per the format and it could not be above from MRP at any case.
  - b) Xerox Copy of GST Registration Certificate.
  - 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.
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.

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16. The quantity mentioned may be varied at the time of procurement depending upon the requirement.
17. Payment shall be made only on delivery and acceptance of the goods according to the supply order in support of production of bills, 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 JSLPS DMMU-Dumka office at **16.00 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. List of Stationery item, quantity and rate are valid for one year from date of Empanelment/Contract or till finalization of new tender.
22. Any legal dispute arising out of this is subject to Dumka jurisdiction only.

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### Annexure-I

#### Format and Requirement of Office Stationery for JSLPS DMMU-Dumka

Sl. No.	Name of the items	Unit	Make/ Brand	Estimated Total Quantity	Unit Price (Rs.)	Total Price (Rs.)	Taxes (%)
1	Lever Arch File (PVC Laminated) (Kea/Saya)	Nos.		100			
2	Folder File Cloth Patti/ Fly Leaf File/Office file (Kea/Saya/Neelgagan)	Nos.		300			
3	Dak Dispatch/Receipt Register 1 Quire (Milan/Sangam/Manoj)	Nos.		10			
4	Dak Dispatch/Receipt Register 2 Quire (Milan/Sangam/Manoj)	Nos.		10			
5	Register Ruled (1 Quire) (Ajanta/Milan/Navneet)	Nos.		50			
6	Register Ruled (2 Quire) (Ajanta/Milan/Navneet)	Nos.		50			
7	Register Ruled (3 Quire) (Ajanta/Milan/Navneet)	Nos.		50			
8	Index/Alphabetic Register (1 Quire) (Ajanta/Milan)	Nos.		50			
9	Index/Alphabetic Register (2 Quire) (Ajanta/Milan)	Nos.		50			
10	Cash Book (2 Quire) (Milan/Sangam)	Nos.		10			
11	Cash Book (3 Quire) (Milan/Sangam)	Nos.		10			
12	Attendance Register (No-2) (Daw& Sons/Milan)	Nos.		10			
13	Copy (172 Page, 26.50 cm x 19.50 cm) (Min 54 GSM)	Nos.		1000			
14	Pen (Parker Victor)	Nos.		50			
15	Pen (Parker Beta)	Nos.		50			
16	Pen (Use and Throw) (Alkos/Action/Balaji/Natraj)	Nos.		1000			
17	Pen (Link Glycer)	Nos.		200			
18	Pencil (Natraj/Apsara/Classmate)	Nos.		1000			
19	Sharpner (Natraj/Apsara/Classmate)	Nos.		1000			
20	Eraser (Natraj/Apsara/Classmate)	Nos.		1000			
21	Scale 30 Cm (Natraj/Apsara/Classmate)	Nos.		1000			
22	Chart Paper (Multi Color) (90 GSM)	Nos.		1000			
23	Brown Tape (Big)	Nos.		500			
24	Colored Flag Paper (Saya/Oddy)	Nos.		50			
25	Cello Tape 1 inch	Nos.		100			
26	Cello Tape 2 inch	Nos.		100			
27	Double Side Foam Tape (5 MTRE) (Oddy)	Nos.		500			
28	Fevi Stick 15 GM	Nos.		100			

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29	Gum Bottle 300 ML (Kores/Camel)	Nos.		10			
30	Photocopier Paper A4 75 GSM (JK/ Century)	Nos.		500			
31	Green Color Photocopier Paper A4 75 GSM (Oddy)	Nos.		20			
32	Chart Paper Marker (Camlin/ Luxor)	Nos.		1000			
33	White Board Marker (Camlin/ Luxor)	Nos.		1000			
34	Permanent Marker (Camlin/ Luxor)	Nos.		15			
35	Writing Pad, (Page 20)	Nos.		1000			
36	Writing Pad, (Page 40)	Nos.		1000			
37	Writing Pad, (Page 60)	Nos.		1000			
38	Spiral Note Pad (100 Page)	Nos.		500			
39	Spiral Note Pad (50 Page)	Nos.		500			
40	Punch Single Hole Full Steel color (Kangaroo)	Nos.		50			
41	Punch Double Hole (Kangaroo) – No -480	Nos.		20			
42	Punch Double Hole (Kangaroo) – No -600	Nos.		20			
43	Stamp Pad Small (Select/Kores)	Nos.		20			
44	Stapler Kangaroo No- 10	Nos.		50			
45	Stapler Kangaroo No- 10 D	Nos.		50			
46	Stapler Kangaroo HP- 45	Nos.		50			
47	Stapler Pin Kangaroo No- 10	Nos.		50			
48	Stapler Pin Kangaroo No- 10 D	Nos.		50			
49	Stapler Pin Kangaroo HP- 45	Nos.		50			
50	Cotton Tag (Bunch of 50 Piece)	Per Bunch	50	100			
51	Calculator 12 Digit with Check and Correct Orpat	Nos.		50			
52	Calculator 12 Digit with Check and Correct Casio	Nos.		50			
53	Envelop Brown 10x4.5 Inch	Fifty Piece Packet		10			
54	Envelop Brown 11x5 Inch	Fifty Piece Packet		10			
55	Envelop Laminated A4	Fifty Piece Packet		10			
56	Envelop Laminated FS	Fifty Piece Packet		10			
57	Envelop Laminated 10x4.5 Inch	Fifty Piece Packet		10			
58	Envelop Laminated 11x5 Inch	Fifty Piece Packet		10			
59	Highlighter (Flair/Luxor)	Nos.		50			

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60	Scissors Small (Saya)	Nos.		50				
61	Scissors Medium (Saya)	Nos.		50				
62	Scissors Big (Saya)	Nos.		50				
63	Paper Cutter (Blade 0.5MM Thick) (Natraj/Apsara/Classmate/Kabica)	Nos.		10				
64	White Board Duster	Per Piece		100				
65	White Board	Per Square Feet		100				
66	White Board Stand	Per Square Feet		100				
67	Notice Board	Per Square Feet		50				
68	Badge/Id Card with ribbon	Nos		2000				
69	I-Card Cover (GoJ)	Nos		500				
70	File Tray	Nos		20				
71	Binder Clip 51 MM	Nos		20				
72	Binder Clip 41 MM	Nos		20				
73	Binder Clip 32 MM	Nos		20				
74	Binder Clip 25 MM	Nos		20				
<b>TOTAL</b>								

**In words: ..... (Excluding taxes)**

- 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 for a total contract price of Rs. .... (amount in figures) (Rs. in word) within the period specified in the tender and the price will be remained 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)