



Letter No. :-JSLPS/HZB/195

Date : 03/07/2019

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 20th July 2019 at 15.00 Hours. The undersigned shall have the right of rejecting all or any tenders without assigning any reason thereof

Con/17
SD/

District Program Manager

Copy to the notice Board/Website of JSLPS for display.





Background: - Jharkhand State Livelihood Promotion Society (JSLPS) under the aegis of Rural Development Department, Government of Jharkhand is an autonomous Society registered under the Society Registration Act, 1860. JSLPS's mandate is to promote livelihoods amongst disadvantaged communities across the state to reduce the poverty.

JSLPS has been designated by the Government of Jharkhand to design and implement the NRLM, JOHAR, MKSP, DDUGKY and other Projects of Ministry of Rural Development, Government of India in the State.

Scope of Work : - Supplying Stationery items for a period of one year in JSLPS DMMU and BMMU Offices as per requirement .

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 bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS DMMU Hazaribagh office or store room in Hazaribagh.
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 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.
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) 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.



JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY

(District Management Mission Unit, Hazaribagh)
(Under the aegis of Rural Development Department, Govt. Of Jharkhand)
Korrah Chowk, Hazaribagh – 825301
Contact No. 9955444572, 7257839304, 8340630319



14. The Tender will be opened on the conference Hall of JSLPS DMMU Hazaribag at 15:30 hrs on the last day specified for submission of Tender in presence of the bidders or their representatives.
15. 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.
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. Tenders shall remain valid for a period not less than 45 days from the date of opening of the bid.
18. Any legal dispute arising out of this is subject to Hazaribag Jurisdiction only.



Annexure 1

SL.No	Particulars	No.s	Make or Brand	Total Units			
					Unit Cost (Rs)	Total Amount (Rs)	Taxes
1	Copy Long size with 100 pages	Nos.		8000			
2	Ball Pen (Black/Blue/Red)	Nos.		8000			
3	Cello Tape (1 1/2") White	Nos.		300			
4	Cello Tape (1 1/2") White BOTH SIDE	Nos.		300			
5	Cello Tape (1/2"), White	Nos.		200			
6	Cello Tape (2") White BOTH SIDE	Nos.		200			
7	Cello Tape, Brown (2 1/2")	Nos.		150			
8	Chart paper different colour	Nos.		5000			
9	Computer Cartridge for Leser Jet HP Printer (HP-P1007)	Nos.		20			
10	Computer Cartridge for Leser Jet HP Printer (HP-P1007) prodot	Nos.		20			
11	Copy Long size with 50 pages	Nos.		8000			
12	Fevi Stick (75gm.)	Nos.		8000			
13	Fevicol 100gm	Nos.		300			
14	Fevicol 25gm	Nos.		300			
15	Fevicol 50gm	Nos.		200			
16	FLASH CARD (CUTTING CHART PAPER 15 X 9 CM)	Nos.		10000			
17	Highlighter Pen.	Nos.		3000			
18	Leaf file with office name printed in four line	Nos.		2500			
19	Liver Arch File, big size	Nos.		800			
20	Note Sheet (100 page in each book, good quality)	Nos.		200			
21	Paper Clip, Tin/steel (Medium size)	Nos.		150			
22	Paper Clip, Tin/steel (Small size)	Nos.		150			



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23	Pen (Use & throw, black/blue /red)	Nos.	12000			
24	Pencil dark black. (HB)	Nos.	2500			
25	Pencil Eraser (Dust free)	Nos.	2500			
26	Permanent Marker Pen (Black/Blue)	Nos.	600			
27	Photocopier white paper (A4 size, packet of 500 sheets)	Pkt.	3500			
28	Plastic folders with Good Quality	Nos.	5000			
29	Register (size 10)	Nos.	300			
30	Register (size 12)	Nos.	300			
31	Register (size 14)	Nos.	300			
32	Register (size 4)	Nos.	300			
33	Register (size 6)	Nos.	300			
34	Register (size 8)	Nos.	300			
35	Scale -30c. Size (Glass)	Nos.	2500			
36	Sessior Stainless Steel (Medium Size)	Nos.	500			
37	Pencil Sharpner	Nos.	5000			
38	Sketch pen (Pkt. Of 12 pcs.)	Pkt.	400			
39	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	200			
40	Stapler Pin (Small, Cupper/Steel)	Nos.	400			
41	White Board (2 X 3)	Nos.	100			
42	White Board (4 X 6)	Nos.	50			
43	White Board Duster	Nos.	500			
44	White Board Marker Pen	Nos.	8000			
45	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS DMMU HAZARIBAG, to be printed in bi-colour.	Nos.	1000			
46	White/brown Envelop with good quality paper (size: 6" X 4") Address of JSLPS DMMU HAZARIBAG to be printed in bi-colour.	Nos.	1000			



47	Writing Pad (25 cm. X 18.5 cm. 50 pages)	Nos.		1000			
48	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multi-colour printing in the cover page., 100 pages)	Nos.		1000			
49	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multi-colourprinting in the cover page., 50 pages)	Nos.		1000			
50	Writing Pad (25 cm. X 18.5 cm.100 pages)	Nos.		1000			
51	Antivirus (Quick Heal total security), three User with one year free upgradation	Nos.		50			
52	Attendance Register (Size- 4)	Nos.		20			
53	Calculator 12 digitOrpet/Citizen/Casio	Nos.		300			
54	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos.		300			
55	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos.		200			
56	Cobra Files	Nos.		500			
57	Cover File (Water Proof, Good quality)	Nos.		200			
58	Design board Pin (Plastic on top)	Pkt		30			
59	Double punching (BIG)	Nos.		20			
60	Double punching (small)	Nos.		30			
61	Hard Disk Drive, 1TB	Nos.		20			
62	Letter Dispatch Register (Issue), Rolling Size-36)	Nos.		20			
63	Letter receipt Register (Diary), Rolling Size-36)	Nos.		20			
64	liquid Eraser Pen	Nos.		100			
65	Paper Cutter Knife with Blade	Nos.		50			
66	Pen Drive (4 GB capacity,) good quality	Nos.		50			
67	Pen Drive (8 GB capacity,) good quality	Nos.		50			
68	Plastic Dust bin	Nos.		100			
69	Ring file	Nos.		100			
70	Single hole punching machine	Nos.		200			



71	Stamp Pad ink (Black/Blue/violet)	Nos.	50				
72	Stapler (10D),	Nos.	300				
73	Stapler (Big Size),	Nos.	100				
74	Stick File (Plastic)	Nos.	1000				
75	Stock Register, Rolling, Size-20 (good quality)	Nos.	20				
76	Whitener (bottle)	Nos.	50				
77	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	300				
78	Tag (Long + Small)	10 Pkt	50				
79	Thermocol Sheet	Pics	50				
80	Notice Board Pin	Pkt	50				
81	KeyBoard	Pkt	20				
82	Mouse	Pics	30				
83	Stapler Pin (Small & Big)	Pkt	500				
84	Binder Clip	Pkt	500				
85	Mouse Pad	Pics	30				
86	Paper Weight	Pics	100				
87	Pen Stand	Pics	50				
88	File Tray	Pics	50				
89	Plastic Thread	/Kg	20				
90	Paper Clip	Pkt	50				
91	I-Card Cover (GoJ)	Pics	500				
92	Legal Size Xerox Paper	Pkt	200				
93	Card Holder	Pkt	20				
94	DVD	Pics	50				
95	CD	Pics	50				



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96	Led bulb 12 watt	Pics	50			
97	Ribbon	mtr	30			
98	Notebook (Spiral) 50 pages	Pics	500			
99	Gems Clip	Pkt	20			
100	Badge / I-Card with Ribbon	Pics	500			
101	Meta Card (Cutting Chart Paper)	Pics	500			
102	Safety Pin	PIC	50			
103	Extension Cord	PIC	25			
104	Flip Note (Indicator Note)	PKT	50			
105	Carbon Sheet	PKT	5			
106	Jetter Pen	PIC	100			
					Total	

- 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



(In the letter head of Firm)

Draft letter for submission of tender

Ref No.

Dated:.....

To

The District Program Manager
Jharkhand State Livelihood Promotion Society
District Mission Management Unit, Hazaribag

Sub: - Submission of "Tender for Stationery" at Hazaribag for JSLPS Hazaribag DMMU

Ref: Your tender No. _____ Dated

Dear Sir/Madam,

With reference to the subject cited above, I am submit herewith the most competitive tender for providing for Tender for Training Venue at Hazaribag for JSLPS Hazaribag DMMU Office, C/O Deepak Gupta, Bangalore Clinic Gali, New Colony, Korrah, Hazaribag-825301. as per the terms and conditions mentioned in the tender documents.

The documents enclosed are;

1. Financial Bid as per the prescribed format in Annexure-1
2. GST Certificate copy
3. PAN NO of FIRM
4. Cancelled Cheque of Firm

Date:

Signature of the Bidder

Place:

Name & Business Address:

(Seal of the Firm)