



JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY

(Under the aegis of Rural Development Department, Govt. Of Jharkhand)
District Mission Management Unit
Block - Golmuri Cum Jugsalai Karandih, Jamshedpur -831002
Dist- East Singhbhum- Jharkhand
Website – www.jslps.in



JSLPS/ES/NRLM/ADMIN-143

Date-09/10/2021

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 Stationeries Primarily for a period of one year from date of issuing order. 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 super-scribing as “**Tender for Office Stationery**” to the undersigned on or before **1st November '2021'** at 15.00 hours. 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. Tender shall be for the Stationery item(s) as per our requirement. The format for item wise price bid is specified in **Annexure- I** which should be used at the time of submission of tender.
2. The quoted rates shall includes all the duty and the bidder's cost towards insurance, packing & forwarding, transportation and delivery charges to JSLPS East Singhbhum 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. Bidders must quote Package wise rate in Separate sealed envelope.
6. 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.
7. The Prices shall be quoted in Indian Rupees only.
8. Evaluation will be made as per lowest evaluated responsive bid Package price.
9. Normal commercial warranty/guarantee shall be applicable for durable items.
10. The delivery should be completed within 2 to 3 working days from the date of receipt of the supply order. In exceptional case the delivery period may be reduce up to 1 day. The order will be placed in a phased manner depending upon the requirement. of stationery.
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 in stationery items or general order supply.
 - b) Rate should be quoted as per the format and it could not be above from MRP at any case.
 - 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) A rate of all items is mandatory.
 - g) 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 price (Package wise). The terms of the accepted offer shall be incorporated in the purchase order. Order will be placed in the Phase manner 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.
14. Contract for Supply of Stationery may be extended for next one year from the date of end of first cycle of contract which is totally based on the service & quality of goods supplied during the contract 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.

15. Any efforts by a bidder to influence the purchaser in its decision on bid evaluation or Placement of purchase order or non-compliance on any terms may result in rejection of the bidder's offer.
17. The tender will be opened in the conference hall of JSLPS East Singhbhum office 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 East Singhbhum jurisdiction only.
20. Order will be finalized after sample verification of items.

(In the letter head of the firm)

Format for Price Bid

Sl. No.	Name of the items	Unit	QUANTIT Y	Make/ Brand	Unit Price (Rs.)	Taxes	Total Price Including Taxes
1	Copy Long size with 100 pages	Nos.	6000				
2	Ball Pen (Black/Blue/Red)	Nos.	6000				
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.	4000				
9	Copy Long size with 50 pages	Nos.	8000				
10	Fevi Stick (75gm.)	Nos.	8000				
11	Fevicol 100gm	Nos.	300				
12	Fevicol 25gm	Nos.	300				
13	Fevicol 50gm	Nos.	200				
14	FLASH CARD (CUTTING CHART PAPER 15 X 9 CM)	Nos.	10000				
15	Highlighter Pen.	Nos.	2000				
16	Leaf file with office name printed in four line	Nos.	2500				
17	Liver Arch File, big size	Nos.	800				
18	Note Sheet (100 page in each book, good quality)	Nos.	200				
19	Paper Clip, Tin/steel (Medium size)	Nos.	150				
20	Paper Clip, Tin/steel (Small size)	Nos.	150				
21	Pen (Use &throw,black/blue /red)	Nos.	8500				
22	Pencil dark black. (HB)	Nos.	2500				
23	Pencil Eraser (Dust free)	Nos.	1800				
24	Permanent Marker Pen (Black/Blue)	Nos.	600				
25	Photocopier white paper (A4 size, packet of 500 sheets)	Pkt.	3500	Century Green/ Bilt/JK Max(70 Gsm)			
26	Plastic folders with Good Quality	Nos.	5000				
27	Register (size 10)	Nos.	300				
28	Register (size 12)	Nos.	300				
29	Register (size 14)	Nos.	300				
30	Register (size 4)	Nos.	300				
31	Register (size 6)	Nos.	300				
32	Register (size 8)	Nos.	300				
33	Scale -30c. Size (Glass)	Nos.	2500				
34	Sessor Stainless Steel (Medium Size)	Nos.	500				
35	Pencil Sharpner	Nos.	4000				
36	Sketch pen (Pkt. Of 12 pcs.)	Pkt.	400				
37	Staple Pin (Big, Cupper/Stainless Steel)	Nos.	200				
38	Stapler Pin (Small, Cupper/Steel)	Nos.	400				

39	White Board (2 X 3)	Nos.	100				
40	White Board (4 X 6)	Nos.	50				
41	White Board Duster	Nos.	500				
42	White Board Marker Pen	Nos.	8000				
43	White/brown Envelop with good quality paper (size: 11" X 5") Address of JSLPS DMMU East-Singhbhum, to be printed in bi-colour.	Nos.	1000				
44	White/brown Envelop with good quality paper (size: 6" X 4") Address of JSLPS DMMU East Singhbhum to be printed in Bi-colour.	Nos.	1000				
45	Writing Pad (25 cm. X 18.5 cm. 50 pages)	Nos.	1000				
46	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multi-colour printing in the cover page., 100 pages)	Nos.	1000				
47	Writing Pad (25 cm. X 18.5 cm. approx. with spiral binding) Multi-colourprinting in the cover page., 50 pages)	Nos.	1000				
48	Writing Pad (25 cm. X 18.5 cm.100 pages)	Nos.	1000				
49	Antivirus (Quick Heal total security), three User with one year free upgradation	Nos.	50				
50	Attendance Register (Size- 4)	Nos.	20				
51	Calulator 12 digitOrpet/Citizen/Casio	Nos.	300				
52	Cloth Envelop (Size 33X25cm) good quality (Office address to be printed)	Nos.	300				
53	Cloth Envelop (Size 40X30cm) good quality (Office address to be printed)	Nos.	200				
54	Cobra Files	Nos.	500				
55	Cover File (Water Proof, Good quality)	Nos.	200				
56	Design board Pin (Plastic on top)	Pkt	30				
57	Double punching (BIG)	Nos.	20				
58	Double punching (small)	Nos.	30				
59	Hard Disk Drive, 1TB	Nos.	25				
60	Letter Dispatch Register (Issue), Rolling Size-36)	Nos.	20				
61	Letter receipt Register (Diary), Rolling Size-36)	Nos.	20				
62	liquid Eraser Pen	Nos.	100				
63	Paper Cutter Knife with Blade	Nos.	50				
64	Pen Drive (8 GB capacity,) good quality	Nos.	50				
65	Plastic Dust bin	Nos.	100				
66	Ring file	Nos.	100				
67	Single hole punching machine	Nos.	200				
68	Stamp Pad ink (Black/Blue/violet)	Nos.	50				
69	Stapler (10D),	Nos.	300				
70	Stapler (Big Size),	Nos.	100				
71	Stick File (Plastic)	Nos.	1000				
72	Stock Register, Rolling, Size-20 (good quality)	Nos.	20				
73	Whitener (bottle)	Nos.	50				
74	Yellow Dusting Cloths (10 pc. In pkt.)	Pkt	300				
75	Tag (Long + Small)	10 Pkt	50				
76	Notice Board Pin	Pkt	50				

77	KeyBoard	Pkt	20	Frontech/ I-Ball			
78	Mouse	Pics	30				
79	Stapler Pin (Small & Big)	Pkt	500				
80	Binder Clip	Pkt	500				
81	Mouse Pad	Pics	30				
82	Paper Weight	Pics	100				
83	Pen Stand	Pics	50				
84	File Tray	Pics	50				
85	Plastic Thread	/Kg	20				
86	Paper Clip	Pkt	50				
87	I-Card Cover (GoJ)	Pics	500				
88	Legal Size Xerox Paper	Pkt	200				
89	Card Holder	Pkt	20				
90	CD	Pics	50				
91	Led bulb 12 watt	Pics	50				
92	Notebook (Spiral) 50 pages	Pics	500				
93	Gems Clip	Pkt	20				
94	Badge / I-Card with Ribbon	Pics	500				
95	Meta Card (Cutting Chart Paper)	Pics	500				
96	Safety Pin	PIC	50				
97	Extension Cord	PIC	25				
98	Flip Note (Indicator Note)	PKT	50				
99	Carbon Sheet	PKT	05				
100	Jetter Pen	PIC	100				

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 within the period specified in the purchases order and the price will be remaining 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)