



TENDER DOCUMENT

COST OF TENDER Rs. 500/- (By DEMAND DRAFT)

RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS

Tender Sale date 12.08.2017 to 28.08.2017 till 12:00 Noon
Last date of Submission for Tender 28.08.2017 up to 2:00 P.M.
Date of opening of Bid 28.08.2017 at 03:00 P.M.

Sealed tenders are invited for supply of Stationery items as per requirement for one year under Two Bid Systems i. e. Technical bid and Financial bid.

Tender should be submitted in sealed envelope (for details please refer to terms & conditions) so as to reach this office or put in the **Tender box** as per schedule given (last date of submission.)

The firm should submit the technical bid in sealed cover separately superscribing the cover word “ **Technical Bid** ” **mentioning due date for opening and name of the Tenderer.** Financial bid should not be quoted with the technical bid otherwise the tender will be rejected. The following documents must be submitted with the technical bid duly self attested.

Documents required to be submitted along with the bid

1. Participants shall furnish an earnest money deposit (EMD) in the form of a Bank Draft for Rs. 10,000/- (Rs. Ten thousand only) and draft to be drawn in favor of Jharkhand State AIDS Control Society, payable at Ranchi.
2. Attested copy of Registration Certificate of Firm.
3. Attested copy of Service Tax registration Number certificate.
4. PAN /TAN card (Photocopy) of bidder firm.
5. The agency should be having office at Ranchi (Self declaration)
6. Undertaking, stating that firm has never been black listed.
7. Undertaking as per enclosed Performa given in tender document.

THE TECHNICAL BID AND FINANCIAL BID SHOULD BE SEALED SEPARATELY AND BOTH THE SEALED ENVELOPE MUST BE KEPT IN A SINGLE COVER SUPER SCRIBING THE WORD TECHNICAL BID AND FINANCIAL BID "MENTIONING TENDER NUMBER, DUE DATE FOR OPENING AND THE NAME OF TENDERER".

TERMS AND CONDITIONS:

1. The tender must have the covering letter indicating the list of enclosures attached with the tenders.
2. Each page of the tender should be numbered and signed by the tenderer with seal of the firm.
3. The rates must be quoted against respective item in the letter head of the participating agencies with signature & stamp of the firm.
4. No advance payment will be made to the selected supplier. Payment will be made after completion of work.
5. Orders are likely to be paid as and when required.
6. Each bidder shall submit only one quotation.
7. Conditional offer will not be accepted.
8. The approved rates will be valid for one year from the date of approval or finalization of new tender.
9. Quotations should be all inclusive of taxes (sales tax, vat, etc)
10. No delivery charges is admissible
11. Sealed quotation may be deposited into the 'Tender Box' kept in the office of the Jharkhand State AIDS Control Society.
12. The Committee of Jharkhand State AIDS Control Society reserves the right of acceptance/rejection of any quotation partly or fully without assigning any reason whatsoever.
13. The EMD/s of successful bidders will subsequently be converted into as security deposit and would hold good till the satisfactory completion of job stipulated, failing which it would be forfeited. EMDs of unsuccessful firms will be refunded immediately.
14. No interest will be paid on EMD/Security deposit.
15. For any enquiry please contact Procurement Division, at the JSACS office 10.00 AM to 5.00 PM in all working days.
16. The order will be placed with the lowest responsive bidder to supply the stationery items.
17. After placement of the order Jharkhand State AIDS Control Society, reserves the right to cancel/add/modify items.
18. Any legal disputes arising out of this are subject to Ranchi jurisdiction only.

**SD/-
Project Director**

FORMAT FOR UNDERTAKING
Undertaking to be submitted on
NON-JUDICIAL- stamp paper of Rs. 10/-

I/Wehereby declare that:-

1. I/We do hereby undertake that in the event of acceptance of our tender. I/We will supply the Stationery items at the quoted rates at the stipulated time as mentioned in the Terms & Conditions.
2. I/We have carefully have read and under stood the terms and conditions of the tender and we do hereby undertake to supply the items as per the terms and conditions.
3. Certified that.

This is a sole proprietorship firm and person signing the tender is the sole proprietor/constituted attorney of the sole proprietor.

OR

This is a sole partnership firm and the person signing the tender is a partner of the firm and he has authority to refer to the arbitration disputes concerning the business of the partnership by virtue of the agreements by virtue of general power of attorney.

OR

This is a company and the person signing the tender is the constituted attorney

Dated:

Signature and name of the Tenderer
Full address of the firm



JHARKHAND STATE AIDS CONTROL SOCIETY

Sadar Hospital Campus, Purulia Road, Ranchi-01
0651-2211018, Fax 0651-2211018



RE TENDER NOTICE.

Tender No. 01/ JSACS/2017-18

Date : 11.08.2017

Sealed tenders are invited for supply of Stationery Items from registered stationery dealers as per requirement for one year under Double bid systems. Detailed Terms & Condition is available at JSACS Office & Web-Site www.jsacs.org.in.

Tender document sale date : 12.08.2017 to 28.08.2017 12:00 Noon

Last Date submission of tender : 28.08.2017 upto 2:00 P.M

Date of opening of Tender : 28.08.2017 at 3:00 P.M

- Sd/ Project Director

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S. No.	Name of the item	Description of goods	Requirement
1	Envelops Yellow plastic pasted with JSACS logo and address and message printing	Size (14x10)	As per Requirement
2	Envelops Yellow plastic pasted with JSACS logo and address and message printing	Size(16x12)	As per Requirement
3	Envelops 10"x4" white paper with JSACS logo and address and message printing	Size(10x4)	As per Requirement
4	Calculator 12 digit	Citizen/ Casio	As per Requirement
5	Stapler	Standard Kangaroo	As per Requirement
6	Stapler pins	No.10	As per Requirement
7	Stapler	Medium Kangaroo	As per Requirement
8	Stapler pins	Medium	As per Requirement
9	Tags cotton 8" 100 tag in bunch	8-10 inch long	As per Requirement
10	Erazer	Nataraj/Linc	As per Requirement
11	Pencil extra dark	Nataraj/Linc	As per Requirement
12	Pen Pencil	Bensia	As per Requirement
13	Sharpener	Nataraj/Linc	As per Requirement
14	Glue stick 15 gm.	Kores/Infinity/Saya/Faber castle	As per Requirement
15	Glue stick 8 gm.	Kores/Infinity/Saya	As per Requirement
16	Post it Flag 1" x3" Three colour	Good Quality	As per Requirement
17	Ball pen Blue/Red/black	Max Writer	As per Requirement
18	Ball pen Blue/red/black	Linc/Writo meter/Reynolds	As per Requirement
19	Pilot Pen (Blue, Black, Red, Green)	Hi- tecpoint 0.5	As per Requirement
20	Gel pen (Blue, Black, Red, Green)	Mera gel/ocean gel	As per Requirement
21	Pen Black /Blue/Red	Smart	As per Requirement
22	Gel pen Blue/Black/Red	Executive	As per Requirement
23	Ball pen Blue	Siren	As per Requirement
24	Ball pen Blue	Sapphire	As per Requirement
25	Ball pen Blue	Jot dot/power	As per Requirement
26	V-5 pen	Luxar 0.5 point	As per Requirement
27	Liquid fluid pen	Trimex	As per Requirement
28	Sketch pen set	Camlin/Luxor	As per Requirement
29	FC Lever Arch file with imported clip(901)	Infinity/Saya/Kea/Solo	As per Requirement
30	Ring File	Infinity/Saya/Solo	As per Requirement
31	Rexene Velcro document File	12 leafs with Velcro lock Full scape size	As per Requirement
32	Executive Rexene Conference Bag	3 sides chain lock	As per Requirement
33	Executive Rexene document bag	20 leafs with 3 sides chain lock	As per Requirement
34	Conference folder Plain above 18 micron	Magnet/Kea/Saya/Solo	As per Requirement
35	Conference folder double Pocket above 30 micron	kea/Infinity/Saya	As per Requirement
36	PP Conference folder (above 30 micron Double button)	Infinity/Saya/Kea	As per Requirement
37	Conference pad (40 Pages)	Neelgagan/Pride 75 GSM paper	As per Requirement

38	Spiral pad ruled (80 pages)	Neelgagan/Pride 75 GSM paper	As per Requirement
39	Stamp pad Blue	Faber castle/Artline/Camel	As per Requirement
40	Stamp pad Blue ink	Kores/Faber castel	As per Requirement
41	White Board Pen (Blue, Red, Green, Black)	Artline/Camlin/Linc	As per Requirement
42	white board Duster	Artline	As per Requirement
43	Sharpener small	Linc/Natraj	As per Requirement
44	Paper knife small	Camlin/Natraj/saya	As per Requirement
45	Plastic scale 12"	Camlin/Linc	As per Requirement
46	Cello Tape Transparent ½	transparent	As per Requirement
47	Cello Tape Brown 2"	2 inch, 50 meter	As per Requirement
48	Takua	Kangaroo	As per Requirement
49	Single punching machine	Kangaroo	As per Requirement
50	Permanent Marker pen	Artline/Luxar/Linc	As per Requirement
51	Highlighter pen set (5 fluorescent colors)	Luxor/Linc	As per Requirement
52	white fluid correction pen	Kores/Infinity/saya	As per Requirement
53	Carbon Paper Blue colour (100 Pcs Pkt)	Camlin/Kores	As per Requirement
54	Double punch size 280 no	Kangaroo	As per Requirement
55	Peon Book of 100 pages	kailash/Neelgagan/Pride 90 GSM paper	As per Requirement
56	Log Book 200 pages	kailash/Neelgagan/Pride 90 GSM paper	As per Requirement
57	Stock ledger (700-750) pages Size- 21 x 33 cm	Hard Bind Cover, 90 GSM paper Green	As per Requirement
58	Cash Book of 300 page, Size - 21 x 33 cm	Good Quality Hard Bind Cover, 90 GSM paper Green	As per Requirement
59	Cash Book of 500 pages ,Size- 21 x 33 cm	Hard Bind Cover, 90 GSM paper Green	As per Requirement
60	Dak Dispatch/ Receipt register (300-350 Page) Size- 21 x 33 cm	Hard Bind Cover, 90 GSM paper Green	As per Requirement
61	Ruled Register 180 Page	Hard Bind Cover, 90 GSM paper White	As per Requirement
62	Different type of Register Page – 100 Page – 200	Size- 29 x 41 cm Paper Quality – Ledger Paper, Light green 80 gsm. Binding- Hard Wood binding 4 mm Printing matter provided by JSACS	As per Requirement
63	Chart paper full size (Plain)	70 GSM Century	As per Requirement
64	Scissor	medium size Good Quality	As per Requirement
65	Paper PIN	Coloured head/Good Quality	As per Requirement
66	Gem clip	with Cover /Good Quality	As per Requirement
67	Binder clip 25 mm (12 Pcs Pkt)	Infinity/Saya	As per Requirement
68	Binder clip 51 mm(12 Pcs Pkt)	Infinity/Saya	As per Requirement
69	Note sheet pad of 100 sheet in a pad, size 29.5 x 21 cm (loose sheets and 100 should be kept in one paper folder)	80 GSM	As per Requirement

70	Stick File heavy sheet A4 size	Above 20 micron	As per Requirement
71	Plastic Folder - L Shape size 34 x24 cm	Infinity/saya	As per Requirement
72	Sutli plastic of 50 meter each bundle	Standard Company	As per Requirement
73	Letter head with Screen printing size A4 (100 sheets in one packet)	Executive bond 85 Gsm	As per Requirement
74	Attendance register , 60 pages good quality white paper of 75 GSM	Neelgagan/Standard Company	As per Requirement
75	Fly leaf, 120 GSM, JK Mapilitho and printing of JSACS Logo and Address	Standard Company	As per Requirement
76	Hai Fai special cobra file	Good Quality	As per Requirement
77	Plastic dust Bin (Standard Size)	Cello/Neelkamal	As per Requirement
78	Cloth duster, Size 36"x36"	Standard Company	As per Requirement
79	Hand Towel Small	DCM	As per Requirement
80	Hand Towel Big	DCM	As per Requirement
81	Mosquito liquid Vaporizers repellent	Goodnight	As per Requirement
82	Mosquito Repellent spray	HIT	As per Requirement
83	CFL(5W)	Anchor/Philips	As per Requirement
84	CFL (18W)	Anchor/Philips	As per Requirement
85	Liquid Hand Wash (250 ml)	Dettol	As per Requirement
86	Liquid Hand Wash (200 ml)	Lifebuoy	As per Requirement
87	Air freshener (50 gm)	odonil/Air Wick	As per Requirement
88	Room Freshener	Premier/Air wick	As per Requirement
89	Salu cloth,(Set of 1 mtr each)	Standard Company	As per Requirement
90	Phenyle.Toilet Cleaner (500 ml)	Standard Company	As per Requirement
91	Toilet Cleaner	Harpic	As per Requirement
92	Pen Drive (4GB)	HP/kingston/Sony/San Disk	As per Requirement
93	Pen Drive (8GB)	HP/kingston/Sony/San Disk	As per Requirement
94	Car perfume	Godrej/Air wick	As per Requirement
95	A4 Page 75 GSM	JK Bond/Century	As per Requirement
96	A4 Color page (75 gsm)	Century	As per Requirement
97	HP LaserJet 1020 cartridge (12A)	HP	As per Requirement
98	XEROX Phaser 3117 cartridge	XEROX	As per Requirement
99	Brother DR2125 cartridge	Brother	As per Requirement
100	CD cover	plastic	As per Requirement
101	Blank DVD	Sony/Moserbaer	As per Requirement
102	Blank CD	Sony/Moserbaer	As per Requirement
103	Optical Mouse (USB)	HP/Dell/Logitech	As per Requirement
104	6 port Power Strip with surge protector	Standard Company/Anchor	As per Requirement
105	All cartridge for HP Colour Laserjet Model 2605 (4 sets includes- Q6000A, Q60002A, Q60001A, Q60003A)	HP	As per Requirement