



TENDER DOCUMENT

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

RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS

Tender Sale date 02.03.2019 to 18.03.2019 till 3:00 P.M.
Last date of Submission for Tender 18.03.2019 up to 5:00 P.M.
Date of opening of Bid 19.03.2019 at 11:30 A.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



TENDER NOTICE.

Tender No. 06/ JSACS/2017-18

Date : 01.03.2019

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

Tender document sale date : **02.03.2019** to **18.03.2019** 03:00 P.M.

Last Date submission of tender : **18.03.2019** upto 5:00 P.M.

Date of opening of Tender : **19.03.2019** at 11:30 A.M.

- Sd/ Project Director

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