



TENDER DOCUMENT

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

RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS

Tender Sale date 21.08.2019 to 04.09.2019 till 3:00 P.M.
Last date of Submission for Tender 04.09.2019 up to 5:00 P.M.
Date of opening of Bid 05.09.2019 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/GST.
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. 01/ JSACS/2019-20

Date : 20.08.2019

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 : **21.08.2019** to **04.09.2019** 03:00 P.M.

Last Date submission of tender : **04.09.2019** upto 5:00 P.M.

Date of opening of Tender : **05.09.2019** at 11:30 A.M.

- Sd/ Project Director

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List of Stationery Items for JSACS

S. No.	Name of the item	Description of goods	Requirement
1	A4 Page 75 GSM	JK Bond/Century	As per Requirement
2	Air freshener (50 gm)	odonil/Air Wick	As per Requirement
3	Binder clip 25 mm (12 Pcs Pkt)	Infinity/Saya	As per Requirement
4	Binder clip 51 mm (12 Pcs Pkt)	Infinity/Saya	As per Requirement
5	Car perfume	Godrej/Air wick	As per Requirement
6	cartridge (12A) HP LaserJet 1020	HP	As per Requirement
7	cartridge Brother DR2125	Brother	As per Requirement
8	cartridge for HP Colour Laserjet Model 2605 (4 sets includes- Q6000A, Q60002A, Q60001A, Q60003A)	HP	As per Requirement
9	Cartridge XEROX Phaser 3117	Xerox	As per Requirement
10	Cello Tape Brown 2"	2" 50 meter	As per Requirement
11	Cello Tape Transparent 1"	Transparent	As per Requirement
12	Cloth duster, Size 36"x36"	Best Quality	As per Requirement
13	Conference folder (above 30 micron Double button)	kea/Infinity/Saya	As per Requirement
14	Conference folder double Pocket above 30 micron	kea/Infinity/Saya	As per Requirement
15	Conference folder Plain above 18 micron	kea/Infinity/Saya	As per Requirement
16	Conference pad (40 Pages)	Magnet/Kea/Saya/Solo	As per Requirement
17	Double punch size 280 no	Neelgagan/Pride 75 GSM paper	As per Requirement
18	Envelops 10"x4" white paper with JSACS logo and address and message printing	Size (10x4)	As per Requirement
19	Envelops Yellow plastic pasted with JSACS logo and address and message printing	Size (14x10)	As per Requirement
20	Envelops Yellow plastic pasted with JSACS logo and address and message printing	Size (16x12)	As per Requirement
21	FC Lever Arch file with imported clip(901)	Infinity/Saya/Kea/Solo	As per Requirement
22	Fly leaf, 120 GSM, JK Mapilitho and printing of JSACS Logo and Address	Standard Quality	As per Requirement
23	Folder Plastic - L Shape size 34 x24 cm	Infinity/saya	As per Requirement
24	Gem clip	Good Quality	As per Requirement
25	Glue stick 15 gm.	Kores/Infinity/Saya/Faber castle	As per Requirement
26	Guard File	Best Quality	As per Requirement
27	Hai Fai special cobra file	Standard quality	As per Requirement
28	Hand Wash (Liquid) (250 ml)	Dettol/Lifebuoy	As per Requirement
29	LED Bulb (18, 20 W)	philips/bajaj/havells/surya	As per Requirement
30	LED Tube (20W)	philips/bajaj/havells/surya	As per Requirement

31	Letter head with Screen printing size A4 (100 sheets in one packet)	Executive bond 85 Gsm	As per Requirement
32	Log Book 200 pages	kailash/Neelgagan/Pride 90 GSM paper	As per Requirement
33	Mosquito liquid Vaporizers repellent/machine	All out/mortein/Good night	As per Requirement
34	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)	80GSM, paper green colour	As per Requirement
35	Paper PIN	Standard quality	As per Requirement
36	Pen Gel Blue/Red/black/Green	Linc/Reynolds/Cello	As per Requirement
37	Pen Ball Blue	Sapphire	As per Requirement
38	Pen Ball Blue/Black	Linc/Reynolds/Cello	As per Requirement
39	Pen Black /Blue/Red/ Green	Hi- tecpoint 0.5	As per Requirement
40	Pen Drive (16GB)	HP/kingston/Sony/San Disk	As per Requirement
41	Pen white fluid correction	Kores/infinity/kaya	As per Requirement
42	Pen Pilot (Blue, Black, Red, Green)	Hi- tecpoint 0.5	As per Requirement
43	Pen set Highlighter (5 fluorescent colors)	Camlin/Luxar/Faber castel	As per Requirement
44	Pen white fluid correction	Artline/Camlin/Linc/Faber castel	As per Requirement
45	Peon Book of 100 pages	kailash/Neelgagan/Pride 90 GSM paper	As per Requirement
46	Permanent Marker pen (Red,Green,Black & Blue)	Artline/Luxar/Linc	As per Requirement
47	Phenyle Toilet Cleaner 500 ml	Standard Company	As per Requirement
48	Plastic dust Bin (Standard Size)	Cello/Neelkamal	As per Requirement
49	Post it Flag 1" x3" Three colour	Best Quality	As per Requirement
50	Power Strip with surge protector - 6 port	Standard company / Anchor	As per Requirement
51	Register Dak Dispatch/ Receipt (300-350 Page) Size- 21 x 33 cm	Hard Bind Cover, 90 GSM paper Green	As per Requirement
52	Register Ruled Page – 100	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
53	Register Ruled 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
54	Ring File	Infinity/Saya/Solo	As per Requirement
55	Room Freshener	Premier/Air wick	As per Requirement

56	Salu cloth,(Set of 1 mtr each)	Best Quality	As per Requirement
57	Single punching machine	Kangaroo	As per Requirement
58	Sketch pen set	Camlin/Luxor	As per Requirement
59	Spiral pad ruled (80 pages)	Neelgagan/Pride 75 GSM paper	As per Requirement
60	Stamp pad Blue	Faber castle/Kores/Camel	As per Requirement
61	Stamp pad Blue ink	Kores/Faber castel/ Camel	As per Requirement
62	Stapler	Standard Kangaroo	As per Requirement
63	Stapler	Medium Kangaroo	As per Requirement
64	Stapler pins	No. 10 Kangaroo	As per Requirement
65	Stapler pins	Medium Kangaroo	As per Requirement
66	Stick File heavy sheet A4 size	Standard Quantity	As per Requirement
67	Stock ledger (700-750) pages Size- 21 x 33 cm	Hard Bind Cover, 90 GSM paper Green	As per Requirement
68	Sutli plastic of 50 meter each bundle	Best Quality	As per Requirement
69	Tags 8" 100 tag in bunch	8-10 inch good quality	As per Requirement
70	Takua	Kangaroo	As per Requirement
71	Toilet Cleaner	Harpic	As per Requirement
72	Towel Big	White/Blue/Green	As per Requirement
73	Towel Small	Coloured	As per Requirement