



JHARKHAND STATE AIDS CONTROL SOCIETY

Department of Health & Family Welfare, Government of Jharkhand
Sadar Hospital Campus, Purulia Road, Ranchi.



TENDER DOCUMENT

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

RATE CONTRACT FOR SUPPLY OF STATIONERY ITEMS

Tender Sale date 02.10.2015 to 15.10.2015 at 12:00 Noon

Last date of submission 15.10.2015 up to 2:00 P.M

Date of opening of Bid 15.10.2015 at 3:30 P.M

Sealed tender / tenders are invited for supply of **Stationery Items** as per requirement basic for one year under two bid system i.e. **Technical bid** and **price bid**.

Tender should be submitted in sealed envelope (for details please refer to terms & conditions) so as to reach this office or dropped in the "Tender box" as per schedule given above up to 02:00 P.M

The tender, (Technical bid only) will be opened on the scheduled date mentioned above at 3.30 P.M at JSACS Office Conference hall in the presence of tenderers who may like to be present on that day.

The firm should submit the technical bid in sealed cover separately super scribing the cover word "**Technical bid**" mentioning due date for opening and name of the tenderer. Price should not be quoted with the technical bid otherwise the tender will be rejected.

The following documents must be submitted with the technical 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 favour of Jharkhand State AIDS Control Society, payable at Ranchi.
2. Firm Registration certificate.
3. Sales Tax/ Tin allotted certificate.
4. PAN /TAN card (Photocopy) of bidder firm.

5. The firm should be registered full fledged stationery Items office at Ranchi Submit 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 PRICE BID SHOULD BE SEALED SEPARATELY AND BOTH THE SEALED ENVELOPE MUST BE KEPT IN A SINGLE COVER SUPER SCRIBING THE WORD TECHNICAL BID AND PRICE BID "MENTIONING TENDER NO. DUE DATE FOR OPENING AND THE NAME OF TENDERER.

The approved rates will be valid for one year from the date of approval and the approved firms will be bound to supply the items during the validity of rates failing which EMD will be forfeited.

TERMS AND CONDITIONS:

1. Quotations should clearly state the all inclusive taxes (Sales Tax, Vat etc).
2. No delivery charges will be allowed.
3. The tender must have the covering letter indicating the list of enclosures attached with the tenders
4. For any enquiry please contact Procurement Division, at the JSACS office 10.00 AM to 5.00 PM in all working days.
5. Conditional offer will not be accepted.
6. In no circumstances the tender rates will be increased after acceptance of offer.
7. Goods are to be supplied within 10 days from the date of issue of work order; otherwise L.D at the rate of 0.5% per week of the work order will be deducted from the payment.
8. If there be any reduction in price in between the placement of the order and complete delivery of the item, the consequential benefit will be passed on to the Jharkhand State AIDS Control Society.
9. No advance payment will be made to the selected supplier. Payment will be made after the delivery.
10. Orders are likely to be placed as and when required basic.

11. After placement of order the Jharkhand State AIDS Control Society, reserves the right to cancel/ add/ modify items.
12. Sealed tender may be deposited in the 'Tender Box' kept in the office of the Jharkhand State Control Society.
13. The Purchase Committee of Jharkhand State AIDS Control Society reserves the right of acceptance/ rejection of any quotation partly or fully without assigning any reason whatsoever.
14. 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. No interest will be paid on EMD deposit, EMDs of unsuccessful firms will be refunded immediately.
15. Only the rate of responsive bidders shall be consider.
16. Bid validity period shall be minimum of 90 days from the date of submission of bid.
17. This rate contract will be valid for one year from the day of finalization of the rate contract, or can be extended till finalization of new rate contract.

**SD/-
Project Director**

LIST OF STATIONERY ITEM

S. No.	Name of the item	Description of goods	As per requirement Basic
1	Envelops Yellow plastic pasted with JSACS logo and address and message printing	Size (14x10)	As per Requirement
2	Envelops 10"x4" white paper with JSACS logo and address and message printing	Size(10x4)	As per Requirement
3	Calculator 12 digit	Citizen/ Casio	As per Requirement
4	Stapler	HP 10	As per Requirement
5	Stapler pins	No.10	As per Requirement
6	Stapler	24/6	As per Requirement
7	Stapler pins	24/6	As per Requirement
8	Tags cotton 8" 100tag in bunch	Good Quality	As per Requirement
9	Glue stick 15 gm.	Kores/Infinity/Saya	As per Requirement
10	Post it Flag 1" x 3" Three colour	Good Quality	As per Requirement
11	Ball pen Blue/Red/black	Max Writer	As per Requirement
12	Pilot Pen (Blue, Black, Red, Green)	Hi- tecpoint 0.5	As per Requirement
13	Gel pen (Blue, Black, Red, Green)	Mera gel/ocean gel	As per Requirement
14	Pen Black /Blue/Red	Smart	As per Requirement
16	Ball pen Blue	Sapphire	As per Requirement
17	V-5 pen	Luxar 0.5 point	As per Requirement
18			As per Requirement
19	FC Lever Arch file with imported clip(901)	Infinity/Saya	As per Requirement
20	Board File		As per Requirement
21	Ring File	Infinity/Saya	As per Requirement

22	Rexene Velcro document File	12 leafs with Velcro lock Full scape size	As per Requirement
23	Executive Rexene Conference Bag	3 sides chain lock	As per Requirement
24	Conference folder Plain above 18 micron	Magnet/Kea/Saya	As per Requirement
25	Conference folder double Pocket above 30 micron	kea/Infinity/Saya	As per Requirement
26	PP Conference folder (above 30 micron Double button)	Infinity/Saya/Kea	As per Requirement
27	Conference pad (40 Pages)	Neelgagan/Pride	As per Requirement
28	Conference pad (80 Pages)	Neelgagan/Pride	As per Requirement
29	Spiral pad ruled (80 pages)	Neelgagan/Pride	As per Requirement
30	Stamp pad Blue	Faber castle	As per Requirement
31	White Board Pen (Blue, Red, Green, Black)	Artline/Camlin/Linc	As per Requirement
32	Plastic scale 12"	Camlin/Linc	As per Requirement
33	Cello Tape Transparent ½	transparent	As per Requirement
34	Cello Tape Brown 2"	Good Quality	As per Requirement
35	Single punching machine	Kangaroo	As per Requirement
36	Permanent Marker pen (Red, Green, Black & Blue)	Artline/Luxar/Linc	As per Requirement
37	Highlighter pen set(5 fluorescent colors)	Luxor/Linc	As per Requirement
38	Correcting fluid 15 ml	Kores/Infinity/saya	As per Requirement
39	Double punch size 280 no	Kangaroo	As per Requirement
40	Double punch Big size	Kangaroo	As per Requirement
41	Peon Book of 100 pages	Good Quality	As per Requirement
42	Log Book 200 pages	Good Quality	As per Requirement
43	Stock ledger Register (700-750) pages Size- 21 x 33 cm	Good Quality	As per Requirement
44	Dak Dispatch/ Receipt register (300-350 Page) Size- 21 x 33 cm	Good Quality	As per Requirement

45	Ruled Register 180 Page	Standard Company	As per Requirement
46	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)	90 GSM	As per Requirement
47	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 4mm Printing matter provided by JSACS	As per Requirement
48	Stick File heavy sheet A4 size	Above 20 micron	As per Requirement
49	Plastic Folder - L Shape size 34 x24 cm	Infinity/saya	As per Requirement
50	Sutli plastic of 50 meter each bundle	Standard Company	As per Requirement
51	Letter head with Screen printing size A4 (100 sheets in one packet)	Executive bond 85 Gsm	As per Requirement
52	Fly leaf, 200 GSM, JK Mapilitho and printing of JSACS Logo and Address	Standard Company	As per Requirement
53	Hai Fai special cobra file	Good Quality	As per Requirement
54	Cloth duster, Size 36"x36"	Standard Company	As per Requirement
55	Hand Towel Small/Big	DCM	As per Requirement
56	Mosquito liquid Vaporizers repellent	Goodnight	As per Requirement
57	Mosquito Repellent spray	HIT	As per Requirement
58	CFL (5W)	Anchor/Philips	As per Requirement
59	CFL (23 W)	Anchor/Philips	As per Requirement
60	Liquid Hand Wash (215 ml)	Dettol/ Lifebuoy	As per Requirement
61	Air freshener (50 gm)	odonil	As per Requirement
62	Room Freshener	Premier	As per Requirement
63	Phenyle.Toilet Cleaner (500 ml)	Standard Company	As per Requirement

64	Toilet Cleaner	Harpic	As per Requirement
65	Pen Drive (4GB)	HP/Tracent	As per Requirement
66	Pen Drive (8GB)	HP/Tracent	As per Requirement
67	Car perfume	Good Quality	As per Requirement
68	Paper (A4 Size, 75 GSM) 500 page in 1 packet	Century/ J.K Bond paper	As per Requirement
69	HP LaserJet 1020 cartridge (12A)	HP	As per Requirement
70	XEROX Phaser 3117 cartridge	XEROX	As per Requirement
71	Brother DR2125 cartridge	Brother	As per Requirement
72	Optical Mouse (USB)	Standard Company	As per Requirement
73	Extension Cord	Anchor	As per Requirement

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 item 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 an 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. 03/ JSACS/2015-16

Date : 01.10.2015

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 : 02.10.2015 to 15.10.2015 12:00 Noon

Last Date submission of tender : 15.10.2015 up to 2:00 P.M

Date of opening of Tender : 15.10.2015 at 3:30 P.M

- Sd/ Project Director

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