

**Jharkhand State Khadi & Village Industries Board,**  
**Udyog Bhawan, Ratu Road, Ranchi.**

**SHORT NOTICE TENDER INVITING**

**NIT NO - 04/JSKVIB/2023-24, Date- 29.04.2023**

Jharkhand State Khadi & Village Industries Board invites sealed tenders in prescribed manner from eligible firms/agencies for execution of following work:-

**Name of Work:** - Supply of Paper Carry Bag, multi-color printed on all four sides to JSKVIB Central Store, Ranchi.

1. Name & Address of person inviting tender: Office of the Chief Executive Officer, JSKVIB, 2<sup>nd</sup> floor, Udyog Bhawan, Ratu Road, Ranchi.
2. Date and time of receipt of tender: 12/05/2023 upto 11.00 A.M.
3. Date and time of opening of tender: 12/05/2023 at 3.00 P.M.
4. For further details please Visit the Website: - [www.jharkhandkhadi.net](http://www.jharkhandkhadi.net)

Chief Executive Officer,  
Jharkhand State Khadi & Village Industries Board,  
Udyog Bhawan, Ratu Road, Ranchi.



## **SHORT NOTICE INVITING TENDER**

### **NOTICE INVITING TENDER FOR THE PRINTING AND SUPPLY OF PAPER CARRY BAG MULTI-COLOUR PRINTED ON BOTH SIDES TO JHARKHAND STATE KHADI AND VILLAGE INDUSTRIES BOARD, RANCHI.**

Jharkhand State Khadi & Village Industries Board (JSKVIB), Ranchi invites sealed competitive bids from reputed suppliers/agencies/ manufactures / firms for supply of paper carry bag, multi-color printed on both sides the name all centers of JSKVIB.

#### ***Publishing date of bid :***

Tender in the prescribed form duly filled in signed and stamped in sealed cover superscripted on it "TENDER FOR SUPPLY OF PAPER CARRY BAG" should be submitted before the due date and time of submission at the following address.

JHARKHAND STATE KHADI AND V I BOARD  
2<sup>ND</sup> FLOOR, UDYOG BHAWAN, RATU ROAD  
RANCHI-834001

<b><i>Last date of submission:</i></b>	<b><i>12-05-2023 upto 11:00 AM</i></b>
<b><i>Opening of bid:</i></b>	<b><i>12-05-2023 at 03:00 PM</i></b>

Applicants may obtain all the tender documents downloaded from JSKVIB Website at [www.jharkhandkhadi.net](http://www.jharkhandkhadi.net). Tender form shall be forwarded along with the Bank Draft of Tender fee of Rs. 1000.00 and EMD of Rs. 30,000/- in favour of Jharkhand State Khadi and Village industries Board, payable at Ranchi. The EMD of the successful bidder shall be converted into security deposit and that will be refunded only after the expiry of contract.

JSKVIB reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever. Incomplete/Conditional tender without earnest money or received after due date and time shall be summarily rejected. Prospective bidders are advised to regularly scan through JSKVIB web site as corrigendum/amendments etc, if any, will be notified on the JSKVIB web site and separate advertisement will not be made in this regard.





## SECTION – I

### INFORMATION AND INSTRUCTIONS TO THE PARTICIPANTS

#### SCOPE OF WORK

Printing and supply of paper carry bag multi-color printed on both sides to JSKVIB Sales Centers in Jharkhand and New Delhi.

#### TECHNICAL SPECIFICATION

Sample of the required paper carry bag can be obtained from our Office at Jharkhand State Khadi & Village Industries Board, Ranchi on office working hours (between 10 am to 5 pm).

The specifications, Terms and Conditions for supply of paper carry bag are as follows:-

SL. NO	CARRY BAG SIZE (In inch)	PAPER QUALITY	REQUIREMENT
1	7X10X3	GOOD QUALITY 190GSM PAPER	AS PER REQUIREMENTS
2	13X16X4	GOOD QUALITY 190GSM PAPER	AS PER REQUIREMENTS
3	14X17X5	GOOD QUALITY 190GSM PAPER	AS PER REQUIREMENTS

Interested applicants shall have to supply all the items as per details above.

**Quotation of rates:-** The bidder shall quote their rates of all items above in per thousand numbers of unit.

**ESTIMATED QUANTITY OF THE SUPPLY:** As Per requirements.

**Earnest Money Deposit:** Tender form shall be forwarded along with the Bank Draft of EMD of Rs 30,000/- in favor of JSKVIB payable at ranchi. Bids submitted without EMD will be rejected. The EMD of the successful bidder will be refunded at the end of the contract period. EMD of the unsuccessful bidders will be repaid within 30 days on completion of the tender formalities.

**DELIEVERY:** The delivery will be made at Central Store, Ranchi on indent basis. The supplier can quote minimum quantity required for each consignment/intent. Cartage/coolliage shall have to be borne by the Tenderer. The material should be supplied as per the time limit given in the order.

**PENALTY CLAUSE:** A penalty @ 4% per week subject to maximum of 10% on the amount of delayed supplied goods will be imposed in case of supply is not made in accordance with the time schedule given by JSKVIB in the work order. Proportionate deduction for less gram mase of paper will be made from the bill.

**PRICES:** The prices to be quoted as per Annexure-2. Quoted prices shall be valid for a period of two years.

**CONTRACT TERMINATION:** JSKVIB reserves the right to terminate the contract at any time without any notice and forfeit part or whole of the earnest money of the tender if tenderer fails to make the supply within the prescribed period or the supply is not found in accordance with the specification or not in the quality/quantity as per the orders placed or there is any breach of the terms of the contract on the part of tenderer. The earnest money will be forfeited, if the tenderer, after approval of the tender fails to accept it.

**Eligibility:** The firm should have minimum one year experience in supply of paper carry bags in similar institutions, Govt. organizations. The samples of the same paper carry bag duly signed and stamped by the tenderer should accompany the tender part and the documentary evidences for the same have to be attached. The tender committee will have the right to reject the tender of the firm who have not submitted the samples as per the specifications.

The firm have to submit the documents in a super scribed & sealed envelope mentioning the name of the tender and tender no. which will contain two separate sealed envelopes 1. Technical Bid, 2. Financial Bid -

#### 1- "Technical Bid"

1. Technical Cover (containing) properly super scribed.
2. Demand Draft of Rs. 1000/- (Rupees One Thousand Only) for bid documents.
3. Demand Draft of Rs. 30,000/- (Thirty Thousand Only) as earnest money.
4. Registration/License: The Applicant should furnish MSME/Startup/GST /PAN with the bid.
5. Last 2 years of Income Tax Return
6. Minimum one year experience in supply of Paper Carry Bag in similar institutions i.e. Govt. Organization etc.
7. Sample copy of carry bags duly signed and stamped by the Agency.
8. Tenderer must have it registered office in Jharkhand.
9. Tenderer should not be black listed in any Government Organisation for this purpose an affidavit from Notary must be submitted with stamp & signature.

#### 2- "Financial Bid"

- a. Financial Proposal (containing)
  - i. Cover Letter
  - ii. Financial Proposal in a separate sealed cover properly super scribe.
- b. Both a & b sealed envelopes should be kept in big envelope super scribed as tender for Khadi & Saras Mela etc. of JSKVIB.

SL. NO	CARRY BAG SIZE (In inch)	PAPER QUALITY	Rate/Thousand
1	7X10X3	GOOD QUALITY 190GSM PAPER	
2	13X16X4	GOOD QUALITY 190GSM PAPER	
3	14X17X5	GOOD QUALITY 190GSM PAPER	

1. Even though the applicants satisfy the above requirements, they may be disqualified, if they have:



- a) Made misleading or false representation of facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this document.
- b) Previous history of poor performance such as abandoning work, not properly completing the contract or financial failure / weaknesses.

They shall have to submit an affidavit from notary to these effect

**Quality Inspection:** The quality inspection will be done by the JSKVIB team, by taking random samples from the supply made, for quality of the items as per specification. Any difference in size, weight, color etc will render the entire order for rejection and the tenderer shall have to lift the material at their own cost on "as is where is basis". In case of any dispute, decision by JSKVIB will be final and irrevocable.

**Order placement:** The supply order shall be placed on the lowest responsive bidder. The revision of rates will not be allowed during the contract period of two years.

**Payment:** The Payment shall be made after receipt of materials as per PO at our site. For claiming the payment, the following documents have to be submitted:

- a. Three copies of invoices
- b. Delivery receipt duly signed by the concerned person of JSKVIB and representatives of the supplier.

#### **Guidelines**

1. If the bid opening day is declared as holiday for JSKVIB, the bid will be opened the next working day. Bidders can come and attend the bid opening on due date.
2. Interested applicants can participate in the bid.
3. Any bid received after the deadline for submission of bids will be rejected. JSKVIB shall not be liable for the delay in submission of bids after due date specified above due to any reason including postal delay.
4. No Email or fax bids will be accepted.
5. The name and mailing address of the Applicant should be clearly marked on the envelope and tender paper wherever required.
6. Failure to provide information in the stipulated format enclosed or to provide timely clarification or substantiation of the information supplied (considered essential to evaluate the Applicant's qualification) may result in disqualification of the Applicant.

#### **Extension of contract**

The contract will be for two years from the date of signing of agreement which may be extended for one year or part their of if the work is found satisfactory on the same rates/terms and conditions and JSKVIB so desires.

All the above stated terms and conditions should be acceptable to the bidder.



## **GENERAL INFORMATION:**

- 1.1 The applicant's name, signature and Firm's stamp should appear on each page of the application.
- 1.2 The applicant is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the organization calls it for.
- 1.3 Prospective applicants may seek clarification regarding the scope, and/or the requirements within two working days. No request for clarification will be considered after receiving the pre-qualification tenders.

## **TENDER SUBMISSION AND AWARD**

- 1.4 The tender will be evaluated based on documents submitted meeting all the minimum eligibility criteria and the prices quoted. Work will be awarded to the vendor who satisfies all the minimum eligibility requirements and also quote the lowest price for each item.
- 1.5 The JSKVIB reserves the right to:
  - 1.5.1 Amend the scope and value of contract.
  - 1.5.2 Reject any or all the bids without assigning any reason.
  - 1.5.3 For any of the above actions, the organization shall neither be liable for any damages, nor be under any obligation to inform the applicants of the grounds for the same.

## **OTHER INFORMATION TO BE SUBMITTED ALONG WITH APPLICATION**

- 1.6 Registration/License: The Applicant should furnish GST Registration number with the bid.
- 1.7 If any information furnished by the applicant is found incorrect at a later stage, applicant shall be liable to be debarred from tendering in JSKVIB. The Company reserves the right to verify the particulars furnished by the applicant independently.
- 1.8 JSKVIB may ask for any additional information and/ or clarification from the applicant. The applicant shall submit such additional information and/ or clarification as requested by JSKVIB within the time specified in the communication.



**1.9** The competent authority to pre-qualify shall have the power to relax any condition/criterion for pre-qualification if it considers expedient to do so.

**1.10** Even though the agency meets all the criteria, the JSKVIB reserves the right to accept or reject any applicant/disqualify any agency without assigning any reason whatsoever

**1.11** The JSKVIB reserve the right to:

**1.11.1** Reject or accept any application without assigning any reason or incurring any liability

**1.11.2** Cancel the pre-qualification process and reject all applications

**1.11.3** Split the works into different packages if required

**1.11.4** Amend the scope and value of any contract under this project, in such event the bids will only be called from those pre-qualified applicants who meet the requirements of the contract as amended.

**1.12** No correspondence either from successful / pre-qualified applicant or unsuccessful applicant will be entertained in this regard.

**Chief Executive Officer  
JSKVIB**



## FINANCIAL SPECIFICATION

SL. NO	CARRY BAG SIZE (In inch)	PAPER QUALITY	Rate per thousand no. of units
1	7X10X3	GOOD QUALITY 190GSM PAPER	
2	13X16X4	GOOD QUALITY 190GSM PAPER	
3	14X17X5	GOOD QUALITY 190GSM PAPER	

All sample copies are to be attached.

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## ADDITIONAL INFORMATION OF VENDORS

### (General information of the manufacturer / supplier)

1. Name & Address of the Supplier :
- a) Telephone No. :
- b) Fax No. :
- c) Mobile No. :
- d) E-mail Address :
- e) Website :
- f) Name of contact person :
- g) Whether proprietary/partnership/ Limited company
- h) Specify whether the bidder in a MSME unit/Startup Company

2. How many years have you been in the

Business of manufacturing /selling? :

3. Have you been a supplier to any

Public sector/Government organizations (during the last 3 years)

If so, attach copies of work orders.

4. Details of tax registration :

- a) GST No. :
- b) PAN No. :

Date:  
Place

Name and Signature with  
Seal

