



Govt. of Bihar
Deptt. Of Health & Family Welfare

State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



Tender Notice for Empanelment of Stationery Supplier

Sealed bids are invited from the authorized distributors or reputed registered stationery supplier for supply of stationery items as per requirement. Interested agencies should quote their rates typed (Hand written quotation not allowed) in the format. Bids received in any other format will not be considered. Details of the tender can be obtained from our website (www.statehealthsocietybihar.org)

Eligibility Criteria:

Tenders in one large envelope marked as "Bid for Empanelment of Stationery Supplier" containing two separate sealed envelopes.

- 1) Envelope 'A' marked with "Technical Bid for Empanelment of Stationery Supplier"
- 2) Envelope 'B' marked with "Financial Bid for Empanelment of Stationery Supplier"

Financial Bids of only those tenderers, who qualify in the technical bid, will be opened.

Interested agencies must enclose the following credentials in the Technical Bid marked as Cover 'A':

1. Requisite document showing three years of market standing as stationery supplier.
2. Registration No of the Agency.
3. Service Tax Registration No.
4. Copy of PAN card.
5. Audited Statement of Accounts for the last three years.
6. Average annual turnover of Rs 15 Lacs in the last three years.
7. Demand Draft/ Bankers Cheque of Rs. 20,000/- (Twenty Thousand Only- Refundable-in case of not being selected) in favour of State Health Society, Bihar.

Financial Bid, marked as Cover 'B':

Financial bid should be given in the format attached:

Terms & Conditions:

1. Rates quoted must be inclusive of all taxes and shall be valid till 31.03.2011. The supply should be made maximum within 15 days of receipt of supply order failing which a penalty @ of 1/2% of the total work order amount will be levied per day. All the items should be supplied till the office for which no other charges will be given. The items supplied should be as per specification of tender.
2. Selected party will have to submit Rs 30000/- (Thirty Thousand Only) as Performance Guarantee.
3. TDS shall be deducted at prescribed norms on the payable amount if applicable.
4. Bid of the previous empanelled agency of SHSB who has not supplied the stationery items to SHSB will not be considered due to non-compliance of supply order.

The last date for submitting the complete tender document is 30th November 2009 (3 PM). The bid shall be opened on same day at SHSB in the presence of the parties those who wish to participate. SHSB reserves the right to accept or reject any offer/all offers without assigning any reason. For all enquiries the interested agencies may contact I/c House Keeping, Tel no. 0612-3244036 during office hours on all working days.

Executive Director

STATE HEALTH SOCIETY BIHAR

Format for Financial Bid

SN	List of Stationery Items	Unit	Rates Inclusive of all the taxes	
			(In Figure)	(In Words)
1A	A4 Size Paper 75 GSM - Century	Per Pkt		
1B	A4 Size Paper 75 GSM - JK	Per Pkt		
2	FS Size paper 75 GSM - Century	Per Pkt		
3	Envelope (10" x 4.5")- White- Taj Mahal	Pack of 100 Pcs		
4	Envelope - A4 Size - Plastic Coated	Pack of 100 Pcs		
5	CD - General (HP/Moser Bear)	Pack of 100 Pcs		
6	CD - R/W (HP/Moser Bear)	Pack of 10 Pcs		
7	Fly Leaf - Raj 777	Per Piece		
8	My Clear Bag Button Type Folder - Solo MC 112	Per Piece		
9	L - Shaped Folder A4 Size - Solo CH101	Per Piece		
10	Index File FS Size - Plastic Coated - Solo LA512	Per Piece		
11	File Guard - Milan/Monaf	Per Piece		
12	Paper Flag - Corporate 3 Pads of 25mmX75mm	Per Piece		
13	Write On Slip/Pad - Corporate (3X3)	Per Piece		
14	Spiral Pad Matrix - 1/6	Per Piece		
15	Writing Pad No 8 - Milan/Priya	Per Piece		
16	Conference Pad - size 21 X 14.8 cm- Papercraft	Per Piece		
17	Short Hand Copy - Monaf	Per Piece		
18	4Q Fancy Deluxe General Register- Monaf/Priya	Per Piece		
19	4Q Fancy Stock Register- Monaf/Priya	Per Piece		
20	4Q Fancy Despatch Register- Monaf/Priya	Per Piece		
21	4Q Fancy Letter Receiving Register- Monaf/Priya	Per Piece		
22	4Q Fancy Cash Book Double Column-Monaf/Priya	Per Piece		
23	4Q Fancy Ledger Book- Monaf/Priya	Per Piece		
24	Thick Note Sheet Pad (100 Sheets)	Per Pad		
25	Signature Pad - Monaf with 20 sheets	Per Piece		
26	Hi-Lighter - Luxor	Per Piece		
27	OHP Marker- Luxor	Per Piece		
28	Reynolds Pen 045	Per Piece		
29	Pilot Pen Hi tec Point 0.5	Per Piece		
30	Pilot Pen Hi tec Point V5	Per Piece		
31	Tube Gum 30ml - Fevigum	Per Tube		
32	Bottle Gum 700 ml - Camel	Per Bottle		
33	File Tag	Per Bunch		
34	Gems Clip Plastic- ODDY (pack of 50 pcs)	Per Pkt		
35	Fevi Stick - 15gm	Per Piece		
36	Stamp Pad faber - Castell 88X54 mm	Per Piece		
37	Erazex Correction Fluid & Diluter - 15 ml each - Kores	Per Piece		
38	Brown Tape (Roll-2")- 50Mtr. - Wonder	Per Piece		
39	Calculator 12 Digit - Casio MJ 120 TW	Per Piece		
40	T Pin Push Pin- ODDY- TP50G	Per Pkt		
41	Binder Clip 32 mm- Solo	Per Piece		
42	Deluxe Pencil Cup Stand No 1704- Omega	Per Piece		
43	Paper Cutter Snap off cutter Big No 1793 - Omega	Per Piece		
44	Wonder Paper Tray	Per Piece		
45	Stapler 10 No - Kangaroo	Per Piece		
46	Stapler HP 45 - Kangaroo	Per Piece		
47	Stapler Pin No 10 - Kangaroo	Per Piece		
48	Stapler Pin No 24/6 - Kangaroo	Per Piece		
49	Paper Punching Machine Single- Kangaroo	Per Piece		
50	Paper Punching Machine Double- Kangaroo DP 520	Per Piece		
51	Scissor Corporate 1900-SG/130I	Per Piece		
52	Pen Drive 4 GB - Kingston/Transcend	Per Piece		
53	Fax Roll Eligango F-223 - ODDY	Per Piece		
54	Fax Cartridge FX 9 for Canon	Per Piece		
55	Printer Cartridge Toner - 12A - HP Laser Jet 1020	Per Piece		
56	Printer cartridge - 10A for HP laserjet for 2300N	Per Piece		
57	Printer cartridge toner - 42A for HP LaserJet 4250/4350n	Per Piece		

58	Printer cartridge - 49A HP Laser Jet	Per Piece		
59 A	Printer cartridge - For HP 2600n Series- 6000A- B/W	Per Piece		
59 B	Printer cartridge - For HP 2600n Series- 6001A- Colour	Per Piece		
59 C	Printer cartridge - For HP 2600n Series- 6002A- Colour	Per Piece		
59 D	Printer cartridge - For HP 2600n Series- 6003A- Colour	Per Piece		
60	Dustbin - Wonder Pedal 505	Per Piece		
61	Cloth Duster- Orange - approx 15"X20"- Cotton/Khadi	Per Piece		
62	Floor Duster- approx- 20"X20"- Cotton/Khadi	Per Piece		
63	Room Freshner- Premium 160 Gm	Per Piece		
64	Colin - 500 ML	Per Piece		
65	Acid 5 Ltr - Good Quality	Per 5 Ltr		
66	Phenyle - Good Quality White	Per 5 Ltr		
67	HIT Mosquito/ Flies Killer-500 ML	Per Piece		
68	Dettoil Liquid Hand Wash-250 ML	Per Piece		
69	Tube Light 40 W- Bajaj	Per Piece		
70	CFL - Orpat - 36 W	Per Piece		

STATE HEALTH SOCIETY BIHAR

SN	List of Stationery/Other Items	Unit	Approx Annual Requirement (Quantity)
1A	A4 Size Paper 75 GSM - Century	Per Pkt	2000
1B	A4 Size Paper 75 GSM - JK	Per Pkt	
2	FS Size paper 75 GSM - Century	Per Pkt	50
3	Envelope (10" x 4.5")- White- Taj Mahal	Pack of 100 Pcs	500
4	Envelope - A4 Size - Plastic Coated	Pack of 100 Pcs	20
5	CD - General (HP/Moser Bear)	Pack of 100 Pcs	15
6	CD - R/W (HP/Moser Bear)	Pack of 10 Pcs	50
7	Fly Leaf - Raj 777	Per Piece	10000
8	My Clear Bag Button Type Folder - Solo MC 112	Per Piece	1000
9	L - Shaped Folder A4 Size - Solo CH101	Per Piece	500
10	Index File FS Size - Plastic Coated - Solo LA512	Per Piece	200
11	File Guard - Milan/Monaf	Per Piece	500
12	Paper Flag - Corporate 3 Pads of 25mmX75mm	Per Piece	300
13	Write On Slip/Pad - Corporate (3X3)	Per Piece	100
14	Spiral Pad Matrix - 1/6	Per Piece	200
15	Writing Pad No 8 - Milan/Priya	Per Piece	500
16	Conference Pad - size 21 X 14.8 cm- Papercraft	Per Piece	1000
17	Short Hand Copy - Monaf	Per Piece	500
18	4Q Fancy Deluxe General Register- Monaf/Priya	Per Piece	200
19	4Q Fancy Stock Register- Monaf/Priya	Per Piece	25
20	4Q Fancy Despatch Register- Monaf/Priya	Per Piece	25
21	4Q Fancy Letter Receiving Register- Monaf/Priya	Per Piece	25
22	4Q Fancy Cash Book Double Column-Monaf/Priya	Per Piece	25
23	4Q Fancy Ledger Book- Monaf/Priya	Per Piece	25
24	Thick Note Sheet Pad (100 Sheets)	Per Pad	300
25	Signature Pad - Monaf with 20 sheets	Per Piece	50
26	Hi-Lighter - Luxor	Per Piece	200
27	OHP Marker- Luxor	Per Piece	50
28	Reynolds Pen 045	Per Piece	1000
29	Pilot Pen Hi tec Point 0.5	Per Piece	200
30	Pilot Pen Hi tec Point V5	Per Piece	100
31	Tube Gum 30ml - Fevigum	Per Tube	100
32	Bottle Gum 700 ml - Camel	Per Bottle	100
33	File Tag	Per Bunch	500
34	Gems Clip Plastic- ODDY (pack of 50 pcs)	Per Pkt	200
35	Fevi Stick - 15gm	Per Piece	200
36	Stamp Pad faber - Castell 88X54 mm	Per Piece	25
37	Erazex Correction Fluid & Diluter - 15 ml each - Kores	Per Piece	100
38	Brown Tape (Roll-2")- 50Mtr. - Wonder	Per Piece	100
39	Calculator 12 Digit - Casio MJ 120 TW	Per Piece	25
40	T Pin Push Pin- ODDY- TP50G	Per Pkt	200
41	Binder Clip 32 mm- Solo	Per Piece	500
42	Deluxe Pencil Cup Stand No 1704- Omega	Per Piece	25
43	Paper Cutter Snap off cutter Big No 1793 - Omega	Per Piece	25
44	Wonder Paper Tray	Per Piece	25
45	Stapler 10 No - Kangaroo	Per Piece	100
46	Stapler HP 45 - Kangaroo	Per Piece	25
47	Stapler Pin No 10 - Kangaroo	Per Piece	200
48	Stapler Pin No 24/6 - Kangaroo	Per Piece	50
49	Paper Punching Machine Single- Kangaroo	Per Piece	50
50	Paper Punching Machine Double- Kangaroo DP 520	Per Piece	50
51	Scissor Corporate 1900-SG/130I	Per Piece	50
52	Pen Drive 4 GB - Kingston/Transcend	Per Piece	25

53	Fax Roll Eligango F-223 - ODDY	Per Piece	100
54	Fax Cartridge FX 9 for Canon	Per Piece	6
55	Printer Cartridge Toner - 12A - HP Laser Jet 1020	Per Piece	150
56	Printer cartridge - 10A for HP laserjet for 2300N	Per Piece	6
57	Printer cartridge toner - 42A for HP LaserJet 4250/4350n	Per Piece	3
58	Printer cartridge - 49A HP Laser Jet	Per Piece	6
59 A	Printer cartridge - For HP 2600n Series- 6000A- B/W	Per Piece	3
59 B	Printer cartridge - For HP 2600n Series- 6001A- Colour	Per Piece	3
59 C	Printer cartridge - For HP 2600n Series- 6002A- Colour	Per Piece	3
59 D	Printer cartridge - For HP 2600n Series- 6003A- Colour	Per Piece	3
60	Dustbin - Wonder Pedal 505	Per Piece	50
61	Cloth Duster- Orange - approx 15"X20"- Cotton/Khadi	Per Piece	3000
62	Floor Duster- approx- 20"X20"- Cotton/Khadi	Per Piece	3000
63	Room Freshner- Premium 160 Gm	Per Piece	200
64	Colin - 500 ML	Per Piece	200
65	Acid 5 Ltr - Good Quality	Per 5 Ltr	50
66	Phenyle - Good Quality White	Per 5 Ltr	100
67	HIT Mosquito/ Flies Killer-500 ML	Per Piece	100
68	Dettol Liquid Hand Wash-250 ML	Per Piece	300
69	Tube Light 40 W- Bajaj	Per Piece	50
70	CFL - Orpat - 36 W	Per Piece	50