



Govt. of Bihar  
Deptt. Of Health & Family Welfare

## State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



### Tender Notice for Supply of Stationery Items

Sealed bids are invited from the authorized distributors for supply of A4 Paper & 12A HP Laser Jet Printer Cartridge 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](http://www.statehealthsocietybihar.org))

#### Eligibility Criteria:

Tenders in one large envelope marked as "Bid for Supply of A4 Paper & 12A HP Laser Jet Cartridge" containing two separate sealed envelopes.

1) Envelope 'A' marked with "Technical Bid for Supply of A4 Paper & 12A HP Laser Jet Cartridge"

2) Envelope 'B' marked with "Financial Bid for Supply of A4 Paper & 12A HP Laser Jet Cartridge 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 10 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 as below:

<b>Format for Financial Bid</b>				
<b>SN</b>	<b>List of Stationery Items</b>	<b>Unit</b>	<b>Rates Inclusive of all the taxes</b>	
			<b>(In Figure)</b>	<b>(In Words)</b>
1	A4 Size Paper 75 GSM - Century	Per Pkt		
2	A4 Size Paper 75 GSM - JK	Per Pkt		
3	A4 Size Paper 75 GSM - Modi	Per Pkt		
4	Printer Cartridge Toner - 12A - HP Laser Jet 1020	Per Piece		
5	Printer cartridge - 49A HP Laser Jet	Per Piece		
6	Fax Roll Eligango F-223 - ODDY	Per Piece		

#### 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. **Approx annual consumption of A4 paper is 2000 packets, 12 A cartridge is 150 Pcs, 49 A cartridge is 6 Pcs & Fax roll is 100.**
2. Selected party will have to submit Rs 20000/- (Twenty 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 22<sup>nd</sup> February 2010 (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**