



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 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](http://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. Copy of PAN card.
4. Audited Statement of Accounts for the last three years.
5. Average annual turnover of Rupees Five Lacs per year for the last three years. Audited statement of account for the last three years (Balance Sheet, Receipt & Payment Account, Profit & Loss Account, and Income-Expenditure Account) (No C.A. certificate will be accepted.)
6. 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 31.03.2012. 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 23<sup>rd</sup> March 2011 (3 PM) through Registered Post/ Speed Post. The bid shall be opened on same day (3.30 PM) 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 HK, Tel no.0612-2281545 during office hours on all working days.

**Executive Director**

**STATE HEALTH SOCIETY BIHAR**

<u>SN</u>	<u>List of Stationery Items</u>	<u>Unit</u>	<u>Rate (Rs) Inc. of all taxes</u>
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	DVD - General (HP/Moser Bear)	Pack of 10 Pcs	
8	Fly Leaf - Raj 777	Per Piece	
9	My Clear Bag Button Type Folder - Solo MC 112	Per Piece	
10	L - Shaped Folder A4 Size - Solo CH101	Per Piece	
11	Index File FS Size - Plastic Coated - Solo LA512	Per Piece	
12	File Guard (Board File)	Per Piece	
13	Paper Flag - Corporate 3 Pads of 25mmX75mm	Per Piece	
14	Write On Slip/Pad - Corporate (3X3)	Per Piece	
15	Spiral Pad Matrix - 160 pages/ 21.6 X 14 cm	Per Piece	
16	Writing Pad No 8 - Oddy	Per Piece	
17	Conference Pad - size 21 X 14.8 cm- Papercraft	Per Piece	
18	Short Hand Copy - Monaf	Per Piece	
19	2Q Fancy Deluxe General Register- Monaf/Priya	Per Piece	
20	4Q Fancy Deluxe General Register- Monaf/Priya	Per Piece	
21	4Q Fancy Stock Register- Monaf/Priya	Per Piece	
22	4Q Fancy Despatch Register- Monaf/Priya	Per Piece	
23	4Q Fancy Letter Receiving Register- Monaf/Priya	Per Piece	
24	4Q Fancy Cash Book Double Column-Monaf/Priya	Per Piece	
25	4Q Fancy Ledger Book- Monaf/Priya	Per Piece	
26	Vehicle Log Book	Per Piece	
27	Thick Note Sheet Pad (100 Sheets)	Per Pad	
28	Signature Pad - Monaf with 20 sheets	Per Piece	
29	Hi-Lighter (Text Liner) - Faber Castell	Per Piece	
30	OHP Marker- Luxor- 969	Per Piece	
31	Reynolds Pen 045	Per Piece	
32	Pilot Pen Hi tec Point 0.5	Per Piece	
33	Pilot Pen Hi tec Point V5	Per Piece	
34	Short hand pencil - Apsara	Per Piece	
35	Eraser Apsara Jumbo	Per Piece	
36	Tube Gum 30ml - Fevigum	Per Tube	
37	Fevicol Tube-25gm	Per Piece	
38	Bottle Gum 700 ml - Camel	Per Bottle	
39	File Tag	Per Bunch	
40	Gems Clip Plastic- ODDY (pack of 50 pcs)	Per Pkt	
41	Fevi Stick - 15gm	Per Piece	
42	Stamp Pad faber - Castell 88X54 mm	Per Piece	
43	Erazex Correction Fluid & Diluter - 15 ml each - Kores	Per Piece	
44	Brown Tape (Roll-2")- 50Mtr. - Wonder	Per Piece	
45	Calculator 12 Digit - Casio MJ 120 TW	Per Piece	
46	T Pin Push Pin- ODDY- TP50G	Per Pkt	
47	Binder Clip 32 mm- Solo	Per Piece	
48	Deluxe Pencil Cup Stand No 1704- Omega	Per Piece	
49	Paper Cutter Snap off cutter Big No 1793 - Omega	Per Piece	
50	Wonder Paper Tray	Per Piece	
51	Stapler 10 No - Kangaroo	Per Piece	
52	Stapler HP 45 - Kangaroo	Per Piece	
53	Stapler Pin No 10 - Kangaroo	Per Piece	
54	Stapler Pin No 24/6 - Kangaroo	Per Piece	
55	Paper Punching Machine Single- Kangaroo	Per Piece	
56	Paper Punching Machine Double- Kangaroo DP 520	Per Piece	
57	Scissor Kangaroo-KC202	Per Piece	
58	Pen Drive 4 GB - Kingston/Transcend	Per Piece	
59	Fax Roll Eligango F-223 - ODDY	Per Piece	
60	Fax Cartridge FX 9 for Canon	Per Piece	
61	Printer Cartridge Toner - 12A - HP Laser Jet 1020	Per Piece	
62	Printer cartridge - 10A for HP laserjet for 2300N	Per Piece	
63	Printer cartridge toner - 42A for HP LaserJet 4250/4350n	Per Piece	
64	Printer cartridge - 49A HP Laser Jet	Per Piece	
65 A	Printer cartridge - For HP 2600n Series- 6000A- B/W	Per Piece	

65 B	Printer cartridge - For HP 2600n Series- 6001A- Colour	Per Piece	
65 C	Printer cartridge - For HP 2600n Series- 6002A- Colour	Per Piece	
65 D	Printer cartridge - For HP 2600n Series- 6003A- Colour	Per Piece	
66 A	Cartridge/Toner Canon PG-810 B	Per Piece	
66 B	Cartridge/Toner Canon PG-810 C	Per Piece	
67	Dustbin - Wonder Pedal 505	Per Piece	
68	Cloth Duster- Orange - approx 15"X20"- Cotton/Khadi	Per Piece	
69	Floor Duster- approx- 20"X20"- Cotton/Khadi	Per Piece	
70	Room Freshner- Premium 160 Gm	Per Piece	
71	Colin - 500 ML	Per Piece	
72	Acid 5 Ltr - Good Quality	Per 5 Ltr	
73	Phenyle - Centroma	Per 5 Ltr	
74	HIT Mosquito/ Flies Killer-500 ML	Per Piece	
75	Odonil-75 gm	Per Piece	
76	Dettol Liquid Hand Wash-250 ML	Per Piece	
77	Good Night Advance Mosquito Machine	Per Piece	
78	Good Night Advance Mosquito Refill - 45MI	Per Piece	
79	Tube Light 40 W- Bajaj	Per Piece	
80	CFL - Orpat - 36 W	Per Piece	