



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)

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 for one year from the date of execution of agreement. On successful & satisfactory supply of materials, the term of the contract may be extended for further one year after obtaining approval of the competent authority.
2. 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 (subject to maximum of 10% of the rates of material supplied). 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.
3. Selected party will have to submit Rs 30000/- (Thirty Thousand Only) as Performance Guarantee.
4. TDS shall be deducted at prescribed norms on the payable amount if applicable.
5. 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 30 August 2011 (3 PM) through Registered Post/ Speed Post. The bid shall be opened on same day (4.00 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	DVD - R/W (HP/Moser Bear)	Pack of 10 Pcs	
9	Fly Leaf - Raj 777	Per Piece	
10	My Clear Bag Button Type Folder - Solo MC 112	Per Piece	
11	L - Shaped Folder A4 Size - Solo CH101	Per Piece	
12	Index File FS Size - Plastic Coated - Solo LA512	Per Piece	
13	File Guard (Board File)	Per Piece	
14	Paper Flag - Corporate 3 Pads of 25mmX75mm	Per Piece	
15	Write On Slip/Pad - Corporate (3X3)	Per Piece	
16	Spiral Pad Matrix - 160 pages/ 21.6 X 14 cm	Per Piece	
17	Writing Pad No 8 - Oddy	Per Piece	
18	Conference Pad - size 21 X 14.8 cm- Papercraft	Per Piece	
19	Short Hand Copy - Monaf/Priya	Per Piece	
20	2Q Fancy Deluxe General Register- Monaf/Priya	Per Piece	
21	4Q Fancy Deluxe General Register- Monaf/Priya	Per Piece	
22	4Q Fancy Stock Register- Monaf/Priya	Per Piece	
23	4Q Fancy Despatch Register- Monaf/Priya	Per Piece	
24	4Q Fancy Letter Receiving Register- Monaf/Priya	Per Piece	
25	4Q Fancy Cash Book Double Column-Monaf/Priya	Per Piece	
26	4Q Fancy Ledger Book- Monaf/Priya	Per Piece	
27	Vehicle Log Book	Per Piece	
28	Thick Note Sheet Pad (100 Sheets)	Per Piece	
29	Signature Pad - Monaf with 20 sheets	Per Piece	
30	Hi-Lighter (Text Liner) - Faber Castell	Per Piece	
31	OHP Marker- Luxor- 969	Per Piece	
32	Agni Gel Pen	Per Piece	
33	Reynolds Pen 045	Per Piece	
34	Pilot Pen Hi tec Point 0.5	Per Piece	
35	Pilot Pen Hi tec Point V5	Per Piece	
36	Pilot Pen - V Pen	Per Piece	
37	Short hand pencil - Apsara	Per Piece	
38	Eraser Apsara Jumbo	Per Piece	
39	Steel Scale Big	Per Piece	
40	Tube Gum 30ml - Fevigum	Per Tube	
41	Fevicol Tube-25gm	Per Piece	
42	Fevi Stick - 15gm	Per Piece	
43	Bottle Gum 700 ml - Camel	Per Bottle	
44	File Tag	Per Bunch	
45	Gems Clip Plastic- ODDY (pack of 50 pcs)	Per Pkt	
46	Stamp Pad faber - Castell 88X54 mm	Per Piece	

47	Erazex Correction Fluid & Diluter - 15 ml each - Kores	Per Piece	
48	Brown Tape (Roll-2")- 50Mtr. - Wonder	Per Piece	
49	Calculator 12 Digit - Casio MJ 120 TW	Per Piece	
50	T Pin Push Pin- ODDY- TP50G	Per Pkt	
51	Binder Clip 32 mm- Solo	Per Piece	
52	Deluxe Pencil Cup Stand No 1704- Omega	Per Piece	
53	Paper Cutter Snap off cutter Big No 1793 - Omega	Per Piece	
54	Wonder Paper Tray	Per Piece	
55	Stapler 10 No - Kangaroo	Per Piece	
56	Stapler HP 45 - Kangaroo	Per Piece	
57	Stapler Pin No 10 - Kangaroo	Per Piece	
58	Stapler Pin No 24/6 - Kangaroo	Per Piece	
59	Paper Punching Machine Single- Kangaroo	Per Piece	
60	Paper Punching Machine Double- Kangaroo DP 520	Per Piece	
61	Scissor Kangaroo-KC202	Per Piece	
62	Pen Drive 4 GB - Kingston/Transcend	Per Piece	
63	Fax Roll Eligango F-223 - ODDY	Per Piece	
64	Fax Cartridge FX 9 for Canon	Per Piece	
65	Printer Cartridge Toner - 12A - HP Laser Jet 1020	Per Piece	
66	Printer cartridge - 10A for HP laserjet for 2300N	Per Piece	
67	Printer cartridge toner - 42A for HP LaserJet 4250/4350n	Per Piece	
68	Printer cartridge - 49A HP Laser Jet	Per Piece	
69	Printer cartridge - For HP 2600n Series- 6000A- B/W	Per Piece	
70	Printer cartridge - For HP 2600n Series- 6001A- Colour	Per Piece	
71	Printer cartridge - For HP 2600n Series- 6002A- Colour	Per Piece	
72	Printer cartridge - For HP 2600n Series- 6003A- Colour	Per Piece	
73	Cartridge/Toner Canon PG-810 B	Per Piece	
74	Cartridge/Toner Canon PG-810 C	Per Piece	
75	Dustbin - Wonder Pedal 505	Per Piece	
76	Cloth Duster- Orange - approx 15"X20"- Cotton/Khadi	Per Piece	
77	Floor Duster- approx- 20"X20"- Cotton/Khadi	Per Piece	
78	Room Freshner- Premium 160 Gm	Per Piece	
79	Colin - 500 ML	Per Piece	
80	Harpic - 500 ML	Per Piece	
81	Acid 5 Ltr - Good Quality	Per 5 Ltr	
82	Phenyle - Centroma	Per 5 Ltr	
83	HIT Mosquito/ Flies Killer-500 ML	Per Piece	
84	Odonil-75 gm	Per Piece	
85	Dettol Liquid Hand Wash-250 ML	Per Piece	
86	Good Night Advance Mosquito Machine	Per Piece	
87	Good Night Advance Mosquito Refill - 45MI	Per Piece	
88	Tube Light 40 W- Bajaj	Per Piece	
89	CFL - Orpat - 36 W	Per Piece	
90	CFL - Orpat - 100 W	Per Piece	