



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 also 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 or 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 31.12.14. 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/VAT shall be deducted at prescribed norms on the payable amount if applicable.
5. Selected agency will be required to provide one sample of each item which will be returned after the tender period is over.
6. In case of non supply/ delayed supply from L1 empanelled agency, SHSB reserves the right to purchase items from any other empanelled agency.

The last date for submitting the complete tender document is 4 February 2013 (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