



Government of Bihar  
Department of Health

# State Health Society, Bihar

Pariwar Kalyan Bhawan, Sheikhpura, Patna-14



## **Short Term Tender Notice for Supply of Various Cartridges**

Sealed bids are invited from the Makers, authorized distributors and suppliers for supply of 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. Last date for submitting the complete tender document is 31-03-2015 (3:00 PM) through Registered Post/ Speed Post. The bid shall be opened on same day (4 PM) at SHSB in the presence of the parties those who wish to participate. The bidder or their representatives must bring **proper Photo Identity proof and authorization letter from makers/ agencies**. SHSB reserves the right to accept or reject any offer/all offers without assigning any reason. For all enquiries the interested agencies may contact Con- I/c HK, Mobile no. 9470003000 during office hours on all working days. Details of the tender can be obtained from our website ([www.statehealthsocietybihar.org](http://www.statehealthsocietybihar.org)).

### **1. Minimum Eligibility Criteria along with list of documents to be submitted in Cover 'A' (Technical Bid)**

Bidders should meet the following criteria to be eligible for bidding *and relevant papers/documents must be submitted by them in their technical bid in support of their eligibility for the tender.*

- a) Agencies which have been Blacklisted/debarred by Central Government/Any State Government/Semi Govt. Organization are barred from participating in this tender. Their bids will not be considered.
- b) Requisite document showing three years of market standing as Cartridge supplier.
- c) Copy of VAT Registration Number of the agency.
- d) Copy of PAN Card of the agency.
- e) Self attested certificate of authorized suppliers/distributors of HP Laser Jet printer cartridge issued by the manufacturer.
- f) A minimum turnover of Eight Lacs for last three year each and Average annual turnover should be of Rupees Ten Lacs (10 Lacs) for the last three financial years 2011-12, 2012-13 and 2013-14. Last three financial years Audit report by duly qualified by Chartered Accountant showing details (balance sheet, receipt & payment, profit & loss, income & expenditure sheet) of their annual turnover should be submitted. Auditor/C.A. Certificate of turn over will not be accepted.
- g) Income tax return for last three assessment year i.e. 2012-13, 2013-14, 2014-15
- h) Bidder shall submit an affidavit sworn before First Class Magistrate/Notary stating that "the company has not been blacklisted/debarred by the Central Government/Any State Government/Semi Govt. Organization.
- i) Bidders will be required to deposit a demand draft of Rs. 25,000 (Twenty Five Thousand only) as EMD favouring Executive Director, State Health Society, Bihar.
- j) The tender documents should be signed by the tenderer and attested by the Notary in all pages with office seal and should be serially numbered.
- k) Forwarding letter indicating clearly the list of enclosures (a to k) as given in Para-1 above.

## **2. Financial Bid, Marked as Cover ‘B’:**

Financial bid should be given in the format as below:

<b>SN</b>	<b>Description</b>	<b>Price in Rs (Figure)</b>	<b>Price in Rs (Word)</b>
1	Printer Cartridge-88A-HP Printer P1007 Per Pc		
2	Printer Cartridge-12A-HP Printer P1020 Per Pc		
3	Printer Cartridge-CB-540A-HP Printer CP 1515N Per Pc		
4	Printer Cartridge-CB-541A-HP Printer CP 1515N Per Pc		
5	Printer Cartridge-CB-542A-HP Printer CP 1515N Per Pc		
6	Printer Cartridge-CB-543A-HP Printer CP 1515N Per Pc		
7	Printer Cartridge-CB-316ZZ-HP Printer 862 Black Per Pc		
8	Printer Cartridge-CB-318ZZ-HP Printer 862 Cyan Per Pc		
9	Printer Cartridge-CB-319ZZ-HP Printer 862 Magenta Per Pc		
10	Printer Cartridge-CB-320ZZ-HP Printer 862 Yellow Per Pc		
11	Printer Cartridge-CE110A-HP Printer CP 1025 Black Per Pc		
12	Printer Cartridge-CE311A-HP Printer CP 1025 Cyan Per Pc		
13	Printer Cartridge-CE312A-HP Printer CP 1025 Yellow Per Pc		
14	Printer Cartridge-CE313A-HP Printer CP 1025 Magenta Per Pc		

**Note :- Price List/ MRP List/Trade Price List for those item must be enclosed with the Financial Bid.**

**3. Submission Requirements** : Interested eligible agencies, wishing to participate in the tender may submit their bids in a large envelop marked “**Tender bid for Supply of Various Cartridges**”. This large envelop will contain two separate sealed envelopes—one **marked as Cover ‘A’ for technical bid** and another **marked as Cover ‘B’ for financial bid should be submitted in separate envelops and should be marked as stated above.**

## **4. Terms & Conditions:**

1. Rates quoted must be inclusive of all taxes and shall be valid till 31.03.16. Quoted price should not exceed beyond MRP.
2. The supply at SHS office should be made maximum within 10 days of receipt of supply order (excluding holiday) failing which a penalty @ of 1/2% (half percent) 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 to this office for which no other charges will be given.
3. Penalty in any term will be imposed (as decided by SHSB) for non compliance of work order. The items supplied should be as per specification of tender.
4. The successful tender shall have to furnish a suitable Performance Security of an amount Rs. 50,000/- (Fifty Thousand Only) in the form of Bank Guarantee at the time of signing of the Agreement. The proceeds of their Performance Security shall be payable to the SHSB as compensation for failure to fulfill its obligation under the contract or for making delay in the completion of obligations under the contract. The security deposit amount shall not carry any interest and is shall be valid till 60 days beyond the end of the period of the contract.
5. TDS shall be deducted at prescribed norms on the payable amount if applicable.
6. If the agency denies/withdraw/refuses to accept the work after it selection as successful bidder, the EMD deposited will be forfeited. In the same manner if it refuses to carry out the work so allotted

after signing the Agreement, the Performance security will be forfeited and steps for blacklisting/debarring may be taken.

6. Jurisdiction of any dispute is Patna only.

\*\* Note: Approx annual consumption of 88 A cartridges is 250 Pcs and for others it is around 10 Pcs.

### **5. Deadline for Submission of Bids-**

The technical and financial bids, in separate sealed envelopes may be sent, to “**The Executive Director, State Health Society Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800 014**”. The bids must reach the office of the undersigned latest by **3:00 P.M. on or before 31.03.2015** through Registered/Speed Post. Bids received after deadline, would not be entertained and considered as a valid tender bid. **No bid will be accepted directly or by hand.** SHSB will not be responsible for postal delay. In the event of the specified deadline of submission of bid being declared a holiday, the bid shall be received on the next working day.

### **6. Opening of Bids –**

Technical bid shall be opened at **4 PM on last date of submission of tender (i.e.31.03.2015)** in the presence of bidders or their authorized representatives who desire to be present. Participating authorized representatives must bring proper authority letter of the company and identity proof with them. Without authority letter from the company, the representative will not be allowed to participate in the meeting. After opening of the bids, all opened technical bids shall be evaluated by a committee on technical grounds. Financial bid of only those bidders will be opened, whose technical bids are found eligible by the Technical Core Committee. Financial Bid will be opened in the presence of bidders or their authorized representatives. The date of opening of financial bid will be informed to the Technically Qualified bidders.

**7. Display of qualified/disqualified bidder on SHSB website:** Bidders should visit SHSB website- <http://statehealthsocietybihar.org> regularly for information regarding status on qualification/disqualification of their bid and for other related information.

**8.** The decision of the State Health Society Bihar shall be final, and no enquiries, or application for review, shall be entertained. **The State Health Society Bihar reserves the right to amend any of the conditions, if required or cancel or reject all or any bid/tender without assigning any reason.**

For details, please contact Phone – 0612-2281545, 2290328, 9470003000 (I/c Housekeeping, SHSB)

**Executive Director  
State Health Society, Bihar**