



बिहार सरकार

Dept. Of Health  
Govt. Of Bihar

## **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/other 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](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. Copy of VAT Registration Certificate.
3. Self attested copy of PAN card.
4. Audited Statement of Accounts for the last three years. i.e. 2014-15, 2013-14 & 2012-2013
5. Average annual turnover of Rupees **5 Lacs (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 in this regards.)
6. Demand Draft/ Bankers Cheque of Rs. 20,000/- (Twenty Thousand Only- Refundable-in case of not being selected) as earnest money in favour of State Health Society, Bihar. Earnest money of non selected agency shall be returned without any interest after finalization of tender.
7. A self attested copy of ITR (Income Tax Return) for last three assessment year i.e. 2015-16, 2014-15, 2013-14.
8. An affidavit sworn before the executive magistrate about not blacklisted by any organization/Institution/Dept. of State Govt/Govt. of India or any other agency.

#### **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 levies and duties etc and shall be valid till 31.06.17. 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 7 days or **as and when required** of receipt of supply order failing which a penalty @ 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 up to the office (Destination for supply) 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 security deposit/Performance Security in the form of Bank Guarantee from any commercial Bank/Nationalized bank whose validity should be till Dec. 2017.
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 before supply for its verification up to the specification as required 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 on the same rate.
7. Regarding tender process SHSB shall reserved the right for the cancellation of the tender at any stage.
8. Successful bidders earnest money will be returned without any interest after receipt of performance security from the bidder.
9. Selected agency if after acceptance of offer letter (LOI) intended not to proceed further or avoided to sign the agreement within the specified period and in that case, the earnest money of the selected agency shall be encashed/forfeited and the agency shall also be liable for blacklisting.
10. The tender inviting authority without any other contractual right and remedy shall terminate the contract in whole or in part if the selected agency fails to perform service specified in the contract or any contractual obligation and the firm shall also be blacklisted with forfeiture of performance security and this apart, the agency after signing the agreement withdraws or intended not to proceed further or derogates from the tender condition, the performance security in that case also shall be forfeited and the agency shall be blacklisted. The earnest money in that case shall also be forfeited.
11. In case of any dispute arising out of terms and condition of the tender, the same shall be dissolved mutually first and if fails it shall be returned from either party for its dissolution in terms of Arbitration proceed when the Patna Jurisdiction.

**The last date for submitting the complete tender document is 12.04.2016 (3 PM) through Registered Post/ Speed Post. The bid shall be opened on same day (04.00 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. 9470003000 during office hours on all working days.

**Executive Director**

## List of Items

SN	List of Stationery Items	Unit	Rate in Figurs	Rate in Words
1	A4 Size Paper 75 GSM - Century	Per Pkt		
2	A4 Size Paper 75 GSM - JK	Per Pkt		
3	FS Size paper 75 GSM - Century	Per Pkt		
4	Envelope (10" x 4.5")- White- Taj Mahal	Pack of 100 Pcs		
5	Envelope - A4 Size - Plastic Coated	Pack of 100 Pcs		
6	Envelope - AS Size - Plastic Coated	Pack of 100 Pcs		
7	CD - General (HP/Moser Bear)	Pack of 100 Pcs		
8	CD - R/W (HP/Moser Bear)	Pack of 10 Pcs		
9	DVD - General (HP/Moser Bear)	Pack of 10 Pcs		
10	DVD - R/W (HP/Moser Bear)	Pack of 10 Pcs		
11	Fly Leaf - Raj 777	Per Piece		
12	My Clear Bag Button Type Folder-MC 212- Solo	Per Piece		
13	Executive Document Case DC 107-Solo	Per Piece		
14	L - Shaped Folder A4 Size-CH101-Solo	Per Piece		
15	Index File FS Size-Plastic Coated- LA512-Solo	Per Piece		
16	Report Cover (Strip File-RC-002)- Solo	Per Piece		
17	Secure Companion File-CC103- Solo	Per Piece		
18	File Guard (Board File)	Per Piece		
19	Paper Flag - Corporate 3 Pads of 25mmX75mm	Per Piece		
20	Write On Slip/Pad - Corporate (3X3)	Per Piece		
21	Spiral Pad Matrix - 160 pages/ 21.6 X 14 cm	Per Piece		
22	Writing Pad No 8 - Oddy	Per Piece		
23	Conference Pad - size 21 X 14.8 cm-ITC	Per Piece		
24	Short Hand Copy - Monaf/Priya	Per Piece		
25	1Q Fancy Deluxe General Register- Monaf/Priya	Per Piece		
26	2Q Fancy Deluxe General Register- Monaf/Priya	Per Piece		
27	4Q Fancy Deluxe General Register- Monaf/Priya	Per Piece		
28	4Q Fancy Stock Register- Monaf/Priya	Per Piece		
29	4Q Fancy Despatch Register- Monaf/Priya	Per Piece		
30	4Q Fancy Letter Receiving Register- Monaf/Priya	Per Piece		
31	4Q Fancy Cash Book Double Column-Monaf/Priya	Per Piece		
32	4Q Fancy Ledger Book- Monaf/Priya	Per Piece		
33	Vehicle Log Book-Milan-Hard Bond Index Copy-160 Page Approx	Per Piece		
34	Thick Note Sheet Pad (100 Sheets)	Per Piece		
35	Hi-Lighter (Text Liner) - Faber Castell	Per Piece		
36	OHP Marker- Luxor- 969	Per Piece		
37	Agni Gel Pen	Per Piece		
38	Reynolds Pen 045	Per Piece		
39	Reynolds Racer Gel Pen	Per Piece		
40	Pilot Pen Hi tec Point 0.5	Per Piece		
41	Pilot Pen Hi tec Point V5	Per Piece		
42	Parker Beta Roller Pen (Golden TIP)	Per Piece		
43	Short hand pencil - Apsara	Per Piece		
44	Apsara Pencil Extra Dark	Per Piece		
45	Eraser Apsara Jumbo	Per Piece		
46	Apsara Sharpner	Per Piece		
47	Steel Scale Big	Per Piece		
48	Tube Gum 30ml - Fevigum	Per Tube		
49	Fevicol Tube-25gm	Per Piece		
50	Fevi Stick - 15gm	Per Piece		
51	Bottle Gum 700 ml - Camel	Per Bottle		
52	File Tag-Nylon	Per Bunch		
53	Gems Clip Plastic- ODDY (pack of 50 pcs)	Per Pkt		
54	Stamp Pad faber - Castell 88X54 mm	Per Piece		
55	Erazex Correction Fluid & Diluter - 15 ml each - Kores	Per Piece		
56	Correction Pen-Kores	Per Piece		
57	Cello Tape (Roll-1/5")-50 Mtr.-Wonder	Per Piece		
58	Cello Tape (Roll-2")-50 Mtr-Wonder	Per Piece		
59	Brown Tape (Roll-2")- 50Mtr- Wonder	Per Piece		
60	Calculator 12 Digit - Casio MJ 120 TW	Per Piece		
61	Damper-Oddy	Per Piece		
62	T Pin Push Pin- ODDY- TP50G	Per Pkt		
63	Binder Clip 15 mm-oddy	Per Piece		
64	Binder Clip 19 mm-oddy	Per Piece		
65	Multi Pen Holder-DS-101- Solo	Per Piece		
66	Multi Pen Station-DS-201- Solo	Per Piece		
67	Paper Cutter Big-Natraj	Per Piece		
68	Paper Tray-TR-112- Solo	Per Piece		
69	Wonder-Paper Tray	Per Piece		
70	Stapler 10 No - Kangaroo	Per Piece		
71	Stapler HP 45 - Kangaroo	Per Piece		
72	Stapler Pin No 10 - Kangaroo	Per Piece		
73	Stapler Pin No 24/6 - Kangaroo	Per Piece		
74	Paper Punching Machine Single- Kangaroo	Per Piece		
75	Paper Punching Machine Double- Kangaroo DP 520	Per Piece		
76	Scissor Kangaroo-KC301	Per Piece		
77	Pen Drive 4 GB - Kingston/Transcend	Per Piece		
78	Fax Roll Eligango F-223 - ODDY	Per Piece		
79	Dustbin - Wonder Pedal 505	Per Piece		
80	Duster-approx- Big Size 36x36 Cotton	Per Piece		
81	Glass Duster-approx- 22"X22"- Cotton	Per Piece		
82	Floor Duster- approx- 20"X20"- Cotton/Khadi	Per Piece		
83	Ambipur (Car) Refill (7ml)	Per Piece		
84	Room Freshner- Premium 160 Gm	Per Piece		
85	Colin - 500 ML	Per Piece		
86	Harpic - 500 ML	Per Piece		
87	Phenyle-Centroma	Per 5 Ltr		
88	Dettol Liquid Hand Wash-250 ML	Per Piece		
89	Odonil-75 gm	Per Piece		
90	Nepthalene Ball-Half Kg	Per Packet		

## List of Items

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91	Lifebuoy Shop-100 gm	Per Piece		
92	Vim Bar-125 gm	Per Piece		
93	Scotch Bright-7.5cm x 10 cm	Per Piece		
94	Wheel Surf (1 Kg Pkt)	Per Kg		
95	HIT Mosquito/ Flies Killer-500 ML	Per Piece		
96	Good Night Advance Mosquito Refill - 45Ml	Per Piece		
97	Tube Light 40 W-Philips	Per Piece		
98	CFL - Orpat - 36 W	Per Piece		
99	CFL - Orpat - 100 W	Per Piece		
100	Bulb Philips-100 Wt	Per Piece		
101	Tube Light Set-Philips-(Electronics Chowk & Frame)	Per Piece		
102	Philips white LED Light 14 Wat	Per Piece		
103	Airwick Electrical Room Freshner Set	Per Piece		
104	Airwick Electrical Room Freshner Refill-15 ml	Per Piece		
105	Airwick Freshmatic Automatic Spray Set	Per Piece		
106	Airwick Freshmatic Automatic Spray Refill-250 ml	Per Piece		
107	Telephone Set-Beetel-(Secure)	Per Piece		
108	Bilt Year Book Diary -140x216 mm	Per Piece		
109	Bilt Year Book Diary -176x250 mm	Per Piece		
110	Water Bottle-Milton (Kool Lancer-1100)	Per Piece		
111	Office Glass-Treo-Vector (330ml 6 Pc Set)	Per Set		
112	Cup & Soucer Set-Royal Bengal (6 Pcs. Set-Bone China-White & Plain with golden lining)	Per Set		
113	Quarter Plate Bone China (6 Pcs Set)	Per Set		
114	Signature Pad - Monaf with 20 sheets	Per Piece		
115	Fax Cartridge-FX 9-Canon	Per Piece		
116	Cartridge/Toner Canon PG-810 B	Per Piece		
117	Cartridge/Toner Canon PG-811 C	Per Piece		
118	Sanitary Cleaner	Per 5 Ltr		
119	Good Night Advance Mosquito Machine	Per Piece		
120	Mouse USB Logitech-M100	Per Piece		
121	Keyborad Logitech K120	Per Piece		
122	UPS Microtech Double Battery	Per Piece		
123	UPS Battery	Per Piece		
124	Rexine File (Belhar 2109)	Per Piece		
125	Office Bag	Per Piece		
126	Extension Cord Orpat 4mtr wire	Per Piece		
127	Belhar Dlx CF 102	Per Piece		
128	Scketch Pen Faber Castle	Per Pkt		
129	Linc Lock 41 No	Per Piece		
130	AA Pencil Battery- Evereday	Per Piece		
131	AAA Remote Battery- Evereday	Per Piece		
132	Torch Evereday Geep Double Battery	Per Piece		
133	Flask 1ltr Eagle gold slic 1000	Per Piece		