

**Government of Bihar**  
**Public Health Engineering Department**  
**Bihar State Water and Sanitation Mission**  
**(Training cum Research Centre PRANJAL)**  
#17, Patliputra Industrial Area, Patliputra, Patna-800013.  
Phone: 0612-227 3177; eMail: phed.pranjal@gmail.com

Notice No.: प्रा०/स्टेशनरी आपूर्ति-23/2022 - 25/

Dated ..08/08/2022

To,

All Prospect Bidders.

**Subject: - Quotation invitation for Supply of Stationary items-regarding.**

Sir,

Training cum Research Centre PRANJAL is the nodal unit of Public Health Engineering Department, Government of Bihar for implementing capacity building and knowledge management priorities of the Department. To meet the requirement of training programs, PRANJAL invites Quotations for Supply of miscellaneous stationary items. A list of such items which are required by this PRANJAL are given in the Annexure I attached herewith.

The details of items and quantity written in Annexure- I are for the purpose of arriving at the lowest Bidder only. This office does not give any Commitment at this stage about the quantity of various items, which may be required to be printed during the contract period.

In case you are interested in participating in the above said Tender process, you are requested to submit your Quotations under following system i.e. by submitting 2 separate sealed covers, - one for Technical Bid and the other for Financial Bid. Both these covers may be placed in a bigger envelop and on this bigger cover, the following may be super-scribed-

**“Quotations for Supply of office stationery items”**

The Tender may be addressed to Director, Training cum Research Centre PRANJAL, #17, Patliputra Industrial Area, Patliputra, Patna-800013 and these should reach this office by 26<sup>th</sup> August, 2022 up to 3.30 P.M. The Tenders received after due date time will not be considered and these will be returned unopened to the concerned Bidder.

The Technical Bids will be opened on the same day 4:00 P.M. on 26<sup>th</sup> August, 2022. One representative of the Tendering firm can attend the opening of the Technical Bids. The Financial bids of only those bidders will be opened who qualify the Technical Bids.

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### **Eligibility Conditions-**

- The firm should have experience of at least 3 year in the field of supply of miscellaneous stationary items.
- The turn-over of the firm during the last 3 years should be sum of Rs. 10 lakh or above.
- The firm should be having PAN number and it should be registered with the concerned tax authorities like GST etc.
- It should not be black listed by the government department or any PSU. A self-undertaking in this regard may be attached with Technical Bid.

Note: - Documents in support of their experience, turnover and registration with Tax authorities may be attached with Technical Bid.

### **Selection Procedure-**

The firm which meets the minimum eligibility conditions and quoted the lowest rates shall be declared the Lowest Bidder and the work shall be awarded to him. *The lowest quote shall be determined by arriving at the lowest rate in all items mentioned in the prescribed format. In case 2 or more firm quote the same rate or make a written submission to supply as per the rate of L1 agency without any pre-condition, all those firms would be empaneled and each firm will get maximum limit of work order amount Rs. 5.00 lakh in year.* The decision of the Tender Committee shall be final in this regard.

The rates quote by selected firm/s will be **valid a period of 24 months** from the date of issuance of the work order/empanelment letter.

*The item shown in this quotation are not liable to supply at time. It's totally need based estimation of requirement considering the activities of this office. The listed item's requirement may increase or decrease or new requirements. In case of new requirement, the MRP amount of that item would be the upper limit of payment. The submission of quotation will not place this office under any obligation to place the order with your firm and expensed incurred by your firm in this regard will not be payable by this office.*

An Earnest Money Deposit (EMD) of an amount of Rs. 50,000/- is required to be submitted with the Technical Bids and this EMD may be in the form of Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any scheduled/commercial Bank. The EMD may be drawn in favour of **Training cum Research Centre PRANJAL**, and it should be payable at Patna. Quotations submitted without the EMD shall not be considered as valid.

Cost of bid document is Rs. 1000/- may be in the form of Demand Draft from any scheduled/commercial Bank. The cost of bid document may be drawn in favour of **Training cum Research Centre PRANJAL**, and it should be payable at Patna. Quotations submitted without the cost of bid document shall not be considered as valid.

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The Technical Bid should be accompanied with the details of GST Number, contact address with Telephone number and email ID. A copy each of these documents may also be attached with the Technical Bid.

The Tender Notice is also available on this PHE Department's website <https://state.bihar.gov.in/phed/CitizenHome.html> and on the notice board of PRANJAL Office.

The quotations not sent in the manner indicated above would be liable to be rejected.

In case your firm is declared as lowest. Bidder and this Tender is awarded to your firm, if your firm's bank out after the award of work, in addition to the forfeiture of the EMD, this office shall black list your firm for the period of one year from participating in the tender process of this office.

The items/articles/material will be required to be delivered free of cartage at the PRANJAL's office at address mentioned above.

In case your rates are approved and you are asked to supply the materials, you will be required to supply the same within given time period. In case of delay on the part of your firm, liquidated damage charges at the rate of 1% of total value of the Order per day will be imposed.

The PRANJAL reserves the right to reject all or any of the quotations without assigning any reason. Any further details, if required, may be obtained from Account cum Correspondence Assistant, PRANJAL on any working day.

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8/8/2022

(M S Jawaid)

Director.

Tel: - 0612 2273177

1. IT Manager, PHED with the request to post at department website.
2. Account cum Correspondence Assistant, PRANJAL to paste at PHE Department and PRANJAL office notice board.



**Annexure-I****PROFORMA FOR FINANCIAL BID****(TO BE PUT IN SEPARATELY UNDER SEALED COVER)**

1. Name of the Company, address, etc.

2. Details of rate quoted:

Note: No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting is liable to be disqualified.

S#	DESCRIPTION OF MATERIAL	SPECIFICATION	UNIT	RATE	GST@
1	Ruled Register (Good Quality)	192 Pages	Nos		
2	Ruled Register (Good Quality)	280 Pages	Nos		
3	Ruled Register (Good Quality)	400 Pages	Nos		
4	Classmate Register	192 Pages	Nos.		
5	Ball Pen Butterflow		Nos		
6	Butterflow Ball Pen Refill		Nos		
7	Uniball Pen	All Colour	Nos.		
8	Uniball Pen Refile		Nos.		
9	Ball Pen	Reynolds	Nos		
10	Reynold Refill	Reynold	Nos		
11	Reynold Refill Jetter Pen=30	Reynold	Nos		
12	Red Gel Pen (Reynolds Racer)	Reynold	Nos		
13	Refile Gel		Nos		
14	Parker Refill (Roller)		Nos		
15	Paper A-4 (White/Blue/Red/Yellow)	Century/JK 70Gsm	Rim		
16	Paper Legal (White/Blue/Red/Yellow)	Century/JK 70Gsm	Nos		
17	Paper A-3	Century/JK 70Gsm	Nos		
18	Carbon paper	Kores Safire	Box		
19	Cello Tape	2"/65mtr	Roll		
20	Cello Tape Brown	2"/65mtr	Roll		
21	Cello Tape 1".		Nos		
22	Paper Tape 1" 35Mtr		Roll		
23	Masking Tape 1"		Rolls		
24	My Clear Bag	Button Folder	Nos		
25	Index File	Ordinary	Nos		
26	Voucher Index file	7"	Nos		
27	Imported Index File		Nos.		

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S#	DESCRIPTION OF MATERIAL	SPECIFICATION	UNIT	RATE	GST@
28	L-Folder	Handmade Paper	Nos		
29	Stick File 180 Micron	Plastic	Nos		
30	Stick File 180 Micron	Raxin	Nos		
31	PVC Report File		Nos		
32	Dak File		Nos.		
33	Tag File		Nos		
34	Blank CD	MoserBaer/Writex	Nos		
35	Board Marker	Erasable Luxor	Nos		
36	Calculator MJ 120 Casio		Nos		
37	Scientific Calculator Casino FX 991		Nos		
38	Jute Bag	Zip & pre-printed	Nos		
39	Jute Bag	Button & pre-printed	Nos		
40	Leather Bag	Zip & pre-printed	Nos		
41	Leather Folder	Zip & pre-printed	Nos		
42	Leather Folder	Button & pre-printed	Nos		
43	Cloth/Canvas Folder	Button/Zip	Nos		
44	Cloth/Canvas Bag	Button/Zip	Nos		
45	Designed Bag	Button/Zip	Nos.		
46	White Board	1' x 2'			
47	Box File Laminated		Nos		
48	Sharpner Natraj	20 Pcs/ Packet	Pkt		
49	Eraser Natraj		Pkt (20 Pcs)		
50	Fevi Stick 22Gm		Nos		
51	Fevi Stick 15Gm		Nos		
52	Highlighter Set	Multi color	Pkt/5pcs		
53	Paper Cutter Small		Nos		
54	Paper Cutter Large		Nos		
55	Pen Use & Through	Natraj	Nos		
56	White Board Marker	Luxor	Nos		
57	Ink for White Board Marker		Nos		
58	Pencile HB	Natraj	Pkt		
59	Pencile HB	Apsara	Pkt		
60	Permanent Marker	Luxor	Nos		
61	Permanent Marker Ink	Luxor	Nos.		

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S#	DESCRIPTION OF MATERIAL	SPECIFICATION	UNIT	RATE	GST@
62	Punching Machine DP 280 No.	Kangaroo	Nos		
63	Punching Machine DP 480 No.	Kangaroo	Nos		
64	Punching Machine DP 600 No.	Kangaroo	Nos		
65	Punching Machine DP-800 No.	Kangaroo	Nos.		
66	Plastic Scale 12"	Star Brand	Nos		
67	Scale Steel 12"	Star Brand	Nos		
68	SDI Clip 41mm	12 pcs/ pkt.	Nos		
69	SDI Clip 19mm	12 pcs/ pkt.	Nos		
70	SDI Clip 25mm	12 pcs/ pkt.	Nos		
71	SDI Clip 32mm	12 pcs/ pkt.	Nos		
72	Sketch Pen	Luer /	Pkt		
73	Stamp Pad	Big Ashoka	Nos		
74	Ink for Stamp pad		Nos		
75	Stapler HP 10No.	Kangaroo	Nos		
76	Stapler HP 15No.	Kangaroo	Nos		
77	Stapler HP 45 No.	Kangaroo	Nos		
78	Stapler Pin HP 10No.	Kangaroo	Box(20Pcs.)		
79	Stapler Pin HP 24 x 6 No.	Kangaroo	Box(20Pcs.)		
80	Paper Punching Machine DP-52	Kangaroo	Nos		
81	Paper Punching Machine DP-280	Kangaroo	Nos		
82	Paper Punching Machine DP-480	Kangaroo	Nos		
83	Paper Punching Machine DP-500	Kangaroo	Nos		
84	Paper Punching Machine DP-600	Kangaroo	Nos		
85	White Fluid Pen/ Whitener	Temple	Nos		
86	Writing Pad 33 No.	80 Sheets Citizen	Nos		
87	Writing Pad 44 no.	Family	Nos		
88	Writing Pad 44 no.	Family	Nos		
89	Spiral Pad (Normal Size)	Pre-printed	Nos		
90	Spiral diary A-4 Size		Nos		
91	Pocket Diary (Spiral)		Nos		
92	Glossy Paper A4 130GSM Citizen		Pkt		
93	Glossy Paper A3 130GSM Citizen		Pkt		
94	Printer Paper 803No (Triplicate)		Pkt		
95	Plain White Envelope 10"x4"		Nos		

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S#	DESCRIPTION OF MATERIAL	SPECIFICATION	UNIT	RATE	GST@
96	Green Tag		Pct		
97	Flag Colored (4color set)/prompt		pkt		
98	Day Book		pcs		
99	All Pin		Packet		
100	Mouse with keyboard (Logitech)		Nos		
101	Paper Weight		Nos.		
102	Pen Drive 8GB (Kensington)	8GB	Nos		
103	Pen Drive 16GB (Kensington)	16GB	Nos.		
104	Board Pin		Pkt		
105	Duster (Yellow/Orange)		Pcs		
106	HP Cartridge 711 Black		Nos		
107	HP Cartridge 711 Color		Nos		
108	HP Cartridge 680No. Color		Nos.		
109	HP Cartridge Refile HP-12A (New)		Nos.		
110	Gum Bottle (100ML)		Nos.		
111	Printer Cartridge LaserJet (.....)		Nos.		
112	White Board 3' x 4'		Nos		
113	Notice Board 3' x 4'		Nos		
114	Pen Stand Standard		Nos		
115	Writing Pad 33No		Nos		
116	Writing Note Pad		Nos		
117	Box File		Nos		
118	Cello Tape 1''		Nos		
119	Cello Tape 2''		Nos		
120	Marker Permanent		Nos		
121	Marker for White Board		Nos		
122	Envelop Yellow Printed A4		Nos		
123	Envelop Yellow Printed 43		Nos		
124	Envelop White Without Print A4		Nos		
125	Envelop White Without Print A3		Nos		
126	Envelop White Without Print 10'' X 14''		Nos		
127	Envelop Window White 10'' x 4.5''		Nos		
128	Coloured Flag 25mm		Nos		
129	Mouse Pad		Nos		

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S#	DESCRIPTION OF MATERIAL	SPECIFICATION	UNIT	RATE	GST@
130	Cobra File (Clip File)		Nos		
131	Pen Stand Standard		Nos		
132	Chart Paper (White/Black/Red/Yellow/Blue)				
133	Whip Card (White/Black/Red/Yellow/Blue)	1'x2'			
134	Double side tap (all sizes)		Nos		
135	Stick Note Paper (all sizes)		Nos		
136	Sketch Pen (Multi Colour Pack)		Nos		

Total:

Note: Order may place other vendor also by considering the above rates or lesser than and quality of material, we should not compromise in quality.

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8/8/22



**PROFORMA FOR TECHNICAL BID**

The details of the company are as under:

Name of the firm	
Contact Address with Telephone/Fax	
Good & Service Tax No.	
PAN Details	
Bid document cost detail	
EMD detail	

Signature: \_\_\_\_\_



## DECLARATION

Declaration letter on official letter head stating the following:

- (1) We are involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (2) We are not black-listed by any Central/State Government or Public Sector Undertaking in India.

Date:  
Place:  
Business Address

(Yours faithfully)  
(Signature of the Authorized person)  
Name:  
Designation:  
Seal: