

**Government of Bihar
Department of Mines & Geology**

Tender No.: 5924 dt. 09.09.26

SHORT-TERM TENDER

For the purpose of determining the rates of various materials required from time to time under the Department of Mines & Geology, sealed Tenders Containing Technical and Financial bids (in separate sealed envelopes) are invited from interested and eligible bidders, subject to the conditions mentioned below, from 12-09-2026 up to 03:00 PM on 30-09-2026. The Technical bids received will be opened before the Tender Committee at 04:00 PM on 01-10-2026, in the presence of bidder themselves or their authorized representatives.

(A) Terms and Conditions of the Technical Bid:-

1. An Earnest Money Deposit (EMD) of ₹1,00,000/- (Rupees One Lakh only) in the form of a Bank Draft in favour of "Under Secretary, Department of Mines & Geology, Bihar, Patna" must be enclosed with the Technical Bid. Otherwise, the bid will be rejected.
2. The bidder must attach a self-attested photocopy of the GST Registration Certificate. The bidders GST registration must be active.
3. A self-attested photocopy of the firm's PAN and Income Tax Return details (of Financial Year 2025-26) must be enclosed.
4. The bidder must submit Character Certificate issued by the Superintendent of Police/Senior Superintendent of Police.
5. The bidder must submit an affidavit that he/she will comply with all orders issued by the office and will supply the materials/render services as per the instructions received from the office.
6. The bidder must submit an affidavit stating that he/she has not been blacklisted anywhere by the Central Government / Government of Bihar / any Corporation/PSU, etc.
7. The bidder must submit an affidavit stating that all the terms and conditions of the bid are acceptable to his/her.

(B) Terms and Conditions of the Financial Bid:-

The bidder will quote the rates in the prescribed format only on its letterhead and submit the same. It has sometimes been observed that, with a view to succeeding in the bid, bidder quote abnormally low rates, at which it is practically not possible to execute the work. Therefore, along with this bid, indicative rates of all items have been enclosed. If any bidder quotes a rate for any item which is more than 10% below the indicative rate, the bidder will have to appear before the Tender Committee and provide justification for such rate. If the concerned item is found not as per

high quality/specification required by the office, such quoted rate will be rejected and the it will not be considered in the bid finalisation process.

(C) General Terms and Conditions of the Bid:

1. The bidder shall place the documents of the Technical and Financial Tenders in separate sealed envelopes, and both envelopes shall be placed inside one large envelope. The large envelope must bear the name, address and mobile number of the bidder. It must be submitted to the Additional Secretary, Department of Mines & Geology (Room No.-50), New Secretariat, Vikas Bhawan, Jawahar Lal Nehru Marg, Patna-800015, through post/by hand or through an authorized representative. Tenders received after the prescribed time will not be considered under any circumstances.
2. Only the financial bids of those bidders who qualify in the technical part will be opened. After opening the financial bid, the Tender Committee may conduct price/rate negotiation only with the L1 bidder.
3. Generally, the work/supply order will be issued to the L1 bidder. However, considering the importance, requirement and time-bound nature of the work, the office may get the work executed through any agency at the rate determined by the office.
4. No advance payment of any kind shall be made to the supplier along with the supply order.
5. Materials/Services will be generally required in Patna. However, based on requirement, office may require to supply/provide make these available at any place in Bihar.
6. The undersigned reserves the right to cancel or modify the tender at any time without assigning any reasons.


(Bharat Bhusan Prasad)
Additional Secretary
Mines & Geology Depart,
Bihar, Patna

FINANCIAL BID FORMAT

(3)

Sl. No.	Item	Specification / Quality	Rate (₹)	Unit
1	Flex	8' × 4', High Quality Colour		Per Unit
		12' × 8', High Quality Colour		Per Unit
		6' × 4', High Quality Colour		Per Unit
2	Jute Folder	Printed		Per Unit
3	Plastic Folder	Printed		Per Unit
4	Pen	Gel / Jet branded		Per Unit
5	Notepad	25 Pages		Per Unit
		50 Pages		Per Unit
6	Executive Diary	50 Pages		Per Unit
		100 Pages		Per Unit
7	Bag Pack	Branded, High Quality		Per Unit
8	Hand Bag	Branded, High Quality		Per Unit
9	Seal Water Bottle	1 Litre		Per Unit
		500 ml		Per Unit
		100 ml		Per Unit
10	Flower Decoration	Natural/Artificial		Per Day
11	Lamp Stand			Per Day
12	Memento	As per requirement		Per Unit
		Large Size		Per Unit
		Small Size		Per Unit
13	Angavastram	Premium		Per Unit
14	Hand Sanitizer			Per Unit
15	Book (ordinary)	100 Pages		Per Unit
16	Illustrated Book	50 Pages		Per Unit
17	Illustrated Book	100 Pages		Per Unit
18	Illustrated Book	150 Pages		Per Unit
19	Chair Towel			Per Day
20	Breakfast	Special (Per Person)		
		General (Per Person)		
21	Lunch / Food	Special (Per Person)		
		General (Per Person)		
22	Tea / Coffee / High Tea	Per Person		
23	Pen Drive	Branded, High Quality		Per Unit
24	Material (50 Pages)	Printed, High Quality		Per Unit
25	Anchor / Programme Coordinator			Per Day
26	Standy			Per Day
27	Bouquet			Per Unit
28	Sound System			Per Day
29	ID Card			Per Unit

Signature-----

Seal of the bidder-----

Date-----

Note:- The above quoted rate must be inclusive of all taxes, duties, fees, transportation charges, handling charges, etc. No additional payments will be done.

Indicative Rates

Sl. No.	Item	Specification / Quality	Rate (₹)	Unit
1	Flex	8' x 4', High Quality Colour	700	Per Unit
		12' x 8', High Quality Colour	1,200	Per Unit
		6' x 4', High Quality Colour	600	Per Unit
2	Jute Folder	Printed	1,400	Per Unit
3	Plastic Folder	Printed	120	Per Unit
4	Pen	Gel / Jet branded	175/65	Per Unit
5	Notepad	25 Pages	220	Per Unit
		50 Pages	530	Per Unit
6	Executive Diary	50 Pages	600	Per Unit
		100 Pages	900	Per Unit
7	Bag Pack	Branded, High Quality	2,500	Per Unit
8	Hand Bag	Branded, High Quality	3,000	Per Unit
9	Seal Water Bottle	1 Litre	20	Per Unit
		500 ml	10	Per Unit
		100 ml	08	Per Unit
10	Flower Decoration	Natural/Artificial	25,000	Per Day
11	Lamp Stand		3,000	Per Day
12	Memento	As per requirement Large Size	4,000	Per Unit
		Small Size	2,500	Per Unit
13	Angavastrum	Premium	900	Per Unit
14	Hand Sanitizer	275 ml	300	Per Unit
15	Book (ordinary)	100 Pages	520	Per Unit
16	Illustrated Book	50 Pages	270	Per Unit
17	Illustrated Book	100 Pages	800	Per Unit
18	Illustrated Book	150 Pages	1,150	Per Unit
19	Chair Towel		500	Per Day
20	Breakfast	Special (Per Person)	270	
		General (Per Person)	130	
21	Lunch / Food	Special (Per Person)	400	
		General (Per Person)	250	
22	Tea / Coffee / High Tea	Per Person	30	
23	Pen Drive	Branded, High Quality (32 GB)	1,100	Per Unit
24	Material (50 Pages)	Printed, High Quality	450	Per Unit
25	Anchor / Programme Coordinator		10,000	Per Day
26	Standy		2,500	Per Day
27	Bouquet		400	Per Unit
28	Sound System		15,000	Per Day
29	ID Card		200	Per Unit

Note:- Rate is inclusive of all taxes, duties, fees, transportation charges, handling charges, etc.