

BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Campus of Rashtrabhasha Parishad, Saidpur, Patna – 800 004

INVITATION FOR QUOTATION

To,

Sub.: "invitation for quotation" for Supply of Stationery Items (Package – I) and Computer Stationery Items (Package – II)

Dear Sir,

You are invited to submit your most competitive quotations/rates for the following goods/supplies under mentioned packages:-

- Package I - Stationery items**
(Detail enclosed as Annexure – I)
- Package II - Computer Stationery items**
(Detail enclosed as Annexure – II)

02. Delivery Place :

Bidder will supply and deliver the materials in requisite number at the office of "**Bihar Education Project Council**" Shiksha Bhawan, Campus of Rashtrabhasha Parishad, Saidpur, Patna – 800 004.

03. Qualification Conditions:

- Bidder should be registered under Shop & establishment Act., Registered Company/Partnership/Proprietorship.
- Bidder should have Permanent Account Number(PAN).
- Bidder shall provide Income Tax Return for the Assessment year 2014-15, 2015-16 & 2016-17.
- Bidder shall provide Commercial Tax/VAT Return for the year 2015-16.
- Bidder shall provide Balance Sheet and Profit & Loss Accounts signed copy by authorised person for the year 2013-14, 2014-15 & 2015-16. (Minimum Turn Over should be Rs.15.00 lakhs)
- Bidder should be authorised supplier of the quoted item for the Package No. II (Computer Stationery) should submit the relevant documents/certificates.
- Bidder should have experience of supplying such items and will have to furnish details of previous supplies for the Year 2014-15, 2015-16 & 2016-17.
- Bidders should submit the samples of Stationery for the Package - I of all items.
- Bid Security as stipulated in the Bid Document.
- Bidders should not be blacklisted from any department (Submit the affidavit by the court)
- Bidders should have Patna based firm.

04. Bid Price:

- The contract shall be for a period of one year.

- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment of any account.
- c) All duties, taxes and other levies including the transportation expenses are payable by the contractor under the contract and shall be included in total price.
- d) Each bidder shall submit only one quotation in the format supplied with IFQ. Bidder submitting more than one quotation for the same package will not be entertained. All the columns and requisite information's must be filled in the supplies Format.

05. Submission of Quotations/Bid:

a) Each bidder should submit sealed quotations (in two separate part i.e. **Technical (Part – I)** and **Financial (Part – II)** in separate sealed envelopes) for every package, super scribed on the envelop – Quotation for package No. – (Name of the work) part I or II) i.e. Technical or Financial)

b) The following documents will form the Technical part (Part –I) of the bid (Photo copy duly self attested to be compulsorily enclosed)

1. Copies of Shop & Establishment Registration Certificate/Registration and incorporation particulars of the bidders indicating legal status such as company, partnership/proprietorship concern etc.
2. Copies of Permanent Account Number (PAN)
3. Copies of Income Tax Return for the Assessment year 2014-15, 2015-16 & 2016-17.
4. Copies of Commercial Tax/VAT Return for the year 2015-16.
5. Copies of Balance Sheet and Profit & Loss Accounts signed copy by authorised person for the year 2013-14, 2014-15 & 2015-16. (Minimum Turn Over should be Rs.15.00 lakhs)
6. Copies of Authorisation certificate of the quoted item for the Package No. II (Computer Stationery).
7. Copies of work experience of supplying such items and will have to furnish details of previous supplies for the Year 2014-15, 2015-16 & 2016-17.
8. Submit the samples of Stationery for the Package - I of all items, in absence of which the bid shall stand rejected and no additional time will be provided for submitting of the same item.
9. Submit the Bid Security as stipulated in the bid document.
10. Declaration of Firm is not blacklisted from any department. (Affidavit by the court)
11. Bidders should have Patna based firm.

c) The Financial part (Part – II) of the bid shall consists of only Rate/Price in Performa supplied with the IFQ on the company's /Firm's letter pad. All the column and requisite information must be filled in the prescribed format. Bidder must quote the rate each package separately.

d) Award of contract on the basis of lowest evaluated price for which the bidder must quote the rate per item. Bidder may quote rate of one package or more than on packages Bidder must quote the rate of all items in each package.

e) The bidders must submit samples of the Stationery items for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. The samples on unsuccessful bidders will be returned after selection of the bidder however samples of the bidder, whom work be awarded will be retained with BEPC.

06. Documents comprising the bid

The bids prepared by the bidder shall comprise of (i) technical bid and (ii) the financial bid.

- (i) The technical bid should be sealed in a separate cover and super scribed **“technical bid for supplying various items under Package no..... to Bihar**

Education Project Council on schedule delivery /One Time Purchase basis“. All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.

- (ii) The Sample of items contained should be sealed in a separate cover and super scribed **“samples for supplying items as per package No. I (Stationery items) to Bihar Education Project Council on schedule delivery /One Time Purchase basis“**, this will be the part of Technical bid.
- (iii) The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule
- (iv)

N.B. All the documents submitted in the bid must be legible and self attested.

07. Performance Security:

- a) 5% of total bid/contract value will have to be deposited as performance security in /form of Bank Guarantee/ Demand Draft in favour of Bihar Education Project Council, payable at Patna by the lowest evaluated responsive bidder before the award of work. The performance security will be refunded only after the expiry of the contract as specified in the bid document/agreement.
- b) The performance security deposit shall be forfeited in case any terms and conditions of the contract/ agreement etc. infringed or the bidder fails to complete the work in time.

08. Bid Security :

Each Bidder will have to submit bid security, in the form of Demand Draft in the name of Bihar Education Project Council payable at Patna. Bid Security for package I & Package – II will be Rupees 10,000/- (Rupees ten thousand only) & Rupees 10,000/- (Rupees Ten thousand only) respectively. Bid Security should be enclosed with Technical Bid.

Package	Name of the package/ Item	Bid Security (In Rs.)
Package - I	Supply of Stationery Items	10,000.00
Package - II	Supply of Computer Stationery Items	10,000.00

The Bid security shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part – I) and before the validity period of the Bid.
- b) If bidder fails to deposit performance security within specified period as per intimation/ request from BSPP.
- c) If the bidder fails to execute the agreement within specified time as intimated/ requested.

09. Validity Quotation :

Quotation shall remain valid for a period not less than 120 days after the deadline date specified for submission.

10. Evaluation of Quotations:

The purchaser will evaluate and compare quotations determined to be substantially responsive i.e.

- a) Are properly signed;&
- b) Conform to terms, conditions, specifications and qualifications and qualifications conditions.

10. Award of Contract:

The purchaser will award the contract to the bidder whose quotations has been determined to be substantially responsive, and who has offered the lowest evaluated quoted price.

- 10.1 Notwithstanding anything mentioned above, the purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser. The terms of the accepted offer shall be incorporated in the supply order. The validity period may be extended by the purchaser by another 15 day in exceptional cases.
- 10.3 The purchaser may increase or decrease the number of items to be supplied, if so required up to 25% within the contract validity period. The purchaser may issue the work order in part on different delivery periods, maximum in three phases.

11. Liquidated damages

If the supplier fails to deliver the store or any consignment thereof within the period prescribed for delivery, the purchaser shall be entitled to recover 5% of the value of the delayed supply with reference to the delivery date given in the Purchase Order (P.O.) i.e. "Liquidated damage".

12. Other Terms & Conditions :

- (a) Bihar Shiksha Priyojana Parishad reserves the right to prepone/postpone/cancel the bid, the bidder will have to abide with the decision.
- (b) Payment shall be made after the supply and submission of bills which will be subject to satisfactory supply (certified by the committee constituted for the purpose). Personnel In Charge will certify the quality and quantity of the items supplied/ work done as per specifications and recommend accordingly the extent of payment.
- (c) No preference will be given to any bidder of class of bidders, either for the price or for other terms and conditions.
- (d) Quotation may be submitted on the printed letter head of the bidder in the prescribed format supplied with IFQ.
- (e) Successful bidder will have to enter into an agreement with Bihar Education Project Council for timely execution of the work order.
- (f) No payment will be made for any damage of goods supplied.

You are requested to send your quotation during working hours on or before 28.007.2017 (2.00PM) in the prescribed format (enclosed herewith) in sealed envelopes in form of Technical – (Part – I) and Financial (part – II) bids /quotations to the Chief Accounts Officer, Bihar Education Project Council, Shiksha Bhawan, Campus of Rashtrabhasha Parishad, Rajendra Nagar, Patna – 800 004. Sealed quotations received till then will be opened in the office on the same day i.e. 3:00PM in the presence of bidders or their authorised representatives who desire to be present.

We look forward to receiving your quotations and thank you for your interest in this project.

Chief Accounts Officer(I/c)
Bihar Education Project Council
Shiksha Bhawan, Campus of Rashtrabhasha
Council, Saidpur, Patna – 800 004

PROFORMA FOR TECHNICAL BID

S.N.	Particulars	To be filled in by the Tenderer
1	Name & Address of the Agency	
2	Name of the Contact Person & Mob. No.	
3	Details of EMD (For Package No. - I)	Amt. Rs. DD. No. Date Issuing Bank :
	Details of EMD (For Package No. - II)	Amt. Rs. DD. No. Date Issuing Bank :
4	Date of establishment of the agency	
5	Whether the Firm is registered (copy of Registration Certificate/ Article or Memorandum of Association or partnership deed or proprietorship registration must be enclosed.	(Yes/No)
6	Copy of PAN	(Yes/No)
7	Copy of Income Tax Return for the Assessment Year 2014-15, 2015-16 & 2016-17	(Yes/No)
8	Copy of TIN/ VAT Registration Certificate	(Yes/No)
9	Copy of Commercial Tax/ VAT Return for the year 2015-16	(Yes/No)
10	Copy of Balance Sheet and Profit & Loss Account for the year 2013-14, 2014-15 & 2015-16	(Yes/No)
11	Copy of Authorization Certificate of the Company for the Package No - II	(Yes/No)
12	Copy of Work Experience for the year 2014-15, 2015-16 & 2016-17	(Yes/No)
13	Submit of Samples of Stationery for the Package - I of all items.	(Yes/No)
14	Bidder should not be blacklisted from any department (Submit the Affidavit by the Court)	(Yes/No)
15.	Firm should be Patna based	(Yes/No)

Date :

Signature of Authorized Person of the Firm with Seal

FORMAT FOR QUOTATION

Annexure - I

Rate of Stationery Items Under Package - I**Name of the Bidder :**

Sl No.	Brief Description of goods	Unit	Estimated Qty.	Rate Per unit (Inclusive of all taxes) (In Rs.)	Amount (In Rs.)
A	B	C	D	E	F = (DXE)
1	A 4 (210 x 297 mm,) size paper,75 GSM, Net Weight:2.3Kg, Thickness: 100 ± 5 Micron,500 sheets per packet	Packet	627		
2	Gum 700 ml	Piece	24		
3	Gum 300 ml	Piece	20		
4	Gum 150 ml	Piece	15		
5	Gel Pen (Blue/Black/Red)	Piece	980		
6	Ball point pen refillable (Blue/Black/Red)	Piece	1380		
7	Hi tech point 0.5 Pen (Blue/Black/Red)	Piece	450		
8	Gel Pen(Blue/Black/Red) refillable	Piece	400		
9	Refill for Ball point pen refillable (Blue/Black/Red)	Piece	300		
10	Refillable Fluid Ink System 0.5 mm Pen (Blue/Black/Red)	Piece	110		
11	Sketch pen Small	Packet	10		
12	Glue stick (Small)	Piece	60		
13	Plastic Scale Big 12"	Piece	40		
14	Pencil (HB/2B)	Piece	900		
15	Rubber/Eraser	Piece	725		
16	Pencil Sharpener	Piece	730		

17	Spiral Notebook, 50 sheets	Piece	1200		
18	Spiral Note Book,160 pages/ 21.6x14cm	Piece	400		
19	Stapler Big HP 45 No.	Piece	36		
20	Stapler Small 10 No	Piece	34		
21	White Adhesive 200 Gram	Piece	16		
22	Calculator 12 digit (Good Quality)	Piece	19		
23	Crayons different color Big	Packet	200		
24	Double hole Punching Machine	Piece	18		
25	Single hole Punching Machine	Piece	30		
26	Dak Pad	Piece	33		
27	Signature Pad	Piece	14		
28	Rat killer/fly killer liquid,400 ml (248gm)	Piece	17		
29	Room Freshener,200ml (Jasmine & Rose)	Piece	25		
30	Mosquito repelar Liquid,45 Night	Piece	30		
31	Printed Fly leaf with cloth line, (14" X10") Extra Thick, Standard/Classic	Piece	2000		
32	Index/ Guard file, (14"X11"X3")	Piece	240		
33	File Guard/ Board file	Piece	700		
34	Plastic file/folder	Piece	1300		

35	Plastic Folder/Conference bag ,One Plus (elegant & smart)	Piece	655		
36	My clear bag button type plastic folder, single pocket, (Good quality)	Piece	1700		
37	Tape Brown, size -2",Length =10 meter (Good quality)	Piece	108		
38	Tape Transparent, size -1",Length = 10 meter (Good quality)	Piece	108		
39	Printed Notebook/Pad, 1 x 4 size, 50 sheets per pad, having 60 GSM paper	Piece	1200		
40	Ruled Register (Cloth Binding) Fancy Register – 2 quire (192 page)having 80 GSM Paper/ Ledger Paper	Piece	50		
41	Ruled Register (Cloth Binding) Fancy Register – 3 quire (188page) having 80 GSM Paper/Ledger Paper	Piece	35		
42	Ruled Register (Cloth Binding) Fancy Register – 5 quire having 80 GSM Paper/Ledger Paper	Piece	10		
43	Ruled Register (Ordinary Binding) 1 quire(96 page) having 80 GSM paper, with 7x11" Cardboard Binding, Ledger Paper	Piece	210		
44	Letter Received Register 7 Quire made up by 80 GSM Paper	Piece	2		
45	Dipatch Register 5 Quire made up by 80 GSM Paper	Piece	6		
46	Cloth Duster,20" x 20" (Thin)	Piece	100		
47	Cloth Duster,32" x 32" (Thin)	Piece	100		
48	File Tag , Size 8", (50 tag per bunch)	Bunch	200		

49	Flag Sticky Pad,1"Thick,100 sheets per bunch	Piece	116		
50	Envelop 11"x5"size, made up by 75 GSM paper (White /Brown)	Piece	10000		
51	Envelope A4 size Plastic coated, made up by 75 GSM paper (White /Brown)	Piece	5000		
52	Envelope A4 size Cloth coated, made up by 75 GSM paper (White /Brown)	Piece	100		
53	Paper Weight	Piece	66		
54	Tekua	Piece	42		
55	Stamp Pad	Piece	20		
56	Ink for Stamp Pad	Piece	20		
57	Peon Book	Piece	12		
	Total				

TOTAL (in words)-

1. We agree to supply the above mentioned items in accordance with the technical specification for a total contract price of Rs.....(in words Rs.-----) including Taxes, Transportation etc. within the period specified in the supply order order.

2. We also agree and abide with the terms and conditions stipulated in the bid document.(Invition for quotation)

(Signature of Bidder with Seal)

FORMAT FOR QUOTATION

Annexure - II

Rate of Computer Stationery Items Under Package - II

Name of the Bidder :

Sl No.	Brief Description of goods	Unit	Quantity (Approx)	Rate Per Unit (including all taxes) (Amt. in Rs.)	Total Price (Amt. in Rs.)
A	B	C	D	E	F=(DxE)
1	HP-1020 Laserjet Printer Cartridge (12A)	Pc.	47		
2	HP-P3005dn Laserjet Printer Cartridge (51A)	Pc.	11		
3	HP-M1522nf Leser Jet Printer Cartridge (36A)	Pc.	6		
4	HP - P1007 Laser Jet Printer Cartridge (88A)	Pc.	87		
5	HP - 2420 dn Laser Jet Printer Cartridge (11A)	Pc.	6		
6	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE310A)	Pc.	3		
7	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE311A)	Pc.	3		
8	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE312A)	Pc.	3		
9	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE313A)	Pc.	3		
10	HP Laser Jet P1606 dn Cartridge 78A	Pc.	14		
11	Cannon- 2318L Photo Copier Machine (NPG -28)	Pc.	6		
12	Cannon- Printer Cartridge Fx9	Pc.	4		
13	Canon Printer Cartridge 329 Black	Pc.	3		
14	Panasonic KX-MB2010 Printer Cartridge KX FAT 411E	Pc.	16		
15	Panasonic Kx-FP701 Fax Machine, Panasonic ink Film Roll KX-FA57	Pc.	6		
16	Sharp AR5726 Xerox Machine, Tonner - 312AT	Pc.	1		
17	Blank CD (Recordable) (52X,700MB, 80Min. Video) 100 CD Box, HP/Sony	Pc.	600		
18	Blank DVD Media (4.7 GB or higher)	Pc.	434		

	100 CD per Box, HP/Sony				
19	Pendrive 16GB, HP	Pc.	15		
20	Pendrive 32GB, HP	Pc.	15		
21	Multimedia USB Keyboard, HP	Pc.	10		
22	USB Wheel Mouse, HP	Pc.	20		
23	Antivirus Total Security with maximum security (5 user) Quick Heal	Pc.	13		
24	Antivirus Total Security with maximum security (Single user)Quick Heal	Pc.	19		
25	Antivirus Total Security Renewal Pack Quick Heal	Pc.	29		
26	External Hard Disk 1 TB, Sony	Pc.	2		
	Total				

GRAND TOTAL (in words)-

1. We agree to supply the above mentioned items in accordance with the technical specification for a total contract price of Rs.....(in words Rs.-----
-----) including Taxes, Transportation etc. within five days of the issue of supply order.

2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied goods.

3. We also agree and abide with the terms and conditions stipulated in the bid document.

(Signature of Bidder with Seal)