



BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Campus of Rashtrabhasha Council, Rajendra
Nagar, Patna – 800 004

(Ph.: 2667152,2667163 Fax : 2667190 e-mail: bsppac@gmail.com)

Tender Notice Inviting Quotation for Stationery

*(Office Stationery(Branded) –Package – I, Office Stationery (Non Branded) – Package – II
& Computer Stationery – Package – III)*

Bihar Shiksha Pariyojna Parishad invites sealed quotations from reputed stationers & supply agencies for procurement of office stationery materials for its state level office. The interested supplier may submit their technical and financial bid documents in prescribed format in separate sealed cover.

Detailed bid documents for the above may be obtained free of cost, from the Chief Accounts Officer on any working day between 10.00 AM to 3.00 PM up to 26/06/2014. The bid document may also be downloaded from our web-site <http://www.bepcssa.in>.

Technical & Financial documents sealed in separate covers and marked with relevant supplies must be delivered to the Chief Accounts Officer, 27/06/2014 (3:00 PM). All sealed quotations received till then will be opened on the same day before the bidder or their representative who wish to be present, in the office at 3:30PM.

State Project Director



BIHAR EDUCATION PROJECT COUNCIL

Shiksha Bhawan, Campus of Rashtrabhasha Council, Rajendra Nagar, PATNA – 800 004

INVITATION FOR QUOTATION

To,

Sub.: "invitation for quotation" for purchase of Office Stationery (package – I) Branded Items, Office Stationery (package – II) Non branded items and Computer Stationery (Package – III)

Dear Sir,

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

- Package I** - Office Stationery (Branded Items)
(Detail enclosed as Annexure ó I)
- Package II** - Office Stationery (Non Branded Items)
(Detail enclosed as Annexure ó II)
- Package III** - Computer Stationery
(Detail enclosed as Annexure ó III)

02. Delivery Place :

Bidder will supply and deliver the materials din requisite number at the office of "**Bihar Education Project Council**" Shiksha Bhawan, Campus of Rashtrabhasha Council, Rajendra Nagar, Patna ó 800 004.

03. Qualification Conditions:

- Bidder should be registered under Bihar Shop & establishment Act. Bidder should be authorised supplier/service provider of the quoted item/work and should submit the relevant documents/certificates.
- Bidder should have experience of supplying such items and will have to furnish details of previous supplies.
- Bidder shall provide all relevant records required i.e. Income Tax Return Certificate/PAN, Commercial Tax Clearance/V.A.T. Certificate and other taxes (whichever applied)

04. Bid Price:

- The contract shall be for a period of one year.
- 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.
- 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.
- 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 ó Quotation for package No. ó (Name of the work) part I or II) i.e. Technical or Financial)

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

1. Shop & Establishment Registration Certificate
2. Current Return of Income Tax.
3. Commercial Tax Clearance Certificate
4. Certification of authorization of the company incase of Package no. III
5. Bid Security as stipulated in the bid document.
6. Details of Work Experience.
7. Sample of the stationeries which are not branded for the Package ó II
8. Self declaration of Firm is not blacklisted from any department.

c) The Financial part (Part ó 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.

06. 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.

07. 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 ó II will be Rupees 10,000/- (Rupees ten thousand only) & Rupees 5,000/- (Rupees Five thousand only) respectively. Bid Security should be enclosed with Technical Bid.

The Bid security shall be forfeited

- a) In case a bidder withdraws its bids after opening of Technical (part ó 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.

08. Validity Quotation :

Quotation shall remain valid for a period not less than 90 days after the deadline date specified for submission.

09. Evaluation of Quotations:

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

- a) Are properly signed;&

- b) Confirm 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 the 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. Other Terms & Conditions :

- (a) Bihar Shiksha Priyojana Parishad reserves the right to proponed/postponed/cancelled 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 and 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 27.06.2014 (3.00PM) in the prescribed format (enclosed herewith) in sealed envelops in form of Technical ó (Part ó I) and Financial (part ó II) bids /quotations to the Chief Accounts Officer, Bihar Education Project Council, Shiksha Bhawan, Campus of Rashtrabhasha Parishad, Rajendra Nagar, Patna ó 800 004. Sealed quotations received till then will be opened in the office on the same day i.e. 3:30PM 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
Bihar Education Project Council
Shiksha Bhawan, Campus of Rashtrabhasha
Council, Rajendra Nagar
Road, Patna ó 800 004

PROFORMA FOR TECHNICAL BID

S.N.	Particulars	To be filled in by the tenderer
1	Name of the Agency	
2	Details of EMD (For Package No. -)	
	(i)Amount	
	(ii)Draft No.	
	(iii) Date	
	(iv)Issuing Bank	
3	Date of establishment of the agency	
4	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person	
5	Whether the Firm is registered (copy of Registration Certificate/ Article or Memorandum of Association or partnership deed or proprietorship registration must be enclosed.	
6	Copy of PAN/TAN Number	
7	Copy of current year Income Tax Return	
8	Copy of Tin VAT Registration Certificate	
9	Copy of Commercial Tax Clearance Certificate	
10	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no, a certificate is to attached in this regard.)	
11	Copy of Work Experience.	
12	Whether a copy of the Tender Documents duly signed, in token of acceptance of the same, is attached.	
13	Authorization Certificate of the Company	

Date :

Signature of Authorized Person of the Firm with Seal

FORMAT FOR QUOTATION**Annexure-I**
(Branded)**Purchase of Stationery Branded Items for Office use Under Package - I**

(Bid Security Rs. 5,000/-)

SI No.	Brief Description of goods	Specification of goods	Make	Unit	Quantity (Approx.)	Rate per Unit	Total Price
A	B	C		D	E	F	G (ExF)
1	A 4 size paper	(i) 75 GSM (ii) 500 sheets (iii) Size: 210 x 297 mm, (iv) Net Weight:2.3Kg. (v) Thickness: 100 ± 5 Micron	Century	Packet	1000		
2	Legal Size Paper (Full scape)	(i) 75 GSM (ii) 500 sheets (iii) Size: 215 x 345 mm, (iv) Net Weight:2.8Kg.	Century	Packet	25		
3	Eraz-eX Currection fluid & diluter	15 ml	Kores	Piece	25		
4	Gum 700 ml		Camel	Bottle	12		
5	Gum 300 ml		Camel	Bottle	12		
6	Gum 150 ml		Camel	Bottle	12		
7	Pen Link Smart gel	Blue/Black/Red	Link	Piece	1830		
8	Pen Agni gel	Blue/Black/Red	Agni Gel	Piece	1000		
9	Pilot Pen	Blue/Black/Red	Pilot	Piece	183		
10	Pen Add Gel	Blue/Black/Red	Add Gel	Piece	203		
11	Pen Reynolds Black	0.45	Reynolds	Piece	340		
12	Pen Reynolds Trimax	Blue/Black/Red	Reynolds	Piece	50		
13	Pen Reynolds Trimax Refil	Blue/Black/Red	Reynolds	Piece	55		
14	Shorth Hand Pencil	HB Pencil	Natraj	Piece	500		
15	White Board marker		Luxar	Piece	100		
16	Sketch pen Big		Camel	Packet	100		
17	Sketch pen Small		Camel	Packet	100		
18	Fevi stick (Small)		Laxuar	Piece	50		
19	Scale Big 12"		Camel	Piece	50		
20	Pencil HB		Natraj	Piece	500		
21	Rubber		Natraj	Piece	500		
22	Cutter		Natraj	Piece	500		

SI No.	Brief Description of goods	Specification of goods	Make	Unit	Quantity (Approx.)	Rate per Unit	Total Price	
A	B	C		D	E	F	G (ExF)	
23	Spiral Notebook 50 sheets		Times	Piece	100			
24	Stapler Big 24 No.	555 Kangaro	Kangaro	Piece	15			
25	Stepler Small 10 No	10 Kangaro	Kangaro	Piece	40			
26	Staple pin Big	24 nos Iron	Kangaro	Packet	100			
27	Staple pin Small	10 nos. Iron	Kangaro	Packet	200			
28	Permanent Marker		Luxar	Piece	75			
29	Highlighter(different Colour)		Luxar	Piece	70			
30	Fevicol 200 Gram		Fevicol	Piece	5			
31	Fevicol 500 Gram		Fevicol	Piece	5			
32	Crayons different colour Big		Camel	Packet	100			
33	Hit	425 ml (260gm)	Godraj Consumer	Pc	24			
34	Room Freshner	200ml (Jasmine & Rose)	RIAN	Pc	24			
35	Good Night Liquid	60 Night	Godraj Consumer	Pc	24			
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 (Non Branded)****Purchase of Stationery Non Branded Items for Office use Under Package - II****(Bid Security Rs. 5,000/-)**

SI No.	Brief Description of goods	Specification of goods	Make	Unit	Quantity (Approx.)	Non Branded	
						Rate per Unit	Total Price
A	B	C		D	E	F	G (ExF)
1	Printed Fly leaf with cloth line	Standard/Classic (14X10") Extra Thick	Non Branded	Piece	1000		
2	Index/ Guard file	Standard (14X11X3)	Non Branded	Piece	200		
3	Cover file	Standard (14X10")	Non Branded	Piece	250		
4	File Guard/ Board file	Standard	Non Branded	Piece	500		
5	Plastic file/folder	Standard	Non Branded	Piece	24		
6	Tape Brown (size -2")	10 meter	Non Branded	Piece	40		
7	Short Hand Notebook	Standard size	Non Branded	Piece	24		
8	Printed Notebook/Pad 1 x 4 size 50 sheets	60 GSM	Non Branded	Piece	1300		
9	Zems Clip Big	Standard (35mm)	Non Branded	Packet	12		
10	Paper Pin	Standard	Non Branded	Packet	12		
11	Ruled Register (Cloth Binding) Fancy Register - 2 Coir	80 GSM Paper	Non Branded	Piece	24		
12	Ruled Register (Cloth Binding) Fancy Register - 3 Coir	80 GSM Paper	Non Branded	Piece	40		
13	Ruled Register (Ordinary Binding) 1 Coir	60 GSM 7x11" Cardboard Binding	Non Branded	Piece	50		
14	Cloth Duster	24" x 24" Thin	Non Branded	Piece	100		
15	Cloth Duster	36" x 36" Thin	Non Branded	Piece	100		
16	Black/White Board Duster	Standard	Non Branded	Piece	5		
17	Chart Paper different colour	Thick 8Kg	Non Branded	Piece	200		
18	Chart Paper different colour	General 4.5Kg	Non Branded	Piece	50		
19	Tag	Good Quality (50 tag bunch)	Non Branded	Bunch	150		
20	Flag Sticky Pad	1" different colour 100 sheets	Non Branded	Piece	100		
21	Scissor Small	Standard	Non Branded	Piece	20		
22	Scissor Big	Standard	Non Branded	Piece	25		
23	Envelop 10x4"	White /Brown 75 GSM	Non Branded	Piece	1000		

SI No.	Brief Description of goods	Specification of goods	Make	Unit	Quantity (Approx.)	Non Branded		
						Rate per Unit	Total Price	
A	B	C		D	E	F	G (ExF)	
24	Envelop 11x5"	White /Brown 75 GSM	Non Branded	Piece	4000			
25	Envelope A4 size Plastic coated	White /Brown 75 GSM	Non Branded	Piece	500			
26	Envelope A4 size Cloth coated	White /Brown 75 GSM	Non Branded	Piece	500			
27	Sock Register - 4 Coir	80 GSM Paper	Non Branded	Piece	5			
28	Paper Weight	Standard	Non Branded	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-III

Purchase of Stationery Items for Computer Section Under Package - III

(Bid Security Rs. 5,000/-)

Sl No.	Brief Description of goods	Specification of goods	Unit	Quantity (Approx.)	Rate per Unit	Total Price
A	B	C		D	E	G (DxE)
1	HP-1020 Laserjet Printer Cartridge (12A)	HP	Pc	14		
2	HP-P3005dn Laserjet Printer Cartridge (51A)	HP	Pc	1		
3	HP-M1522nf Leser Jet Printer Cartridge (36A)	HP	Pc	5		
4	HP - P1007 Laser Jet Printer Cartridge (88A)	HP	Pc	35		
5	HP - 2420 dn Laser Jet Printer Cartridge (11A)	HP	Pc	0		
6	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE310A)	HP	Pc	1		
7	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE311A)	HP	Pc	1		
8	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE312A)	HP	Pc	1		
9	HP- MFP M175A Colour Laser Jet Printer Cartidge (CE313A)	HP	Pc	1		
10	Cannon- 2318L Photo Copier Machine (NPG -28)	Cannon	Pc	2		
11	Cannon- Printer Cartridge Fx9	Cannon	Pc	6		
12	Panasonic KX-MB2010 Printer Cartridge KX FAT 411E	Panasonic	Pc	12		
13	Blank CD (Recordable) (52X,700MB, 80Min. Video) 100 CD Box	(a) HP or (b) Sony	Box	46		
14	Pendrive 8GB Steel body	H.P./Kingston	Pc	24		
15	Pendrive 32GB	H.P./Kingston	Pc	4		
16	Multimedia Keyboard	Logitech/Microso ft	Pc	1		
17	USB Mouse	Logitech/Microso ft	Pc	10		
18	Wireless Mouse	Logitech/Microso ft	Pc	3		
19	Antivirus Quickheal Total Security (5 user)	Quick Heal Total Security 2014	Pc	10		
20	Antivirus Quickheal Total Security	Quick Heal Total Security 2014/ Renewal Pack	Pc	5		
21	Battery of UPS (12 AH)	Exide/Rocket	Pc	1		
22	RAM DDR2 (2gb)	Kingston	Pc	6		
23	RAM DDR3 (4gb)	Kingston	Pc	1		
24	Blank DVD Media (4.7 GB or higher) 100 CD Box	(a) HP or (b) Sony	Box	7		
Total :==>						

GRAND TOTAL (in words)-

1. We agree to supply the above mentioned items in accordance with the technical specification for a total contract
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)