

BIHAR GOVERNMENT
BIHAR STATE DISASTER MANAGEMENT AUTHORITY
(DISASTER MANAGEMENT DEPARTMENT)
2nd Floor, Pant Bhawan, Patna - 800001
Phone No. - 0612-2522082. Fax NO.- 0612-2522311
(Website - www.bsdma.org)

(Rate Re-Tender Notice for Empanelment of Stationery Supplier)

Sealed bids are invited from the reputed registered stationery suppliers for supply of stationery items as per requirement. Interested agencies/suppliers should quote their rates typed (Hand written quotation not allowed) in the prescribed format. Bids received in any other format will not be considered. Last date for submitting the complete tender document is **18th August 2017 latest by 05.00 PM** through Registered Post/Speed Post to **Secretary, Bihar State Disaster Management Authority (BSDMA), 2nd Floor, Pant Bhawan, Bailey Road, Patna-800001. Phone No.- 0612-2522032.** The bid shall be opened on **22nd August 2017 at 12.00 noon** by the competent Authority at BSDMA in the presence of bidders or their authorized representatives those who wish to participate. BSDMA reserves the right to accept or reject any offer/all offer without assigning any reason. For all enquiries the interested Agencies/Suppliers may contact **Under Secretary , Bihar State Disaster Management Authority (BSDMA), Govt. of Bihar, Patna on Mobile No. 9204117761** during office hours on all working days. Details of the bid including list of items required for purchase can also be seen/obtained from our **Website www.bsdma.org**

Eligibility Criteria:-

Bids 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**”

Interested bidders 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 GST Registration Certificate by the Commercial Tax Dept., Govt. of Bihar.
3. Copy of PAN Card.
4. Annual Turn over of Rs. 05 Lacs in the three years.
5. Demand Draft of Rs. 10000/- (Ten Thousand) only in favour of Secretary , B.S.D.M.A, Patna, Govt. of Bihar, Patna which is refundable after completion of bid process.
6. Financial Bid of only those bidders, who qualify in the technical bid, will be opened.

Financial Bid, marked as Cover ‘B’

Financial bid should be given in the format marked as ANNEXURE-I containing list of items required for purchase, which can be obtained from our **Website www.bsdma.org or from Under Secretary , Bihar State Disaster Management Authority (BSDMA), Govt. of Bihar, Patna** during office hours on all working days.

Terms & Conditions:

1. **Rate quoted must be EXCLUSIVE OF ALL TAXES and shall be valid till 31.03.2018**
2. The supply at BSDMA office should be made maximum within 07 days of receipt of supply order (excluding holiday) failing which a penalty @ 0.5% (half percent) 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 to the office for which no transportation/freight/or any other charges will be admissible.
3. GST/TDS shall be deducted at prescribed norms on the payable amount if applicable.
4. Affidavit of not being blacklisted by any Agency/Govt. Organisation.
5. In case of non supply/delayed supplied items fund not as per specification from L-1 empanelled agency/supplier, BSDMA reserves the right to purchase items from any other empanelled agency on approved L-1 rate.
6. Selected agency/supplier will be required to provide one sample of each item which will be returned after the tender period is over.


(Sanwar Bharti)
Secretary,
BSDMA

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(DISASTER MANAGEMENT DEPARTMENT)
2nd Floor, Pant Bhawan, Patna - 800001

LIST OF STATIONARY AND OTHER ITEMS

Sl. No.	List of Stationary & Other Items	Make/Brand	Specification	Unit	Rate in Rs. (exclusive of all taxes)
1	Photo Copy Paper	Century /JK	A3, 75gsm	Per Pkt	
			A4, 75gsm		
			FS, 75gsm		
2	White Envelope	Taj Mahal / Konark	11"x 5"	Pack of 100 pcs	
			9"x 4"		
3	Plastic Coated Envelope	Konark	14"x 10"	Pack of 100 pcs	
			11"x 5"		
			10"x 8"		
4	Cloth Coated Envelope	Konark	16"x12"	Pack of 50 pcs	
5	Ordinary Brown Envelope	Konark	11"x5"	Pack of 100 pcs	
			9"x4"		
6	CD-General	HP/Moser Bear/ Sony	-	Pack of 100 pcs	
7	CD-R/W	HP/Moser Bear/ Sony	-	Pack of 100 pcs	
8	DVD-General	HP/Moser Bear/ Sony	-	Pack of 100 pcs	
9	DVD-R/W	HP/Moser Bear/ Sony	-	Pack of 100 pcs	
10	Fly Leaf- Thick with cloth coating from inside & with department's name & file details printed on top cover	Milan/Raj/Neelgagan	75 gsm	Per Piece	
11	My Clear Bag Button Type Folder	MC 112- Solo	-	Per Piece	
12	L- Shaped Folder	CH101-Solo	-	Per Piece	
13	Report Cover - Strip File	Solo-RC-002	A4 Size	Per Piece	
14	Secure Companion File	CC103-Solo	-	Per Piece	
15	Plastic Clip File	Solo	A-4 & FS	Per Piece	
16	Plastic Ring Binder File	Solo	A-4 & FS	Per Piece	
17	Guard File	Durga/Ashoka	A-4 & FS	Per Piece	
18	File Board (Heavy)	Ashoka/Neelgagan (51 No.)	-	Per Piece	
19	Self Sticky Page Flag	Oddy/3M Post it/Desmat	1"x 3"	50x3 colours = 150 sheets	
			3"x 3" & 3"x 4"	Yellow Colour 100 Sheets per Pack	
20	Clip Board with Wire Clips	Saya	-	Per Piece	
21	Slip Pad- Ruled	Neelgagan	No. 33	Per Piece	
22	Spiral Pad	Neelgagan	No. 66 & 88	Per Piece	
23	Spiral Note Book	Bilt Matrix	5 Subject, 75 gsm Paper, 300 Pages, Size- 21.6 x 14 cm	Per Piece	
24	Short Hand Note Copy	Monaf/Priya/Milan	-	Per Piece	
25	Fancy Register	Monaf/Priya	2Qr	Per Piece	
			3Qr		
			4Qr		
			5Qr		
26	Ordinary Register	Monaf/Priya	1Qr	Per Piece	
			2Qr		
			3Qr		
			4Qr		
27	Fancy Stock Register	Monaf/Priya	2Qr	Per Piece	
			4Qr		
28	Dispatch Register	Monaf/Priya	4Qr	Per Piece	
29	Letter Receiving Register	Monaf/Priya	4Qr	Per Piece	
30	Fancy Cash Book	Monaf/Priya	8Qr	Per Piece	
31	Vehicle Log Book	Milan-Hard Bond	2Qr	Per Piece	
32	Attendance Register	Monaf/Priya	0.5Qr	Per Piece	
			1Qr		
33	Distribution Register	Monaf/Priya	8Qr	Per Piece	
34	Movement Register	Monaf/Priya	2Qr	Per Piece	

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Sl. No.	List of Stationary & Other Items	Make/Brand	Specification	Unit	Rate in Rs. (exclusive of all taxes)
35	Fancy Allotment Register	Monaf/Priya	6Qr	Per Piece	
36	Peon Book	Monaf/Priya	1Qr	Per Piece	
37	Fancy Bill Register	Monaf/Priya	4Qr	Per Piece	
38	C.L. Register	Monaf/Priya	0.5Qr	Per Piece	
39	Diary Register	Monaf/Priya	4Qr	Per Piece	
40	Inter Department Register	Monaf/Priya	3Qr	Per Piece	
41	Fire Index Register	Monaf/Priya	4Qr	Per Piece	
42	Thick Note Sheet Pad	Monaf/Priya	70 gsm	100 Sheets Per Pack	
43	Signature Pad	Monaf/Milan/Nilgagan	-	20/50 Sheets Per Pad	
44	Dak Pad	Monaf/Milan/Nilgagan	-	20 Sheets Per Pad	
45	Engagement Pad	Ajanta	-	Per Piece	
46	Tekua with Plastic Handle	Good Quality	-	Per Piece	
47	Sealing Wax	Swastick/Elephant	-	Per Piece	
48	Candle Big & Samll Size	Good Quality	-	50 Piece per Packet	
49	Lock	Link	21, 41 & 60 No.	12 Piece per Packet	
50	Plastic Water Jug	Lotus/Cello/Swagath	1500 ml Capacity	Per Piece	
51	Plastic Mug	Good Quality	-	Per Piece	
52	Plastic Bucket- Big & Small	Good Quality	-	Per Piece	
53	Highlighter (Text Liner)	Faber Castell	14 & 19 Litre	Per Piece	
54	Gel Pen (Use & Through)	Agni	-	Per Piece	
55	Reynolds Pen 045	Reynolds	-	Per Piece	
56	Reynolds Racer Gel Pen	Reynolds	-	Per Piece	
57	Pilot Pen Hi Tec Point 0.5	Pilot	-	Per Piece	
58	Pilot Pen Hi Tec Point V5	Pilot	-	Per Piece	
59	Pilot Pen-V Pen	Pilot	-	Per Piece	
60	Reynolds Trimax Gel Pen	Reynolds	-	Per Piece	
61	Jetter Pen	Reynolds/Linc	-	Per Piece	
62	Uniball Eye Fine Roller Ball Pen UB-150 & 157	Uniball	-	Per Piece	
63	Sketch Pen	Faber Castell	-	Per Piece	
64	CD Maker Pen	Camlin/Stic	-	Per Piece	
65	Eraser	Natraj/Camlin	-	Per Piece	
66	Plastic Pen Stand with 2 & 4 Pen Set	Best Quality	-	Per Piece	
67	Pen Tumbler	Oddy/Kebica	-	Per Piece	
68	Short Hand Pencil	Apsara/Camlin	-	Per Piece	
69	Pencil Extra Dark	Apsara/Camlin	-	Per Piece	
70	Pencil Sharpener	Apsara/Camlin	-	Per Piece	
71	Steel Scale - 6&12 Inches.	Natraj	-	Per Piece	
72	Plastic Scale - 6&12 Inches.	Natraj	-	Per Piece	
73	Glue Stic Tube	Oddy/Fevistick/Kores	5gm/8gm/15gm/22gm	Per Piece	
74	Glue Bottle	Camel	150ml, 300ml, & 700ml	Per Piece	
75	File Tab Cotton & Synthetic	Best Quality	8 inches	Per Bunch of 500	
76	Gems clip plastic	Oddy	-	Per Pkt 50 Pcs	
77	Stamp Pad- Large & Small	Camlin/Faber Castell	-	Per Piece	
78	Correction Fluid & Diluter- 15ml	Kores	-	Per Piece	
79	Correction Fluid Pen	Oddy/Kores	-	Per Piece	
80	Cello Tape Roll	Wonder/Bopp	1.5, 2 & 3 Inches	50 mtr. Per Piece	
81	Brown Tape Roll	Wonder/Bopp	2 Inches	50 mtr. Per Piece	
82	Calculator 10 & 12 Digit	Casio/Orpat/Citizen	-	Per Piece	
83	Alpin	Rolex/Prince/Oddy	-	Per Pkt of 100 gms	
84	Pin Cushion	Omega/Vimal	-	Per Piece	
85	Paper Weight	Good Quality	Glass & Plastic	Per Piece	
86	Binder Clip	Oddy	19/32/41 mm	Pack of 12 Pieces	
87	Paper Tray	Solo	TR-112	Per Piece	
88	Paper Tray	Wonder/Solo	-	Per Piece	
89	Stapler	Kangaroo	10 No	Per Piece	
90	Stapler	Kangaroo	HP45	Per Piece	
91	Stapler Pin	Kangaroo	10 No	Per Piece	
92	Stapler Pin	Kangaroo	24/6	Per Piece	
93	Paper Punching Machine	Kangaroo	Single	Per Piece	
94	Paper Punching Machine	Kangaroo	Double-DP 480,600 & 800	Per Piece	

Sl. No.	List of Stationary & Other Items	Make/Brand	Specification	Unit	Rate in Rs. (exclusive of all taxes)
95	Sessor	Kangaroo	KC301 & GL 2185	Per Piece	
96	Pen Drive	Kingston / Transcend / SanDisk	4GB/8GB/16GB/32 GB	Per Piece	
97	Hard Disk	Segate/WD/Sony	1TB	Per Piece	
98	Key Board	Logitech/TVS	USB/Wireless	Per Piece	
99	Mouse	Logitech/TVS	USB/Wireless	Per Piece	
100	Antivirus	Quick Heal	Server Version-150 Users	Per Piece	
101	Dustbin	Wonder (Pedal 505)/ Cello	-	Per Piece	
102	Glass Duster	-	22"x 22"- Cotton approx	Per Piece	
103	Cloth Duster	-	20"x 20"- Cotton/Khadi approx	Per Piece	
104	Sutli Thick	Good Quality	-	Per Kg	
105	Mineral Water	Bisleri	250ml, 500ml, & 1 Ltr. Bottle	Per Bottle	
106	Car Towel	Bombay Dyeing- Tulip	36 "x 72"/ 40"x 70"	Per Piece	
107	Towel- Big Size	Bombay Dyeing- Tulip	30'x 60'	Per Piece	
108	Towel- Midium Size	Bombay Dyeing- Tulip	27'x 54"/ 18'x 36"	Per Piece	
109	Towel-Small Size	Bombay Dyeing- Tulip	16"x 24"/ 18'x 30"	Per Piece	
110	Markeen Cloth	Good Quality	Red & White Colour	Per Meter	
111	Car Aqua Freshener with Refill	Ambipur	7ml	Per Piece	
112	Room Freshener	Premium	160 Gm	Per Piece	
113	Cleansing Liquid	Colin	500 ml	Per Piece	
114	Toilet Cleaner	Harpic	500 ml	Per Piece	
115	Acid- Good Quality	-	500 ml	Per 5 Ltr.	
116	Phenyle	Centroma	-	Per 5 Ltr.	
117	Liquid Hand Wash with Liquid	Dettol/Lifebuoy	250 ml	Per Piece	
118	Liquid Hand Wash Refill	Dettol/Lifebuoy	250 ml	Per Piece	
119	Bath Room Freshner	Odonil	75 gm	Per Piece	
120	Naphthalene Ball	-	-	100 gms & 500 gms Per Pkt.	
121	Hand Wash Shop	Dettol/Lifebuoy	100 gm	Per Piece	
122	Vim Bar	-	125 gm	Per Piece	
123	Scothc Bright	-	7.5cm x 10 cm	Per Piece	
124	Surf Detergent Powder	-	1 Kg Pkt	Per Kg	
125	HIT Mosquito /Files Killer	-	500 ml	Per Piece	
126	Good Night Advace Mosquito Machine	-	-	Per Piece	
127	Good Night Advace Mosquito Refill	-	45 ml	Per Piece	
128	Tube Light Set- Philips- (Electronics Choke & Frame)	-	-	Per Piece	
129	Tube Light	Philips	40 W	Per Piece	
130	CFL Bulb	Philips/Orpat/Havells	15/18/20/27/35/45 /65 Watt	Per Piece	
131	Extension Cord	Peodot	4 & 6 Sockets (Single Button), Wire length- 1.5 metre	Per Piece	
132	Electric Switch	Anchor/Havells	5 & 15 Amp.	Per Piece	
133	Electric Socket	Anchor/Havells	5 & 15 Amp.	Per Piece	
134	Electric Plug	Anchor/Havells	5 & 15 Amp.	Per Piece	
135	PVC Tape	Anchor	-	Per Piece	
136	Condenser	Universal	1.5 & 2.5 uf	Per Piece	
137	MCV Switch	Anchor/Havells	-	Per Piece	
138	Electric Flexible Wire/Cables	Anchor/Havells	.75, 1, 1.5, 2.5 & 4 Sq. Mm	Per Piece	
139	Remote Cordless Call Bell	Cona	-	Per Piece	
140	Pencil Battery AAA	Eveready/Nippo	-	Per Piece	
141	Pencil Battery- Ordinary	Eveready/Nippo	-	Per Piece	
142	Electrical Room Rreshner Set	Airwick	-	Per Piece	

Sl. No.	List of Stationary & Other Items	Make/Brand	Specification	Unit	Rate in Rs. (exclusive of all taxes)
143	Electrical Room Rreshner Refill				
144	Freshmatic Automatic Spray Set	Airwick	15 ml	Per Piece	
145	Freshmatic Automatic Spray Refill	Airwick	-	Per Piece	
146	Office Glass	Airwick	250 ml	Per Piece	
147	Cup & Saucer Set- Bone China- White/with floral designs	Treo-Vector/Yera	330 ml 6pc Set	Per Set	
148	Bone China Quarter, Half & Full Plate	Royal Bengal/ La Opala	6 pcs Set	Per Set	
149	Steel Teapoon	Royal Bengal/ La Opala	6 pcs Set	Per Set	
150	Tea Pot Set- Bone China	Best Quality	-	Per Dozen	
151	Plastic & Steel Tray	Royal Bengal/ La Opala	-	Per Set	
152	Tea Red Label/ Green Label	Best Quality	-	Per Piece	
153	Sugar	Tata Gold	500 gms	Per Piece	
154	Milk Powder	-	-	Per Kg	
155	Tea Bag - 25 Bag	Amulya Gold	-	Pet Pkt.	
156	Tea Bag	Tulsi/Lemon /Green Tea Liptn	-	Pet Pkt.	
		Taj Mahal	-	Pet Pkt.	

Sanjay
(Sanjay Bharti)
Secretary,
BSDMA