

BIHAR SKILL DEVELOPMENT MISSION
LABOUR RESOURCE DEPARTMENT
NIYOJAN BHAWAN, 5th FLOOR WING 'A'
BAILEY ROAD, PATNA

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 23/06/2017(3:00 PM) through Registered Post/ Speed post/ by hand to Chief Executive Officer, Bihar Skill Development Mission, 5-A, Niyojan Bhawan, Bailey Road, Patna. The bid shall be opened on 4:00 PM of 23/06/2017 by the Purchase Committee of Bihar Skill Development Mission in the presence of bidders or their authorized representatives those who wish to participate. Bihar Skill Development Mission reserves the right to accept or reject any offer/ all offers without assigning any reason. For all enquiries the interested Agencies/ Suppliers may contact Mission Manager (Coordination) Bihar Skill Development Mission 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 www.skillmissionbihar.org

Eligibility Criteria:-

Bids in one large envelopes marked as "Bid for Empanelment of Stationery Supplier" containing two separate sealed envelopes:

1. Envelope 'A' marked with "Technical Bids 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 VAT 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 last three years.
5. Demand Draft of Rs. 10,000/- (Ten Thousand) only in favour of Bihar Skill Development Mission, payable at Patna which is refundable after completion of bid process.
6. Financial Bids 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-1 containing list of items required for purchase, which can be obtained from our website www.skillmissionbihar.org

Terms & Conditions:

1. Rates quoted must be INCLUSIVE OF ALL TAXES and shall be valid for next one year.
2. The supply at Bihar Skill Development Mission office should be made maximum within 07 days of receipt of supply order (excluding holiday) failing which a penalty @ of 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 this office for which no transportation/ freight/ or any other charges will be admissible.
3. TDS/ VAT 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 supply/ supplied items found not as per specification from L-1 empanelled agency/ supplier, Bihar Skill Development Mission 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.


(Dipak Kumar Singh)

Chief Executive Officer
BIHAR SKILL DEVELOPMENT MISSION

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S. 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" x 12"	Pack of 50 pcs	
5.	Ordinary Brown Envelope	Konark	11" x 5"	Pack of 100 pcs	
			9" x 4"		
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	75gsm	Per Piece	
11.	My Clear Bag Button Type Folder	MC 112-Solo	-	Per Piece	
12.	L-Shaped Folder	CH101-Solo	A4 Size	Per Piece	
13.	Report Cover- Strip File	Solo-RC-002		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, 70gsm Paper, 300 Pages, Size-21.6X14cm	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	1 Qr	Per Piece	
			2 Qr		
			3 Qr		
			4 Qr		
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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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 Departmental Register	Monaf/Priya	3Qr	Per Piece	
41.	File Index Register	Monaf/Priya	4Qr	Per Piece	
42.	Thick Note Sheet Pad		70gsm	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	Swastik/Elephant		50 Piece per packet	
48.	Candle Big & Small Size	Good Quality		12 Pieces per packet	
49.	Lock	Link	21, 41 & 60 No.	Per Piece	
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	14 & 19 Litre	Per Piece	
53.	Highlighter (Text Liner)	Faber Castell		Per Piece	
54.	Gel Pen (Use & Throw)	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.	Jotter 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 Marker 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 Stick Tube	Oddy/Fevistick/Kores	5gm/8gm/15gm/22 gm	Per Piece	
74.	Glue Bottle	Camel	150ml, 300ml & 700ml	Per Piece	
75.	File Tag 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.	Correcting 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	

S.No.	List of Stationary & Other Items	Make/Brand	Specification	Unit	Rate in Rs.
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	
95.	Scissor	Kangaroo	KC301 & GL2185	Per Piece	
96.	Pen Drive	Kingston/Transcend/SanDisk	4GB/8GB/16GB/32GB	Per Piece	
97.	Hard Disk	Seagate/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"x22"-Cotton- approx	Per Piece	
103.	Cloth Duster		20"x20"- Cotton/Khadi approx	Per Piece	
104.	Sutli Thick	Good Quality		Per Kg.	
105.	Mineral Water	Bisleri	250ml, 500ml & 1lit. Bottle	Per Bottle	
106.	Car Towel	Bombay Dyeing - Tulip	36"x72"/40"x70"	Per Piece	
107.	Towel - Big Size	Bombay Dyeing - Tulip	30"x60"	Per Piece	
108.	Towel - Medium Size	Bombay Dyeing - Tulip	27"x54"/18"x36"	Per Piece	
109.	Towel - Small Size	Bombay Dyeing - Tulip	16"x24"/18"x30"	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	500ml	Per Piece	
114.	Toilet Cleaner	Harpic	500ml	Per Piece	
115.	Acid - Good Quality			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	250ml	Per piece	
119.	Bath Room Freshner	Odonil	75 gm	Per Piece	
120.	Naphthalene Ball			100 gms & 500 gms Per Pkt	
121.	Hand Wash Soap	Dettol/Lifebuoy	100 gm	Per Piece	
122.	Vim Bar		125 gm	Per Piece	
123.	Scotch Bright		7.5 cmx10 cm	Per Piece	
124.	Surf Detergent Powder		1 kg pkt	Per kg	
125.	HIT Mosquito/Flies Killer		500ml	Per Piece	
126.	Good Night Advance Mosquito Machine			Per Piece	
127.	Good Night Advance Mosquito Refill		45ml	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 Freshner Set	Airwick		Per Piece	
143.	Electrical Room Freshner Refill	Airwick	15ml	Per Piece	
144.	Freshmatic Automatic Spray Set	Airwick		Per Piece	

S.No.	List of Stationary & Other Items	Make/Brand	Specification	Unit	Rate in Rs.
145.	Freshmatic Automatic Spray Refill	Airwick	250ml	Per Piece	
146.	Office Glass	Treo-Vector/Yera	330ml 6pc Set	Per Set	
147.	Cup & Saucer Set- Bone China-White/with floral designs	Royal Bengal/La Opala	6pcs Set	Per Set	
148.	Bone China Quarter, Half & Full Plate	Royal Bengal/La Opala	6pcs Set	Per Set	
149.	Steel Teaspoon	Best Quality		Per Dozen	
150.	Tea Pot Set- Bone China	Royal Bengal/La Opala		Per Set	
151.	Plastic & Steel Tray	Best Quality		Per Piece	

(Dipak Kumar Singh)
Chief Executive Officer