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# INFRASTRUCTURE DEVELOPEMENT AUTHORITY <sup>1st</sup>

Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004

Phones : 0612-2675914, 2675945, Fax : 0612-2675889

Email : md@idabihar.com

## TENDER FOR SUPPLY OF STATIONARY ITEMS

NOTICE No- 12/TEN/IDA/15

Sealed tenders are invited from reputed agencies under “Two-bid” system-Technical Bid and Financial Bid for supply of stationary items to the Infrastructure Development Authority hereinafter called IDA.

Detailed information of the Tender Document can be seen & downloaded from the IDA website [www.idabihar.com](http://www.idabihar.com). The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of Infrastructure Development Authority payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box by **3:00 p.m. on 09.09.2015**. Technical bid will be opened on **09.09.2015 at 4:00 p.m.** at Conference Hall, IDA, Patna. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The IDA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the IDA before rendering its services.

## II. ELIGIBILITY CRITERIA

### Technical bid envelop should contain the following:-

1. The Bidder must be a legally constituted Proprietary firm/Partnership firm/ Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for supplying of stationary items.
2. The Bidder shall have an experience for supplying of stationary items for at least 3 years supported by document justifying such experience
3. Average Financial Turnover during the last 3 years ending 31st March 2014 should be at least Five lakhs as per audited balance sheet.
4. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:
  - (i) Proof of Registration
  - (ii) PAN
  - (iii) Registration under Shop and Establishment Act
  - (iv) VAT clearance certificate
5. Income tax return for the last 3 years
6. Self undertaking to be provided regarding information submitted in the bid is correct and if found false in future also, contract may be terminated

**Note: Proof in support must be enclosed for above eligibility criteria.**

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### III. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **The Director (Administration), Infrastructure Development Authority, 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004.**

Technical bid along with Tender processing Fee be **put up in a separate envelop** and the Financial Bid should **be put in separate sealed another envelope**, clearly indicating “TECHNICAL BID” and “FINANCIAL BID” with the details of the Bidder. Both sealed Technical & Financial Bid’s envelops should be **put in one envelope and must be super scribed “Tender for supply of stationary items”** with the name, address & phone nos. of the Bidder. The tender must be dropped in Tender Box of IDA on the date & up to the time mentioned in the tender notice and the technical bid will be opened in Conference Hall, IDA on the day and time specified for the same in the presence of Bidders or their authorized representatives.

2. In financial bid, list of stationeries to be purchased by IDA are in two parts  
**Annexure-II (Part A) :-** L1 rates will be decided as per quoted rates given by agency.  
**Annexure-II (Part B) :-** L1 rates will be decided as per quality of Samples item deposited by bidder with their rates. Sample items should be clear mention the name of the bidder with sign. The bidder shall submit the sample of stationary items as per Annexure-II (Part B) along with the Technical Bid.
3. That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.
4. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company’s Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
5. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
6. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
7. In case two or more agencies are found to have quoted the same rates, the Tender Committee shall recommend about the Bidder to which the offer shall be granted based on the basis of lottery. The decision of the Managing Director IDA shall be final.
8. Any changes with respect to this tender will be notified through website [www.idabihar.com](http://www.idabihar.com) only.

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9. IDA reserves the right to accept or reject any or all the tenders without assigning any reason.
10. It shall be ensured that every page of Tender document is dully numbered and signed with seal of the bidder without any cutting and over writing.

#### IV. TERMS AND CONDITIONS

1. The bidder must provide information about his Agency as per **Annexure-I** i.e., Technical Bid and as per **Annexure -II** –i.e., Financial Bid
2. On acceptance of the tender, the Bidder shall deposit Performance Security in the form of Demand Draft of Rs15,000 (Fifteen Thousand Rupee only) to IDA, Patna within 07 days of the award of the contract which will be refundable without interest after completion of the contract.
3. The performance security amount shall be released without interest after two month of completion of contract period only after being satisfied of the successful completion of the contract. In case any complain, the security deposit shall be release only after adjusting all dues.
4. The bidder should be capable of supplying of all type of Stationary & related items
5. Agency will remain in constant touch with concerned officer of IDA for better understanding and effective work.
6. **Sometime Urgent requisition for supply of any item may also be made on telephone which shall have to be complied by the agency immediately as per need otherwise penalty should be imposed.**
7. Agency is bound to supply stationary items as per quoted rate, brands and specifications.
8. IDA has right to allot the work to one or more than one agency. The decision of the Managing Director of IDA will be final in this regard.
9. In case agency fail to provide the stationary items in time, IDA have right to purchase from other agency on the same rate
10. TDS, VAT and other taxes as applicable will be deducted from agency's bill as per government instruction time to time
11. The period of agreement will be initial for one year from the date of agreement and it may be extended for another one year depending upon satisfactory performance. During the period of agreement quoted rate will not be changed.
12. The decision of Managing Director, IDA in regard to interpretation of the Terms & Conditions and the Agreement shall be final and binding on the Agency.
13. An agreement shall be signed with the designated/authorised person of the successful agency.
14. The Managing Director, IDA shall be the sole authority to decide and judge the quality of the service rendered by the Agency and all other matters and his decision shall be final and binding.

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**15. Termination:** The Contract may be terminated by giving one months notice, in case the agency:

- a. Assigns or sub-contracts any of this service.
- b. Violation/contravention of any of the terms and conditions mentioned herein.
- c. Does not improve the performance of the services in spite of instructions.
- d. Any violation of instruction/agreement or suppression of facts.
- e. Contractor being declared insolvent by competent court of law.

If agency willing to exit this contract, a two months notice in advance should be produced by the agency.

During the notice period for termination of the contract in the situation contemplated above, the agency shall keep on discharging his duties till the expiry of notice period.

**16. Penalty**

- a. In case of pre mature termination of the contract due to any of the clauses of Termination the security amount shall be forfeited.
- b. If agency fail to comply satisfactory services penalty can be impose upto 10% of the amount of the particular bill and in this regard decision of the managing director of the IDA will be final

**17. Arbitration:** In case of any dispute or differences arising on terms and conditions, the same shall be settled by reference to arbitration by the Sole Arbitrator to be appointed by Managing Director, IDA.

**18. Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

Read and accepted

(Full Name, Signature & Stamp of the Bidder)

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**ANNEXURE-I**  
*(To be submitted on Letter Head of the Registered Agency)*  
**TECHNICAL BID**  
**PERFORMA FOR SUPPLY OF STATIONARY ITEMS**

Technical Bid should indicate following information along with the Self-attested photocopies of supporting documents:

1. Name of Firm/Agency: \_\_\_\_\_
2. Registered address: \_\_\_\_\_  
\_\_\_\_\_
3. Branch Address, if any \_\_\_\_\_  
\_\_\_\_\_
4. Phone/Fax No. \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Type of Organization: \_\_\_\_\_  
(Whether sole proprietorship/partnership/society/  
Private Limited for Cooperative body etc. attach proof)
7. Name of Proprietor/Partners/  
Directors of the Organization/Firm. \_\_\_\_\_

**Payment Details**

DD No. \_\_\_\_\_

Date \_\_\_\_\_

Amount \_\_\_\_\_

Bank \_\_\_\_\_

Sl. No.	Documentary Proof of	Registration No. with Date & validity up to	Proof Attached (If Yes then Page no.)
1	Proof of incorporation/Proof of registration		
2	Work experience certificate		
3	Average Financial turnover (last 3 years)		
4.	Registration under Shop & Establishment Act		
5.	PAN Number		
6.	VAT clearance certificate		
7.	Income tax return for last three years		
8.	Self undertaking attached regarding information submitted is correct		
9.	Any other relevant information		

Name and signature of the bidder along with seal

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**ANNEXURE-II**  
**(To be submitted on Letter Head of the Registered Agency)**  
**FINANCIAL BID**

**List of Stationery Items PART 'A'**

<b>S No.</b>	<b>Name of Stationery Items</b>	<b>Name of Company</b>	<b>Unit</b>	<b>RATE</b>
1	A4 Size Paper 75 GSM	Century/JK/ Xerox	Per Pkt	
2	A3 Size paper 75 GSM	Century /JK/ Xerox	Per Pkt	
3	F/S Size paper 75 GSM	Century/JK / Xerox	Per Pkt	
4	Permanent Marker Pen (Red, Green, Black and Blue)	Reynolds	Per Piece	
5	Hi-Lighter Pen (Red , Blue, Green, Yellow)	Luxor	Per Piece	
6	Ball Pen (Red , Blue , Green, Yellow)	Agni	Per Piece	
7	Pen Linc Smart Jel	Linc	for 5 Piece	
8	Reynolds Pen 045 ((Red , Blue , Green, Yellow)	Reynolds	Per Piece	
9	Reynolds Trimax (Red,Blue,Green,Black)	Reynolds	Per Piece	
10	Reynolds racer gel pen	Reynolds	Per Piece	
11	CD Marker pen	Stic/camlin	Per Piece	
12	Reynolds Refil Trimax	Reynolds	Per Piece.	
13	Jetter Pen (Blue, Black)	Reynolds	Per Piece.	
14	Jetter Refills Black and Blue	Reynolds	Per Piece	
15	Add Gel Pen (Blue, Black & Red)	Add	Per Piece	
16	Add Gel Refil Blue /Black/Red	Add	Per Piece	
17	Classmate - Octane Gel	Classmate	Per Piece	
18	Classmate - Octane Ball Pen	Classmate	Per Piece	
19	Linc Trim Gel 0.5	Linc	Per Piece	
20	Linc Ocean Gel (Blue , Black , Red , Green)	Linc	Per Piece	
21	Refill Linc Ocea Gel (Blue Black, & Red)	Linc	Per Piece	
22	Reynolds Refil Ball 045 (Red , Blue , Green, Yellow)	Reynolds	Per Piece	
23	Stamp Pad 88X54 mm (Red, Blue)	Fiber Castle	Per Piece	
24	Pilot Pen Hi tec Point 0.5	Pilot	Per Piece	
25	Fevi Stick - 15gm	Pidilite	Per Piece	
26	Sharpner	Natraj	Pack of 20 Pcs.	
27	Pencil - Natraj	Natraj	Per Packet	
28	Erazer	Natraj	Per Piece	
29	Paper Knife Small	Natraj	Per Piece	
30	Scale 12" Steel	Natraj	Per Piece	
31	Erazex Correction Fluid & Diluter ,15 ml each -	Kores/infinity	Per Piece	
32	Correction Fluid 2 in 1 Correction Pen & Brush 12 ML	Kores/infinity	Per Piece	
33	Calculator 12 Digit (Commercial)	Casio	Per Piece	

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34	Calculator 12 Digit (Scientific)fx-82 MS	Casio	Per Piece	
35	Pen Drive 8 GB -	Moserbaer/Kingston	Per Piece	
36	DVD - R with cover	HP/Sony	Per Piece	
37	CD - General	HP/Sony	Pack of 100 Pcs	
38	CD with cover	HP	Pack of 10 Pcs	
39	T Pin	Oddy	Per Pkt	
40	Stapler 10 No	Kangaro	Per Piece	
41	Stapler HP 45	Kangaro	Per Piece	
42	Stapler Pin No 24/6	Kangaro	Per Packet	
43	Stapler Pin No 10	Kangaro	Per Packet	
44	Paper Punching Machine Single	Kangaro	Per Piece	
45	Paper Punching Machine Double Hole	Kangaro	Per Piece	
46	Dustbin 18 No. Size-	Prince	Per Piece	
47	OHP Marker (Red , Blue , Green, Yellow)	Luxor	Per Piece	
48	Room Freshner- Premium 160 Gm	Premium/ Tondon	Per Piece	
49	Good Night/ALL OUT Machine with refill	Good night /all out	Per Piece	
50	Good Night/ALL OUT Refill- 45ML	Good night/all out	Per Piece	
51	Air Wick Machine with Refil	Airwick	Per Piece	
52	Air Wick Refil	Airwick	Per Piece	
53	Scissors small	Faber Castle	Per Piece	
54	Scissors Big	Faber Castle	Per Piece	
55	Fax cartridge Panasonic KX FP 343	Panasonic	Per Piece	
56	Binder Clip Big	Faber Castle	Pack of 10 Pcs.	
57	Binder Clip Small	Faber Castle	Pack of 10 Pcs.	
58	Binder Clip Medium	Faber Castle	Pack of 10 Pcs.	
59	Bottle Gum 700 ml	Camel	per Bottle	
60	Glue Stick Tube 15 gm.	Fevi Stick/kores	Per Piece	
61	Glue Stick Tube 22 gm.	Fevi Stick/kores	Per Piece	
62	Reynolds Racer Gel Pen	Reynolds	Per Piece	
63	Multi desk organizer	solo	Per Piece	
64	Printer Cartridge HP 88A	HP	Per Piece	
65	Cartridge Ink Jet No : 861 for Colour (HP PHOTO SMART C4200 SERIES)	HP	Per Piece	

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66	[Type text] Cartridge Ink Jet No : 860 for Black (HP PHOTO SMART C4200 SERIES)	HP	Per Piece	
67	1230 D Ricoh Toner for 1508/06/2000L/1600	Ricoh	per piece	
68	Notepad/ Writing Pad No 8	Milan/Monaf	Per Piece	
69	Notebook 120 Pages Solo (spiral)	Solo	Per Piece	
70	Spiral Pad (Neelgangan) 66	Neelgagan	Per Piece	
71	Spiral Pad (Neelgangan) 88	Neelgagan	per Piece	
72	2Q Fancy General Register	Monaf/Milan	Per Piece	
73	4Q Fancy General Register	Monaf/Milan	Per Piece	
74	2Q Fancy Ledger Book	Monaf/Milan	Per Piece	
75	6Q Fancy Ledger Book	Monaf/Milan	Per Piece	
76	2Q Fancy Cash Book Register	Milan/Monaf	Per piece	
77	4Q Fancy Cash Book Register	Milan/Monaf	Per piece	
78	6Q Fancy Cash Book Register	Milan/Monaf	Per Piece	
79	6Q Fancy Despatch Register	Monaf/Monaf	Per Piece	
80	6Q Fancy Letter Receiving Register	Monaf/Milan	Per Piece	
81	6Q Fancy Issue Register	Monaf/Milan	Per Piece	
82	2Q Fancy Journal Book	Monaf/Milan	Per Piece	
83	4Q Fancy Journal Book	Monaf/Milan	Per Piece	
84	6Q Fancy Journal Book	Monaf/Milan	Per Piece	
84	2Q Fancy Stock Register	Monaf/Milan	Per Piece	
85	6Q Fancy Stock Register	Monaf/Milan	Per Pieces	
86	Short Hand Copy	Milan/Monaf	Per Piece	
87	Signature Pad - 20 sheets	Monaf/Milan	Per Piece	
88	Peon Book of 100 pages	Milan/Monaf	Per Piece	
89	Attandence Register 2Qr.	Milan/Monaf	Per Piece	
90	Casual Leave register 2Qr.	Milan/Monaf	Per Piece	
91	Gems Clip Plastic (pack of 50 pes)	Oddy	Per Pkt	
92	Paper Weight Transparent , Cubicle Shape- Kebica	Kebica	Per Piece	
93	Envelope (10\ " x 4.5\ ") - White-	Taj Mahal	Pack of 100 Pcs	
94	Envelope (10\ " x 4.5\ ") - Yellow (Plastic Coated)	Taj Mahal	Pack of 100 Pcs	
95	Board Pins (Thumb pin of brass) Kores	Kores	Per Piece	
96	Steel Measuring Tape 30M	-	Per Piece	
97	Steel Measuring Tape 5M	-	Per Piece	
98	Tekua with plastic handle	-	Per Piece	
99	Paper Pin	Kores	Per Packet	
100	Binder clips medium	Faber Castle	Pack of 10 Pcs.	
101	Binder clips Big	Faber Castle	Pack of 10 Pcs.	
102	Business Card Folder Solo	Solo	Per Piece	
103	Hole Guard	Printastick	Per Piece	
104	Paper knife Big size	natraz	Per Piece	
105	Brown Tape (Roll-2")- 50Mtr.	wonder	Per Piece	

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106	Cello Tape (Roll-2") - 50 Mtr. (Transparent )		Per Piece	
107	Envelope - A4 Size - Plastic Coated		Pack of 100 Pcs	
108	Envelope - FS Size - Plastic Coated		Pack of 100 Pcs	
109	CD Cover Plastic		Pack of 100 Pcs.	
110	BOX File /index file	Milen/monal	Per Piece	
111	Double punch Spring Files	cobra	Per Piece	
112	Paper Flag - Corporate 3 Pads of 25mmX75mm	Infinity	Per Piece	
113	Cotton Duster- approx (15\"X20\"- )	Cotton/khadi	Per Piece	
114	Notebook 120 Pages	Neelgagan/solo	Per Piece	
115	Multiple Holder	solo	Per Piece	
116	Display File (A4 Size) for 40 pages	solo	Per Piece	
117	Self Sticky Page Flag 3"x3" Yellow/ white Colour 100 Sheet Per Pack	Good quality	Per pack	
118	Self Sticky Page Flag 3"x4" Yellow/white Colour 100 Sheet Per Pack		Per pack	
119	PVC Plastic Leaf (per hundred)		Per Hundred	

VAT applicable as per Government Rule.

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**ANNEXURE-II**  
**(To be submitted on Letter Head of the Registered Agency)**  
**FINANCIAL BID**

**List of Stationery Items PART 'B'**

<b>S No.</b>	<b>Name of Stationery Items</b>	<b>Name of Company</b>	<b>Unit</b>	<b>RATE</b>
1	Thick Note Sheet Pad (100 Sheets)		Per Pad	
2	Guard file/ file board		Per Pad	
3	Fly leaf (IDA Printed)		Per Pad	
4	Stic Plastic File		Per Piece	
5	L-Shape Plastic File		Per Piece	
6	My Clear Bag with Button (Button Folder)		Per Piece	
7	File Tag (Long thread)		Per Bunch	

VAT applicable as per Government Rule.

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### **CONTRACT AGREEMENT**

This agreement is made on ..... between Infrastructure Development Authority, Patna (Hereinafter called IDA which expression shall unless excluded by repugnant to context, include his successors and assignees) and ..... (Hereinafter called the Agency which expression shall unless excluded by or repugnant to context, include his successors and assignees) on the other part. The agreement shall remain valid from..... to.....

1. Whereas IDA has invited tender for supply of stationary items to the IDA for official work
2. The scope of services to be rendered can be increased or decreased as per requirement and the payable amount for that will be increased or decreased as per the rate already approved.
3. The contract period shall be initially for a period of..... with effect from.....to..... which can be extended on satisfactory performance and mutual consent of both the parties for the additional period.
4. It shall be the sole responsibility of the Agency to ensure effective services and if there is any loss/damage, the same shall be recovered from the agency.
5. The Agency will take all steps as required under law in case of any loss or other contingency in consultation with the IDA.
6. The Agency has to furnish a Performance Security of..... (Rupees.....only) in shape of DD No. .... in favour of Infrastructure Development Authority, payable Patna which shall carry no interest.
7. That in case of any dispute arising between the parties with respect to the contract, interpretation of the terms or any claim whatsoever, the Managing Director, IDA or any person appointed by him shall be the sole Arbitrator to decide the matter and the provisions of Arbitration and Conciliation Act 1996 shall be applicable. The Agency shall have no objection to the designated arbitrator or other appointed person as arbitrator by him. The place of arbitration proceedings shall be at Patna.
8. Agency will supply stationary item as per quoted rates, branch and specifications
9. The Agency will not sub-let this contract of these services to any other agency or individual(s).
10. The Contract amount of this work is as per the rate approved.
11. The Agency will be responsible for compliance of various statutory obligations.
12. The Agency shall maintain absolute security with regard to all the matter that comes to his knowledge by virtue of this contract.
13. Any loss due to negligence, if proved will be compensated by the Agency.
14. Decision of IDA in regard to interpretation of the Terms and Conditions and the Contract Agreement shall be final and binding on the Agency.

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15. That in case of any loss being suffered by IDA or the violation of the terms and conditions of contract; the IDA shall have right to deduct all claims against Agency and IDA shall have right to forfeit and deduct the claim amount from the security amount partly or entirely as per the claim.
16. That in case if the Agency withdraws from the contract within the period of contract, the IDA shall forfeit the security amount without any refund.
17. The terms and conditions and rates will be as per tender document and contractor is hereby agree to commence the said work as per Tender no\_\_\_\_\_

17. **Termination:** The Contract may be terminated by giving one months notice, in case the agency:

- a. Assigns or sub-contracts any of this service.
- b. Violation/contravention of any of the terms and conditions mentioned herein.
- c. Does not improve the performance of the services in spite of instructions.
- d. Any violation of instruction/agreement or suppression of facts.
- e. Agency being declared insolvent by competent court of law.

If agency willing to exit this contract, a two months notice in advance should be produced by the agency.

19. **Penalty:**

- a. In case of pre mature termination of the contract due to any of the clauses of termination the security amount shall be forfeited.
- b. If agency fail to comply satisfactory services, penalty can be imposed up to 10% of the amount of the particular bill and this regard decision of the Managing Director of the IDA will be final

20. **Arbitration:** In case of any dispute or differences rising on terms and condition, the same shall be settled by reference to arbitration by sole Arbitrator to be appointment by managing director, IDA

21. **Jurisdiction:** In case of any dispute, the jurisdiction shall be the Court at Patna only.

THIS WITNESS WHEREOF both the parties have subscribed their respective hands with their seal in PATNA in the presence of the witness:

**For IDA, Patna**

**For ( Agency)**

Witness:

Witness:

1.

1.

2.

2.

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