INFRASTRUCTURE DEVELOPEMENT AUTHORITY

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004
Phones : 0612-2675914, 2675945, Fax : 0612-2675934
Email : md@idabihar.com

N.I.T. FOR SUPPLY OF STATIONARY ITEMS

NOTICE No- 34/TEN/IDA/2026

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.** 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 30.11.2026** Technical bid will be opened on **30.11.2026 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.

Director (Administration)

INFRASTRUCTURE DEVELOPEMENT AUTHORITY

1st Floor, Udyog Bhawan, East Gandhi Maidan, Patna - 800004
Phones : 0612-2675914, 2675945, Fax : 0612-2675934
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TENDER FOR SUPPLY OF STATIONARY ITEMS

NOTICE No-34 /TEN/IDA/2026

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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. Financial Turnover during the last 3 years ending 31st March 2026 should be at least 10 Lakhs in any one year.
4. There should be no case pending with the police/court against the Proprietor/Firm/Partner or the Company (Bidder). Affidavit in this regard to be provided
5. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:

(i) Proof of Establishment (ii) PAN (iii) Registration under Shop and Establishment Act (iv) GST Registration Certificate

6. Income tax return for the last 3 years
7. 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, 1st 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.

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8. Any changes with respect to this tender will be notified through website www.idabihar.com only.
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 Rs 25,000 (Twenty Five 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 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 up to 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

Payment Details

DD No. _____

Date _____

Amount _____

Bank _____

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. _____

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	Financial turnover (last 3 years)		
4	Affidavit that no case pending with police / court		
5	PAN Number		
6	Registration under shop and establishment Act		
7	GST Registration Certificate		
8	Income tax return for the last three years		
9	Self-undertaking attached regarding information submitted is correct		
10	Any other relevant information		

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Name and signature of the bidder along with seal

ANNEXURE-II

(To be submitted on Letter Head of the Registered Agency)

FINANCIAL BID

Rate in Rupees (Exclusive of all the Taxes)

List of Stationery Items (PART 'A')

S No.	Name of Stationery Items	Name of Company	Unit	RATE
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	Per Piece	
8	Reynolds Pen 045 ((Red , Blue , Green, Yellow)	Reynolds	Per Piece	
9	Reynolds (Red,Blue,Green,Black) T max	Reynolds	Per Piece	
10	Reynolds racer gel pen	Reynolds	Per Piece	
11	CD/OHP Marker Pen (Red, Blue, Green, Yellow)	Luxor/Stick/camlin	Per Piece	
12	Jetter Pen (Blue, Black)	Reynolds	Per Piece.	
13	Add Gel Pen (Blue, Black & Red)	Add	Per Piece.	
14	Linc Trim Gel 0.5	Linc	Per Piece	
15	Linc Ocean Gel (Blue , Black , Red , Green)	Linc	Per Piece	
16	Pilot Pen Hi tec Point 0.5	Pilot	Per Piece	
17	Reynolds Refil T max	Reynolds	Per Piece	
18	Jetter Refills Black and Blue	Reynolds	Per Piece	
19	Reynolds Refil Ball 045 (Red , Blue , Green, Yellow)	Reynolds	Per Piece	
20	Add Gel Refil Blue /Black/Red	Add	Per Piece	
21	Stamp Pad 88X54 mm (Red, Blue)	Fiber Castle	Per Piece	
22	Fevi Stick - 15gm	Pidilite	Per Piece	
23	Sharpner	Natraj	Pack of 20 Pcs.	
24	Pencil - Natraj	Natraj	Per Packet	
25	Erazer	Natraj	Per Piece	
26	Paper knife Big size	natraz	Per Piece	
27	Paper Knife Small	Natraj	Per Piece	
28	Scale 12" Steel	Natraj	Per Piece	
29	Erazex Correction Fluid & Diluter , 15 ml each	Kores/infinity	Per Piece	
30	Correction Fluid 2 in 1 Correction Pen & Brush 12 ML	Kores/infinity	Per Piece	

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31	Calculator 12 Digit (Commercial)	Casio	Per Piece	
32	Calculator 12 Digit (Scientific)fx-82 MS	Casio	Per Piece	
33	Pen Drive 8 GB -	Moserbear/Kingston	Per Piece	
34	DVD - R with cover	Moserbear/Sony	Per Piece	
S No.	**Name of Stationery Items**	**Name of Company**	**Unit**	**RATE**
35	CD - General	Moserbear/Sony	Pack of 100 Pcs	
36	CD cover Plastic	----------	Pack of 100 Pcs	
37	T Pin	Oddy	Per Pkt	
38	Stapler 10 No	Kangaro	Per Piece	
39	Stapler HP 45	Kangaro	Per Piece	
40	Stapler Pin No 24/6	Kangaro	Per Packet	
41	Stapler Pin No 10	Kangaro	Per Packet	
42	Paper Punching Machine Single	Kangaro	Per Piece	
43	Paper Punching Machine Double Hole	Kangaro	Per Piece	
44	Dustbin 18 No. Size-	Prince	Per Piece	
45	Room Freshner- 160 Gm	Premium/ Tondon	Per Piece	
46	Good Night/ALL OUT Machine with refil	Good night /all out	Per Piece	
47	Good Night/ALL OUT Refill- 45ML	Good night/all out	Per Piece	
48	Air Wick Machine with Refil	Airwick	Per Piece	
49	Air Wick Refil	Airwick	Per Piece	
50	Scissors small	Faber Castle	Per Piece	
51	Scissors Big	Faber Castle	Per Piece	
52	Binder Clip Big	Faber Castle	Pack of 10 Pcs.	
53	Binder Clip Small	Faber Castle	Pack of 10 Pcs.	
54	Binder Clip Medium	Faber Castle	Pack of 10 Pcs.	
55	Bottle Gum 700 ml	Camel	per Bottle	
56	Glue Stick Tube 15 gm.	Fevi Stick/kores	Per Piece	
57	Multi desk organizer	solo	Per Piece	
58	Notepad/ Writing Pad No 8	Milan/Monaf	Per Piece	
59	Notebook 120 Pages	Neelgagan/Solo	Per Piece	
60	Spiral Pad (Neelgangan) 66	Neelgagan	Per Piece	
61	Spiral Pad (Neelgangan) 88	Neelgagan	per Piece	
62	2Q Fancy General Register	Milan/Monaf	Per Piece	
63	4Q Fancy General Register	Milan/Monaf	Per Piece	
64	2Q Fancy Ledger Book	Milan/Monaf	Per Piece	
65	6Q Fancy Ledger Book	Milan/Monaf	Per Piece	

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66	2Q Fancy Cash Book Register	Milan/Monaf	Per piece	
67	4Q Fancy Cash Book Register	Milan/Monaf	Per piece	

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S No.	Name of Stationary Items	Name of Company	UNIT	RATE
68	6Q Fancy Cash Book Register	Milan/Monaf	Per Piece	
69	6Q Fancy Despatch Register	Milan/Monaf	Per Piece	
70	6Q Fancy Letter Receiving Register	Milan/Monaf	Per Piece	
71	6Q Fancy Issue Register	Milan/Monaf	Per Piece	
72	2Q Fancy Journal Book	Milan/Monaf	Per Piece	
73	4Q Fancy Journal Book	Milan/Monaf	Per Piece	
74	6Q Fancy Journal Book	Milan/Monaf	Per Piece	
75	2Q Fancy Stock Register	Milan/Monaf	Per Piece	
76	6Q Fancy Stock Register	Milan/Monaf	Per Pieces	
77	Short Hand Copy	Milan/Monaf	Per Piece	
78	Signature Pad - 20 sheets	Milan/Monaf	Per Piece	
79	Peon Book of 100 pages	Milan/Monaf	Per Piece	
80	Attandence Register 2Qr.	Milan/Monaf	Per Piece	
81	Casual Leave register 2Qr.	Milan/Monaf	Per Piece	
82	Gems Clip Plastic (pack of 50 pes)	Oddy	Per Pkt	
83	Paper Weight Transparent , Cubicle Shape		Per Piece	
84	Envelope (10" x 4.5")- White	Taj Mahal	Pack of 100 Pcs	
84	Envelope (10" x 4.5")- Yellow (Plastic Coated)	Taj Mahal	Pack of 100 Pcs	
85	Envelope - A4 Size - Plastic Coated		Pack of 100 Pcs	
86	Envelope - FS Size - Plastic Coated		Pack of 100 Pcs	
87	Board Pins (Thumb pin of brass) Kores	Kores	Per Piece	
88	Steel Measuring Tape 30M	-	Per Piece	
89	Steel Measuring Tape 5M	-	Per Piece	
90	Tekua with plastic handle	-	Per Piece	
91	Paper Pin	Kores	Per Packet	
92	Business Card Folder Solo	Solo	Per Piece	
93	Hole Guard	Printastick	Per Piece	
94	Brown Tape (Roll-2")- 50Mtr.		Per Piece	
95	Cello Tape (Roll-2") - 50 Mtr. (Transparent)		Per Piece	
96	BOX File /index file	Milen/monaf	Per Piece	
97	Double punch Spring Files	cobra	Per Piece	
98	Paper Flag - Corporate (3 Pads of 25mmX75mm)	Infinity	Per Piece	
99	Cotton Duster- (24"X24")	Cotton/khadi	Per Piece	
100	Cotton Duster- (36"X36")	Cotton/khadi	Per Piece	
101	Multiple Holder	solo	Per Piece	
102	Display File (A4 Size) for 40 pages	solo	Per Piece	
103	Self Sticky Page Flag 3"x3" Yellow/ white Colour 100 Sheet Per Pack	----	Per pack of 100 Sheet	
104	Self Sticky Page Flag 3"x4" Yellow/white Colour 100 Sheet Per Pack	----	Per pack of 100 sheet	
105	PVC Plastic Leaf (per hundred)	----	Per Hundred	

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106	Measurement Book 100 pages (Size 6 ½" x 4")	----	Per Piece	

ANNEXURE-II

(To be submitted on Letter Head of the Registered Agency)

FINANCIAL BID

Rate in Rupees (Exclusive of all the Taxes)

List of Stationery Items (PART 'B')
As per Samples

S No.	Name of Stationery Items	Name of Company	Unit	Rates
1	Thick Note Sheet Pad (100 Sheets)		Per Pad	
2	Guard file/ file board		Per Piece	
3	Fly leaf (IDA Printed)		Per Piece	
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	

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