



# **BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.**

(A Government of Bihar Undertaking)

Registered Office: RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014

Tel: 0612-2226711/ 2226723

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## **Bihar State Road Development Corporation Ltd.**

RCD Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014

# **TENDER DOCUMENT For SUPPLY OF STATIONERY ITEMS**

Tender Document Cost: 1000/- (One Thousand only)



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## Notice Inviting Tender

Tender No. BSRDCL-1168/2013 (Part-III)/2016/HQ/2-

Dated:29.07.2016

Sealed Quotations are invited by **Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna -800014** for **Supply of Stationery Items to BSRDCL HQ** from the prospective retailers / wholesalers / Authorized Agency having past experience of supplying stationery to at least one government organization or PSU.

### Schedule to The Invitation Of Tender

1	Time and last date of issue of Bid Document	<b>1500 Hrs. of 29.08.2016</b>
2	Time and Date of depositing tender/bid	<b>1500 Hrs. of 29.08.2016</b>
3	Time and date of opening of Technical Bid	<b>1530 Hrs. of 29.08.2016</b>
4	Validity of tender offer	<b>60 day from the date of opening</b>
5	Service to be provided	<b>Supply of Stationery Items to BSRDCL HQ</b>
6	Duration of Contract	<b>One Year from the date of Award of contract which may be extended unilaterally by BSRDCL on the same rate and existing terms and conditions.</b>
7	Bid Security	<b>Rs. 5,000/- in the form of DD drawn in favor of "Bihar State Road Development Corporation Limited, Patna".</b>

Intending eligible bidders may obtain Bid Document from **Bihar State Road Development Corporation Limited, RCD Mechanical Workshop Campus, Sheikhpura, Patna-800014** on payment of Rs.1000/- (Rs. One Thousand only) (non refundable) in form of demand draft in favour of **Bihar State Road Development Corporation Limited, Patna** or may download it from [www.bsrpcl.bih.nic.in](http://www.bsrpcl.bih.nic.in). In case of downloaded tender document, tenderer should submit DD of Rs.1000/- drawn in favor of **Bihar State Road Development Corporation Limited, Patna** along with his **bid security envelope**. DD should not be of date later than last date of selling of tender document.

**Chief General Manager**  
**Bihar State Road Development Corporation Ltd.**  
**RCD Mechanical Workshop Campus (Near Patna**  
**Airport)**  
**Sheikhpura, Patna-800014**  
**Tel : 0612-2226711, Fax : 0612-2226723**



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## 2. Scope of Work

- 2.1. Service Provision of General Stationery items as specified in the description of items.
- 2.2. Period of Contract Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be extended unilaterally by BSRDCL on the same rate and existing terms and conditions. It will be entirely at the discretion of the CGM, BSRDCL, Patna to extend it or not.
- 2.3. Quantity & estimated Cost :- Estimated quantity of items required is mentioned in the Description of Items – Form -I of Section III. However it should be clearly noted that BSRDCL shall place the order only as per the actual requirements from time to time. The estimated value of the works will be Rs.20,00,000/-(Rupees Twenty Lakh) (Approx.)
- 2.4. Supply Requirement The supply of item shall be made to this office within 3 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. BSRDCL will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.



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## 3. Instructions to Bidders

### (3.1) ELIGIBILITY CONDITIONS

- (a) The bidder should be a reputed stationery supplier having well established office/show room, located within Patna city only.
- (b) The bidder should produce copy of valid Trading License issued by Government of Bihar.
- (c) The bidder should have been registered with Sales Tax/VAT authorities and enclose the copy of Registration Certificate.
- (d) The bidder should have PAN allotted to him by IT Department (Copy to be enclosed)

### (3.2) COST OF BIDDING

The bidders shall bear all costs associated with the preparation and submission of the bid. BSRDCL in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

### (3.3) BID DOCUMENT

#### 3.3.1 Bid document includes

- a. Notice Inviting Tender
- b. Scope of Work
- c. Instruction to bidders
- d. General (Commercial) conditions of the contract
- e. Special Conditions of Contract
- f. Bid Form
- g. Authorization letter for attending bid opening
- h. Certificate-Non-Participation of near relative
- i. Price Schedule & Description of item
- j. Agency Details
- k. Performance Security Guarantee Bond.

3.3.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bid Document. Failure to furnish all the information required as per Bid Document or submission of the bids not substantially responsive to the Bid Document in every respect will be at the bidder's risk and may result in rejection of the Bid.

3.3.3 A prospective bidder requiring any clarification on the Bid document shall notify BSRDCL in writing. BSRDCL shall respond, in writing, to any request for the clarification of bid document, which it receives not later than 3 days prior to the date of opening of Tender.

3.3.4 Any clarification issued by BSRDCL in response to query raised by prospective bidders shall form an integral part of bid documents and it may amount to an amendment of relevant clauses of the bid document.



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## (3.4) AMENDMENT TO BID DOCUMENT

(i) At any time, prior to the date of submission of bid, BSRDCL may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.

(ii) The amendments shall be notified, in writing, to all prospective bidders on the address given at the time of purchase of the Bid Document and these amendments will be binding on them. Simultaneously, it would be notified on our website also for the information of those bidders who intend to download the tender document from the website.

## (3.5) DOCUMENTS COMPRISING THE BID

The bid prepared by the bidder shall comprise the following components

- a. Documentary evidence in accordance with clause 3.1 of Section I to establish that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
- b. EMD furnished is in accordance with clause 3.8 of Section I.
- c. Bid Form and price schedule completed in accordance with clause 3.6 of Section I .
- d. Copy of Partnership Deed or proprietorship deed or Articles/Memorandum of Association as the case may be.
- e. The bidder shall furnish the particulars of his past performance with PSUs/Government Departments/Scheduled Banks./Reputed firms etc.
- f. Non-participation of any close relative as per Clause 1(11) of Section II in bid form.
- g. A clause by clause compliance as per clause 3(9) of Section I.
- h. PAN/TIN/CIN number of firm/company
- i. Sales Tax/Service Tax Registration number of firm/company.

## (3.6) BID FORM

The bidder shall complete the Bid Form as per Form I of Section III and the appropriate price schedule (Form V of Section III) furnished in the bid document covering the items to be supplied.

## (3.7) PRICE BID.

- (i) The supply of the items shall strictly be as per the requirement and specifications. The rate shall be quoted in figures as well as in words as per price schedule (as per Form VI) for all the items given in the schedule of requirement. Bids not quoted for all the items may summarily be rejected.
- (ii) Prices will be fixed and exclusive of taxes and statutory duties applicable, packing, forwarding, freight, insurance and other charges as applicable.
- (iii) Empanelment of Firms will be done on the basis of lowest rates quoted for items in Form 5 of Section III.



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- (iv) The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.
- (v) Prices charged by the bidder for goods delivered under the contract shall not be higher than the prices quoted by the bidder in his bid.
- (vi) Form 'C' or 'D' will not be issued.

## **(3.8) EARNEST MONEY DEPOSIT (EMD)**

- 3.8.1 The bidder shall furnish, as part of his bid, a bid security of Rs.5000/- in the form of Demand draft drawn in favour of Bihar State Road Development Corporation Ltd., payable at Patna.
- 3.8.2 The bid security is required to protect the BSNL against the risk of bidder's conduct, which would warrant the security's forfeiture, pursuant to para 3.8.7.
- 3.8.3 The bid security shall remain valid for a period of 180 days from the date of tender opening.
- 3.8.4 A bid not secured in accordance with Para 3.8.1 & 3.8.2 shall be rejected by the BSNL as non-responsive at the bid opening stage.
- 3.8.5 The bid security of the unsuccessful bidder will be discharged/returned at the earliest after completion of the tender process.
- 3.8.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the Letter of Intent satisfactorily in accordance with clause 3.13 and furnishing the performance security.
- 3.8.7 The bid security may be forfeited:
  - (a) If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form;
  - (b) In the case of successful bidder, if the bidder
    - i. Fails to sign the contract in accordance with clause 3.15 under Section I; or
    - ii. Fails to furnish performance security in accordance with clause 1.2 of "General Conditions of Contract" under Section II ; or
    - iii. Fails or refuses to honour his own quoted price for any of the items or part thereof during the entire period of contract.
  - (c) In both the above cases i.e. 3.8.7 (a) & (b), the bidder will not be eligible to participate in the tender for one year from the date of issue of Letter of intent. The bidder will not approach the court against the decision of BSRDCL in this regard.

## **(3.9) FORMAT AND SIGNING OF BID**

- 3.9.1 The original bid shall be signed by the bidder or a person duly authorized on each page to bind the bidder for the contract. The letter of authorization shall be indicated by written Power of Attorney accompanying the Bid.
- 3.9.2 The over writing/erasures in the bid made by the bidder shall be signed by the person signing the bid. Unsigned over writing/erasures shall not be considered.



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3.9.3 A clause by clause compliance of services to be provided shall be given for all the clauses stipulated in Section I, II and III of the tender document. In case of deviation a statement of deviation shall be given separately. .

## (3.10) SUBMISSION OF BIDS

(i) Bid must be submitted in one outer envelope having two separate inner envelopes inside, one containing “Technical Bid” and the other containing “Financial Bid” also superscripted as “Technical Bid” and “Financial Bid” respectively. Both envelopes should have name and address of the bidders also. Technical Bid should contain duly filled bid form (Section-III, Form-1), document establishing bidders eligibility (Section-I, Clause-3), Certificate (Section-III, Form-3), Agency Details (Section-III, Form-4) etc. with spiral binding. Financial Bid should contain only the duly filled Price Quotation (Sec-III, Form5,). All the covers should be superscripted as “Tender for supply of Office Stationery items to be opened on \_\_\_\_\_”. The bids should be submitted duly sealed and addressed to The Chief General Manager, Bihar State Road Development Corporation Ltd, RCD Central Mechanical Workshop Campus, Sheikhpura, Patna 800014 and sent by Registered post or delivered in person so as to reach the office on or before 15.00 hrs of due date on the above mentioned address.

(ii) Any bid received after the dead line for submission of bids shall be rejected and returned to the bidder unopened.

(iii) If envelopes are not sealed as required, the bid shall be rejected.

## (3.11) BID OPENING

BSRDCL shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorization letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (Format is given in Section-III, Form 2). If the Technical Bid is found complete in all respect, then only Financial Bid will be opened, otherwise the Financial bid will be returned to the bidder without opening. Financial bids will be opened of only technically qualified bidders for which the date shall be communicated in writing or informed on contact no. as furnished.

## (3.12) EVALUATION

3.12.1 Only those bids shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirement of tender both technically and commercially

3.12.2 BSRDCL shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.

3.12.3 BSRDCL shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the items supplied inclusive of all levies and charges as indicated in the price schedule in Form-5, section III of the bid document.

3.12.4 Arithmetical errors shall be rectified on the following basis: If there is a discrepancy between the rate and the total price that is obtained by multiplying the unit price and quantity, the



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unit price shall prevail and the total price shall be corrected by BSRDCL. If there is a discrepancy between words and figures, the amount in words shall prevail.

3.12.5 L-1 Bidder will be decided based on lowest cost i.e. value of each tender items against the required quantity) offered by the tendered. In case of more than one, L-1 bidder first preference will be given to the bidder who is lowest in maximum items.

## **(3.13) AWARD OF CONTRACT**

3.13.1 BSRDCL shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within 14 days of issue of Letter of Intent, give his acceptance along with performance security failing which the bid will stand liable for rejection.

3.13.2 The BSRDCL shall have the right to place order on more than one firm depending upon rates quoted & specimen supplied by various bidders.

## **(3.14) PURCHASER'S RIGHT TO VARY QUANTITIES.**

BSRDCL reserves the right to vary the tendered quantity of item(s) upto + 25% specified in the scheduled of requirements without any change in the rates of the offered quantity or other terms and conditions.

## **(3.15) SIGNING OF AGREEMENT**

3.15.1 Signing of Agreement shall construe the award of contract on the bidder for supply of Stationery items as specified in the description of items, Format of Agreement is annexed at Form VI of Section-III.

3.15.2 Upon the successful bidder furnishing the Performance Security Bond Guarantee in pursuant to clause 1.2.1 of Section II, the BSRDCL shall discharge the EMD in pursuant to Clause 3.8 of Section I.

## **(3.16) ANNULMENT OF AWARD**

Failure of the successful bidder to comply with the requirement of clause 3.15 of Section-I shall constitute sufficient ground for the annulment of the award and forfeiture of the EMD in which event BSRDCL may make the award to any other bidder at the discretion of BSRDCL or call for new bids.

## **(3.17) PERIOD OF VALIDITY OF BIDS**

(i) The bid shall remain valid for 180 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by BSRDCL as non-responsive.

(ii) A bidder accepting the request of BSNL for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.





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## (3.18) DELIVERY

The delivery of goods shall be made by the bidder in accordance with the terms specified by BSRDCL in the Schedule of Requirement and conditions of contract. The delivery of goods/items should be completed within 3-4 days from the date of issue of Purchase/ Order.

3.18.1 The supplier shall warrant that goods to be supplied shall be in full conformity with specifications.

3.18.2 In case the stationery items are not as per specifications, the same will not be accepted. The firm will have to replace the goods as per the actual specifications and requirement. BSRDCL will not be responsible for any loss occurred for this to the firm.



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## FORM-I

## Section II

### GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

#### (1.1) APPLICATION

Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or in NIT unless otherwise agreed by BSRDCL

#### (1.2) PERFORMANCE SECURITY

1.2.1 The successful bidder shall be required to deposit an amount equal to 5% of the contract value within 14 days from the date of receipt of Advance Purchase Order by the supplier as performance Security.

1.2.2 Performance Security shall be submitted in the form of Demand draft or Bank Guarantee (Vide Section-III,Form-6) drawn in favour of A.O.(Cash), BSNL,O/o the CGMT, NE-I Circle, Shillong.

1.2.3 Performance Security will be discharged after completion of contractors' performance obligations.

1.2.4 If the contractor fails or neglects any of his obligations under the contract it shall be lawful for BSNL to forfeit either whole or any part of performance security furnished by the bidder as penalty for such failure.

#### (1.3) EXECUTION TIME LIMIT

The time period as stipulated in the Purchase/ order or letter of intent shall be deemed to be essence of the contract.

#### (1.4) PAYMENT TERMS

1.4.1 After the work has been completed the bill for the work in duplicate prepared on the basis of the accepted rates will have to be submitted in favour of BSRDCL, Patna

1.4.2 The bill raised by the firm should have all tax registration numbers printed on the bill. Validity of the tax registration during the currency period of contract shall be the sole responsibility of the firm.

1.4.3 Payment shall be made on receipt of goods against bill for the supply made after the good/items have been checked and accounted and there is no damage/shortage.

1.4.4 The payment is released through crossed cheque against bills and Income Tax, shall be deducted against bills submitted.

1.4.5 Bills may be submitted within 15 days of supply.

1.4.6 No payment is admissible for goods rejected.

#### (1.5) DELAY AND LIQUIDATED DAMAGES

1.5.1 If delivery is not made in given time and BSNL is required to make purchase from outside at higher rates, the loss sustained will be deducted from the bill.



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1.5.2 Irrespective of the fact as to whether or not the BSNL makes purchases from outside, the BSRDCL may impose penalty of 0.5% of value of order for every week's delay or part thereof for a period upto 10 (Ten) weeks and thereafter at the rate of 0.7% of the value of the delayed supply for each week of delay or part thereof for another Ten weeks of delay in complying with the date of delivery of the items for delayed supply and/or undelivered material/supply on each such occasion/default. This amount of liquidated damages shall be paid by bidder to BSRDCL or may be recovered by BSRDCL from the bills of bidder.

1.5.3 Quantum of liquidated damages assessed and levied by the BSRDCL and decision of the BSRDCL thereon shall be final and binding on bidder provided further the same shall not be challenged by bidder either before Arbitration tribunal or before the Court. The same should stand specifically excluded from the purview of the arbitration clause, as such , the same shall not be referable to arbitration.

## (1.6) TERMINATION OF CONTRACT

The BSNL may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

1.6.1 If the agency/contractor fails to supply the items within the period (s) specified and agreed in the contract or any extension thereof granted by BSRDCL

1.6.2 If the agency/contractor fails to perform any other obligation(s) under the contract

1.6.3 If the performance is found unsatisfactory due to the negligence of the agency/contractor, depending upon the severity of negligence, BSRDCL reserves the right to blacklist the agency/contractor from further participation in any of BSRDCL tenders/contracts. The decision of BSNL shall be final in this regard.

## (1.7) TERMINATION FOR INSOLVENCY

BSRDCL may also by giving written notice and without compensation to the agency terminate the contract if the contractor becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action.

## (1.8) FORCE MAJEURE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of BSRDCL as to whether the supplies have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part of any obligation under this contract is prevented



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or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

## (1.9) ARBITRATION

1.9.1 In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to matter the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of the CGM, Bihar State Road Development Corporation Ltd., Patna.

(1.10) The bidder should give a certificate that none of his/her near relative is working in BSRDCL. In case of proprietorship firm certificate will be given by the proprietor, for partnership firm certificate will be given by all the partners and in case of limited company by all the directors of the company. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. BSNL will not pay any damages to the company or firm or the concerned person. The company or firm or the person will also be debarred for further participation in any tender of BSRDCL. The near relatives for this purpose are defined as:

(a) Members of a Hindu undivided family.

(b) They are husband and wife.

(c) The one is related to the other in the manner as father, mother, son(s), & son's wife (daughter in law), daughter(s) & daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother-in-law).

The format of the certificate is given at Form- 3 of Section- III.

(1.11) In case the supply is not completed in stipulated or agreed delivery period as indicated in work/purchase order, or bidder's breach of terms and conditions of contract, BSRDCL reserves the right to cancel/terminate the purchase order and or recover/impose liquidated damages or forfeit performance security for default.



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## 2. SPECIAL CONDITIONS OF CONTRACT

- 2.1. The special conditions of contract shall supplement the “Instructions to the Bidders” as contained in section I and General (Commercial) Conditions of the Contract as contained in section II and wherever there is a conflict, the provisions herein shall prevail over those in section I and General (Commercial) Conditions of the contract.
- 2.2. In case the date fixed for opening of bids is subsequently declared as holiday by the BSNL, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day. Time and venue remaining unaltered.
- 2.3. BSRDCL reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with BSRDCL
- 2.4. BSRDCL reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient ground.
- 2.5. No sub-contracting is permissible.
- 2.6. Conditional bid will not be accepted.
- 2.7. BSRDCL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award/reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the ground of purchaser action. BSRDCL is not bound to accept the lowest tender or any tender or to assign any reason for rejecting any or all the tenders. It also reserves the right to accept/reject (part/whole) or any other tender(s) at their sole discretion without assigning any reason thereof. Its decision in the matter shall be final and binding.
- 2.8. The person signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm shall be responsible to produce a proper power of attorney duly executed in his favour, stating that he has the authority to bind such other person or the firm, as the case may be, in all matters pertaining to the contract including the arbitration clause.
- 2.9. If the item supplied by the bidder is not found satisfactory or not conforming to the specification, BSRDCL reserves the right at its discretion and without any claim for compensation to the contractor, either cancel the order altogether or modify the quantity ordered. In deserving cases firm may be black listed for failure to comply as per terms.
- 2.10. Prices shall remain fixed and valid during the period of contract.



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FORM-1

SECTION-III

## BID FORM /EMD FORM

Tender No.

Date:

To.

The Chief General Manager,  
Bihar State Road Development Corporation Ltd,  
RCD Central Mechanical Workshop Campus,  
Near Patna Airport, Sheikhpura,  
Patna 800014

Dear Sir,

- 1 We, undersigned, offer to supply stationery items in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
- 2 We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
- 3 If our Bid is accepted, we will deposit an amount equal to 5% of the contract sum in the form of Demand draft or in the form of a bank guarantee for the due performance of the Contract.
- 4 We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
- 5 Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
- 6 Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement. We have submitted EMD of 5000/- in the form of Demand draft in favour of A.O.(Cash) O/o the C.G.M.T, BSNL, NE-I Circle, Shillong along with the Bid.
- 7 We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... Day of ..... 2016

Signature of In capacity of Duly authorized to

sign the bid for and on behalf of .....

Witness.....

Address.....

Signature



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## FORM-2

### LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To  
The Chief General Manager,  
Bihar State Road Development Corporation Ltd,  
RCD Central Mechanical Workshop Campus,  
Near Patna Airport, Sheikhpura,  
Patna 800014

Subject: Authorization for attending bid opening on \_\_\_\_\_ (date) in the Tender of \_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		

Alternate Representative Signatures of bidder Or Officer authorized to sign the bid Documents on behalf of the bidder.

#### Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.



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## SECTION-III

(Certificate on Non Participation of near Relatives in the tender called for Engagement of Agency for supply of Stationery items for BSRDCL HQ Office, Patna as required under section II, Clause 1.11 of Bid document)

### CERTIFICATE FOR NON PARTICIPATION OF NEAR RELATIVE

I \_\_\_\_\_ Son of \_\_\_\_\_ /  
W/o \_\_\_\_\_ R/o \_\_\_\_\_ here by certify that none  
of my relative(s) as defined in Section II.1 clause 11 of tender document is/are employed in BSRDCL  
unit as per details given in tender document. In case at any stage, it is found that the information  
given by me is false/ incorrect, BSRDCL shall have the absolute right to take any action as deemed  
fit/ without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Bidder Name (Caps) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_





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## FORM-4

### Section-III

#### AGENCY DETAILS

(Including performance records, financial viability etc.)

NAME OF AGENCY/COMPANY :

OWNER'S NAME/DIRECTOR'S NAME :

PAN NUMBER :

INCOME TAX A/C NO. & AMOUNT OF TAX PAID :  
DURING LAST FINANCIAL YEAR  
(Proof to be enclosed)

TIN NUMBER OF THE AGENCY/COMPANY :

ADDRESS OF SHOW ROOM :

TELEPHONE/Mobile Nos. :

BANKER'S NAME & ADDRESS :

EXPERIENCE (YEARS) :

LIST OF MAJOR CLIENTS (ENCLOSE COPY OF :  
ORDERS/CONTRACTS ALONGWITH ITEMS,  
ITEM DETAILS, PERFORMANCE REPORT  
ANY OTHER INFORMATION/DOCUMENTS WHICH :  
MAY HELP BSNL IN ASSESSING TENDERER'S  
CAPABILITES FOR AWARD OF CONTRACT



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## Section-III

### Form-5

Item Sl. No	Description/ Specification of Item	Make	Unit	*Tentative Annual Required Quantity	Unit Price without Tax	Total Amount of (Taxes)	Total Cost (F.O.R. destination)
1	All Pin (Stainless Steel)						
2	Binding/Packing Tape brown (48 mm x 65 mtr.)						
3	Board File white with side cloth						
4	Board Pin (Fibre Top)						
5	Board Pin Brass (Thumb Pin)						
6	Box File (Index File)						
7	Business Card Holder Leather Coated Cover- 120 cards holding capacity with Index A4 Size						
8	Business Card Holder Leather Coated Cover- 240 cards holding capacity with Index A4 Size						
9	Business Card Holder Leather Coated cover- 500 Cards holding capacity with Index A4 size						
10	Cell - AA size 1.5 volts (Pairpack of 2 cells) Duracell/Red Eveready						
11	Cell - AAA size 1.5 volts (Pair-pack of 2 cells) Duracell/Red Eveready Packets						
12	Calculator 12 digit Big Screen						
13	Calculator Scientific Type Standard size						
14	Call Bell / Door Bell Electric Type ( in Different voices)						



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15	Carbon Paper (Blue A-4 Size)						
16	Cello tape (big) tixc-12 mm 65 mtr						
17	Cello tape (Small ) Tixo-12mm x 9 mtr.						
18	Cello Tape ½ inch ( 15 Mtr)						
19	Cello Tape 1 inch (15 Mtr)						
20	Cello Tape 2 inch (30 Mtr)						
21	Cello Tape 2"65 Mtr						
22	Cello Tape Large 2" Brown/White						
23	Clip Folder Solo Nos. 100						
24	Cloth binding envelops 11x5 (Pack of 100 )						
25	CD Mailer ( Pack of 50)						
26	Pen Drive 08						
27	Pen Drive 16 GB						
28	Pen Drive 32 GB						
29	External Hard Disc 1 TB						
30	External Hard Disc 2 TB						
31	Power Strip 4 Socket Single Switch with 10 Mtr.extension cord						
32	Dak Pad						
33	Flag (1"X3") 50X3 Colour						
34	Paper Cutter Plastic with 1.8 cm wide Blade push button one Touch						
35	Paper Shredder Machine A-4 Size Paper						
36	Paper weight square Shape Acrylic						
37	Paper weight(Cube type						
38	Pen Roller Pen (Black/Blue) Parker						
39	Pen Ball Pen (Black/Blue) Parker						



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40	Refill for Roller Pen (Pack of 12 Nos.)						
41	Refill for Ball Pen (Pack of 12 Nos.)						
42	Pen Correcting Fluid Pen (Whitener/Correcting Fluid) 15 ml						
43	Pen High Lighter Pen set (Different Colours) ( Pack of 5 Pens)						
44	Pen Laser Light Pen for Presentation (Red / Green ( Light beam)						
45	Gel Pen Reynold Trimax						
46	Pen Refill for Gel Pen (Pack of 12 Nos.)						
47	Pen Sketch pen (Set of 12 Colours Sketch Pen in 1 Packets						
48	Pencil						
49	Pencil Sharpener ( 20 Nos. in 1 Packets )						
50	Peon cum Dak book						
51	Permanent Marker (General Type)						
52	Permanent Marker (OHP & CD) BP-30						
53	Photo Stat Paper (A-4 Size) - 75 Gsm						
54	Photocopy Paper (A-3 Size) -75 Gsm						
55	Plastic File folder (Transparent, L- type)						
56	Poker (Stainless Steel)						
57	Pad( Single Colour 75 mm X75 mm)						
58	Punching Machine SHP 20 (Single Hole )						
59	Punch Machine Big Size Industrial/Office Use						
60	Register Attendance ( 2 Quire - made of 60 GSM Orient Paper)						
61	Register Despatch Dak Long Book Type (10						



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	Quire - made of 60 GSM Orient Paper)						
62	Register Inward Dak Long Book Type (10 Quire - made of 60 GSM Orient Paper)						
63	Register Stock Ledger (06 Quire - made of 60 GSM Orient Paper)						
64	Register Visitor/Gate Entry Record Long Type- ( 06 Quire - made of 60 GSM Orient Paper)						
65	Scale (Steel) 12"						
66	Self Ink pad						
67	Stapler Machine for Book Stepling (Industrial Type)						
68	Vehicle Running Record Log Book (2 Quire made of 60 GSM Orient Paper)						
69	Waste Paper Basket (Without net)						
70	White Board Marker						
71	White board Magnetic Duster						
72	Signature Pad						
73	Duster white 24"x24"						
74	Duster white 36"x36"						
75	Fly Leaf with Printing						
76	File board						
77	Stick File (Solo)						
78	Stick File (Solo)						
79	Eraser non dust small						
80	Solo Desk Organiser						
81	Engagement Stand						
82	Pad – slip pad (Corporate / Neelgagan / Bilt)						
83	Post-it–pad 3"x4" (3M)						
84	Received Letter Register						
85	Register 1Q						
86	Register 2Q						



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87	Register 4Q						
88	Register 6Q						
89	CL register						
90	Short hand note book						
91	Stapler Kangaroo No.10						
92	Stapler Kangaroo No. (24/6-1M)						
93	Stapler pin pkt. No.10						
94	Stapler pin pkt. No. (24/6- 1M)						
95	Stamp pad (Faber Castell)						
96	Scissor						
97	TAG White (Nylon)						
98	CD Cover Plastic						
99	CD - General (HP) Pack of 100 Pcs						
100	CD - R with cover Pack of 10 Pcs						
101	DVD - R with cover Pack of 10 Pcs						
102	Note Book (Bilt Matrix) Single Subject						
103	Conference folder (Bilt / Neelgagan)						
104	Conference Note Pad (JK Excel)						
105	Conference Note Pad (Bilt Royal Executive Bond)						
106	Glossy Paper						
107	Punch Machine (Double hole)						
108	Notebook Pocket Size (Bilt)						
109	Notebook (Bilt)						
110	Note Pad (Bilt)						
111	Ring File (Branded)						
112	Binder Clip 19 mm (per small box)						
113	Binder Clip 25 mm (per small box)						
114	Binder Clip 30 mm (per small box)						
115	Binder Clip 41 mm (per small box)						
116	Binder Clip 51 mm (per small box)						



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117	Solo Lever Arch File LA 512						
118	Tissue Paper Box						
119	Telephone Index Register						
120	Envelope 10 X 4x1/2 inch without window (Bilt) per pc. with print						
121	Envelope A4 Size Cloth Mounted (in white) per pc. with print						
122	Envelope A6 Size Cloth Mounted (in white) per pc. with print						
123	Envelope A5 Size Cloth Mounted (in white) per pc. with print						



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	<b>CARTRIDGES (This may vary as per requirement)</b>						
124	88 A HP Laser Jet Printer Cartridge						
125	C 530 A HP Laser Jet Black Cartridge C 531 A HP Laser Jet Cyan Cartridge C 532 A HP Laser Jet Yellow Cartridge C 533 A HP Laser Jet Magenta Cartridge						
126	1230D Ricoh Toner for Photocopier						
127	C 310A Black C 311A Cyan C 312 A Yellow C 313A Magenta HP Laser Jet Cartridge						
128	Toner for Ricoh Photocopier Model 2051						
	a) Black b) Cyan c) Magenta d) Yellow						
129	Toner for Ricoh Photocopier Model 3001/3002						
	a) Black b) Cyan c) Magenta d) Yellow						
130	Toner for Ricoh Photocopier Model 2003						
	a. 2503 (S) Black b. 2503 (HS) Cyan c. 2503 (HS) Magenta d. 2503 (HS) Yellow						
131	78 AF HP Laserjet Cartridge						
132	Panasonic Fax Film Cartridge 343/342/362						