



2011



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA

बिहार के जनगणना निदेशक का कार्यालय

बिहार राज्य सहकारिता बैंक भवन, अशोक राज पथ, पटना 800 004

Bihar State Co-Operative Bank Bhawan, Ashok Raj Path, Patna-800 004

Phone No. 0612-2675929, 2675672, Fax-0612-2675049 Email dco-bih.rgi@censusindia.gov.in

No. D. 15014/1/2011- 1599

Dated-... 02.7.2011

Limited Tender Notice


Sub: Limited Tenders are invited to Purchase the STATIONERY & STORE ARTICLES REGARDING.

Limited tenders are invited to purchase stationary & store articles as per annexure-1 during 2011-2012, in sealed cover addressed to the Directorate of Census Operations, Bihar Patna, Bihar State Co-Operative Bank Bhawan, Ashok Raj Path, Patna-800 004 should reach the above address by Speed Post/Courier/Registered Post /By Hand on or before 3.00 pm of 21.07.2011. Quotations received after stipulated time and date will be rejected. Quotations will open at Directorate of Census Operations, Bihar Patna on date 21.07.2011 at 4.00 pm.

The envelope should be superscripted with "Quotation to purchase stationery & store articles" along with Quotationers name, address, phone and fax number. The Quotations should accompany the samples of material likely to be used along with their full specifications or these may be handed over to the office in person. A copy of terms and conditions is attached herewith which should be signed and sent along with the quotation.

The successful tenderer is responsible to supply stationery & store articles regarding as per annexure-I during 2011-2012.

This OFFICE reserves the right to reject any or all the quotations without assigning any reason.


(Ramesh Pd.)
Asstt. Director (HoO)

Encl- Terms & condition, Declaration-I.II,II, Section-1 and Annex-I

Terms & Conditions

1. Quoted rate inclusive of all taxes and charges are applicable for 12 months or more than 12 months
2. 100% of the payment shall be made by cheque on receipt of material in good condition by the consignee. For claiming 100% of the payment, the following documents are to be produced before the paying authority.
 - i) Invoice.
 - ii) Delivery Challan.
 - iii) Supplier certificate for dispatch.
 - iv) Signature of the consignee on receipt of the material such as quality is good quantity is correct and received in good condition.
 - v) Copy of the purchase order.
3. No payment shall be made for the goods for non standard and inferior quality of material supplied.
4. The supplier should quote the rates inclusive of all taxes and charges. The contractor should furnish the PAN numbers.
5. Time Response: All the material is to be supplied without fail within Two days from the date of issue of purchase order.

Stamp & Signature of the Supplier

List Documents Attached:-

- 1) Copies of Income Tax Returns for 2007-08, 2008-09, 2009-10
- 2) Photocopy of PAN card
- 3) A copy of latest Sales Tax/VAT clearance certificate duly self-attested/stamped;
- 4) Copies of work orders for similar work done
- 5) Copy of the Registration Certificate of the Firm;
- 6) Self Certificate, duly signed by the tenderer that the tenderer is not currently blacklisted by DCO Bihar, ORGI or any other Central Government/ State Government Department/Public Sector Undertakings;

To,

ORGI, Website

Section - 1
INFORMATION ABOUT TENDERER
(To be furnished the tender)

1. Name of the Firm:
2. Registered Address:
3. Sole proprietary or partnership firm:
4. Telephone/Telex/Fax No.:
5. Name of sole Proprietor/Partners/Directors:
6. Permanent Income Tax No:
7. Sales Tax registration No. Central and State
8. Brief Profile of the Company
9. Annual turnover:

Copies of document in proof above information must be enclosed

Signature of Tenderer

DECLARATION-I

I/we hereby declare that I/we have carefully gone through the terms and conditions of the Tender Notice Limited Tender No D. 15014/1/2011 dated
In detail and agree in full to abide by these terms and conditions.

(1) Signature of the party:
Full Name (in block letters)
Capacity in which the
Tender is signed
(Rubber stamp is required)

(2) Full Address:
Telephone No:
Tender No:
Dated:
Issued to:

DECLARATION-II

(To be signed by the Tenderer)

I/We hereby declare that my/our firm has/have not been declared debar for taking part in tender anywhere. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of the existing contract/contracts and also forfeiting of my/our security deposit held by Directorate of Census Operations, Bihar Patna

Signature of Tenderer

Name of the Tenderer
(Capacity in which signing)

Station:
Date:

DECLARATION-III

(To be signed by the Tenderer)

I/We hereby declare that none of my/our relatives are employed in any capacity in Directorate of Census Operations, Bihar Patna. I/We shall also intimate the name of the person(s) who is/are any officer in Director of Census Operations, Bihar Patna. I/We am/are aware that any breach of this condition would result in immediate termination of contract/cancellation of existing contract/contracts .
NOTE: The term "near relatives" means wife/husband/parents & grandparents/children & grand children/brothers/sisters/uncle/aunts/cousins and their corresponding in-laws.

Signature of Tenderer
Name of the Tenderer
(Capacity in which signing)
Station:
Date:

ANNEX-I
PRESCRIBED PERFORMA FOR FINANCIAL BID.

Sr. No.	Name of Article	Rate in rupees per unit (Inclusive all taxes & charges)	Rate in rupees per pack (Inclusive all taxes & charges)	Remark
1	Cello Ball Pen			
2	Cello Refill (Blue)			
3	Cello Refill (Red)			
4	Nat raj Pencil Eraser			
5	White Fluid Bottle with Diluter (Koreas) Koreas			
6	Magnetic Pin Cushion			
7	Stamp Pad Ink Bottle 25 M			
8	Plastic Scale (1')			
9	Kangaroo Stapler (Medium 24/6)			
10	Kangaroo Stapler (Small 10 No.)			
11	Cello Tape (1/2 Inch)			
12	Note Book (100 Pages)			
13	Natraj Pencil			
14	Paper Pin Box (Tachani) Regular			
15	Paper Pin Box (Tachani) Nickel Plated			
16	Kangaroo Stapler Pin Box (Medium 24/6)			
17	Kangaroo Stapler Pin Box (Small 10 No.)			
18	Gum Tube Camel			
19	High Lighter Pen set			
20	Box File Regular			
21	Box File Kangaroo Clip			
22	Paper Cutter (Plastic small)			
23	Poker Wooden			
24	Natraj Sharpen			
25	Water Sponge Cup			
26	C.D. Cover Acrylic			
27	C.D. Cover Half Round			
28	Plastic Scale (18")			
29	File Cover			
30	A/4 Century Copier Paper 75 GSM Original Mill Pack Red			
31	F/C Century Copier Paper 75 GSM Original Mill Pack Red			
32	A/3 Century Copier Paper 75 GSM Original Mill Pack Red			
33	A/4 Century Copier Paper 70 GSM Original Mill Pack Green			

	70 GSM Original Mill Pack Green			
35	A/3 Century Copier Paper 70 GSM Original Mill Pack Green			
36	Pilot Pen (V-5) good quality			
37	Pilot Pen (0.5) good quality			
38	A/4 Printing Paper 70 GSM 500 Shee Original Mill Pack			
39	Plastic File Folder			
40	Ruled Register (01 Qr.) White Paper			
41	Ruled Register (02 Qr.) White Paper			
42	Ruled Register (03 Qr.) White Paper			
43	Ruled Register (04 Qr.) White Paper			
44	Ruled Register (01 Qr.) Ledger Paper			
45	Ruled Register (02 Qr.) Ledger Paper			
46	Ruled Register (03 Qr.) Ledger Paper			
47	Ruled Register (04 Qr.) Ledger Paper			
48	Ruled Register (01 Qr.) Ledger Paper			
49	Torch Cell (Everyday Big)			
50	Acid Can			
51	Acid Bottle			
52	Phenyle Bottle 1 Ltr.			
53	Broom (soft) Regular			
54	Broom (soft) Jumbo Size			
55	Broom (Hard) Regular			
56	Broom (Hard) Jumbo Full Size			
57	Tube Light (40 Watts)			
58	Air Freshener (Odonil)			
59	Napkin Turkish (for Officers) A			
60	Napkin Turkish (for Officers) B			
61	Table Duster (White medium size)			
62	Floor Duster Regular size			
63	Floor Duster Full size			
64	Table Calculator (Citizen 12 digit)			
65	Calculator (Citizen Small 12 digit)			
66	Naphthalene Ball			
67	Duster (Yellow)			
68	Turkish Towel (Big size) 24 x 24			
69	Turkish Towel (Big size) 30 x 60			
70	Liquid Soap 5 L.T. Can (Hand Wash) Bright			
71	Liquid Soap 5 L.T. Can (Hand Wash) Shint			

72	Envelops 4"X11" With lagoon			
73	Envelops 8"X12" With lagoon			
74	Envelops 5"X11" With lagoon			
75	Envelops 9"X4" With lagoon			
76	Envelops 12"X16" With lagoon			
77	Envelops 12"X10" With lagoon			
78	Soap (Lifebuoy)			
79	Water Glass			
80	Bleaching Powder			
81	Colin Spray			
82	Table Plastic Tray			
83	Basket (Dust Bin) 1 st Quality			
84	Index Flag Colorful Post it pad			
85	Note Sheet Pads (100 Pages)			
86	Writing Pads Ruled (Medium size)			
87	Writing Pads Ruled (Big size) ¼			
88	Plastic Sutali Roll			
89	Pencil Cell (Every Day)			
90	Tag Bundle			
91	Brown Tape (2")			
92	Jotter Refill (Blue)			
93	Parcel Cloth			
94	Gum Bottle (500 gms)			
95	Door mat Jute type			
96	Single Hole Punch			
97	Whiteboard Marker Pen			
98	Red File folder			
99	Table Cloth (Good Quality)			
100	Moserbaer C.D.100 Nps (CDR)			
101	Moserbaer C.D.100 Single (CDR)			
102	CD Cover Good Quality (Single)			
103	CD Cover Ordinary (Single)			
104	Cartridge Refill – HP-12A, 35A, 36A			
105	Exeasize Book			
106	Pen Stand			
107	Holder Pen			
108	Paper weight Glass			
109	Fevi Stick 15 gm			
110	Stamp Pad			
111	Jems Clip			
112	C.D.- R/W			
113	Flyleaf-Classic			
114	Board File			
115	Cobra File Milan			
116	Call Bell Spring			
117	Double Hole Punch 800 No.			
118	Permanent Marker			
119	Cello Tape 2"			
120	Cello Tape 1"			
121	Correction Pen			

122	Room Freshener			
123	Note Sheet Pad			
124	Spiral Note Book			
125	Reynolds Trimax Pen			
126	Reynolds Trimax Refill			
127	Pen Stand Four Pen			
128	Pen Stand Two Pen			
129	Paper Flag			
130	D.V.D.-R			
131	D.V.D.-R/W			
132	Pen Drive 4 G.B			
133	Pen Drive 8 G.B			
134	Scissor			
135	Calculator Casio			
136	Binder Clip 25 mm, Binder Clip 32 mm, Binder Clip 41 mm			
137	Board Pin			
138	Cloth Envelope 16x12 With ligo			
139	Cloth Envelope 12x10 With ligo			
140	Cloth Envelope 11x5 With ligo			
141	Gum Botal 700 ml			
142	Cover File Milan			
143	Zesta Paper Plain & Rulled			
144	Gum Bottle 300ml			
145	Gum Tube 30 ml			
146	P.V.C. Coated Envelope 16x12			
147	P.V.C. Coated Envelope 12x10			
148	P.V.C. Coated Envelope 11x5			
149	Kores Carbon Blue			
150	White Black Board 4 x 6			
151	Jug			
152	Blub Philips 60 watt.			

Signature of Tenderer

Name and Address
(With Seal)