



राज्य स्वास्थ्य समिति, बिहार



GOVERNMENT OF BIHAR.
DEPARTMENT OF HEALTH

e-tender (NIT) Reference No.: - 08/SHSB/Stationery/2025-26

Notice Inviting Tender for selection of agency for Rate Contract of Stationery and other Items
for State Health Society, Bihar (SHSB)

e-Procurement Mode Only

<https://eproc2.bihar.gov.in>

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NOTICE INVITING TENDERS

1. The State Health Society, Bihar(SHSB), Patna Intends to select agency(s) via e-tendering for rate contract of Stationery and other Items for State Health Society, Bihar(SHSB), for the period of **2 years** from the date of agreement. The State Health Society, Bihar, invites bids from eligible business entities, in providing the services as mentioned in this tender document.
2. The contract with the successful bidder/agency will be signed with SHSB.
3. To participate in the e-tendering process, the bidder/agency are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>, shall contact the helpdesk at the following address, "Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, e-mail id: eproc2support@bihar.gov.in, Toll Free Number- 18005726571 (Working Hours: 8AM to 7PM, All days in week except Sunday and few selected state holidays)".

4. Schedule of Events

S.no.	Event Description	Timeline
4.1	Bid Submission Start Date & Time	19/06/2025 (Thursday) from 11:00 AM , on the e-Procurement Portal (https://eproc2.bihar.gov.in)
4.2	Last date & time for submission (upload) of online bidding document.	11/07/2025 (Friday) till 05:00 PM , on the e-Procurement Portal (https://eproc2.bihar.gov.in)
4.3	Last date & time for submission of EMD (Online Mode)	11/07/2025 (Thursday) till 05:00 PM
4.4	Time, Date of opening of Technical Bid	14/07/2025 (Monday) at 11:00 AM on the e-Procurement Portal (https://eproc2.bihar.gov.in)
4.5	Time, Date of opening of Financial Bid	To be announced later on the e-Procurement Portal (https://eproc2.bihar.gov.in)
4.6	Pre-bid meeting (Date & time)	25/06/2025 (Wednesday) at 11:30 AM
4.7	Pre- bid meeting venue	Conference Hall, State Health Society, Bihar, 4 th Floor, Swasthya Bhawan, Sheikhpura, Patna-800014

Note – i) Interested tenderers may obtain further information about this Notice Inviting Tender (NIT) from the office of State Health Society, Bihar.

ii) No tender will be accepted after closing date and time in any circumstances.

5. Tenderer may also download the tender documents (a complete set of document is available on website) from e-Procurement Portal (<https://eproc2.bihar.gov.in>) and submit its tender by using the downloaded document.
6. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. **1,00,000/- (One Lakh Rupees only)** transferred through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit/Debit Card) on the link mentioned in the e-procurement portal (<https://eproc2.bihar.gov.in>). No bidder is exempted from submitting of the EMD as mentioned in the tender document.

7. Tender Processing Fee (TPF) amount for the sum of Rs. 590/- (Five hundred Ninety rupees) to be paid by the bidder through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit / Debit Card) only, to the agency empanelled by Government of Bihar for centralized e-Procurement.
8. The technical and financial bids must be submitted through e-Procurement Portal (<https://eproc2.bihar.gov.in>) before the date and time specified in the NIT. The SHSB will not be responsible for delay / Non Submission of Tender / Non Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason.
9. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal (<https://eproc2.bihar.gov.in>) at the respective stage(s) only.
10. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal (<https://eproc2.bihar.gov.in>).
11. The Bidding documents shall be submitted in the mode as mentioned below:

(1) Earnest Money Deposit (EMD)	Online Mode
(2) Technical Bid	Online (Cover-Technical Stage)
(3) Financial Bid	Online (Cover-Cost Bid Stage)

12. The bids must be uploaded (e-mode/online) at the e-Procurement Portal (<https://eproc2.bihar.gov.in>).
13. All prospective tenderers may attend the Pre-bid meeting. The venue, date and time are indicated in Schedule of Events as in **Clause 4** above.
14. SHSB reserves the right to accept or reject all or any of the tender/tender document or change/modify, cancel the terms and condition of NIT without assigning any reasons at any stage and time.
15. For further enquiry and information, please contact to the following officers during office hours 9:30 AM to 6:00 PM-

Shri N.K.P. Singh, Incharge House Keeping, SHSB, Mob.: 9470003000

16. All further notifications/Corrigendum/Addendum, if any shall be posted on e-Procurement Portal (<https://eproc2.bihar.gov.in>)

Disclaimer: Please note, in the "Estimated value box" on the e-Procurement Portal (<https://eproc2.bihar.gov.in>), "Zero" has been mentioned, by State Health Society, Bihar (SHSB). The actual value of the total works depends on the L1 rate decided by this tender for each item and therefore due to this, it has been mentioned "Zero". The bidders are requested to quote the bids based on the terms and conditions mentioned in the tender document.


 Executive Director (ED)
 State Health Society, Bihar

INSTRUCTIONS TO BIDDER (ITB)**1. General Instructions**

1.1 The bidder should prepare and submit its offer as per instructions given in this section.

1.2 Instructions/ Guidelines for tenders for electronic submission of bids online have been mentioned below for assisting the prospective bidders to participate in e-tendering.

1.2.1 **Registration of Bidders:** To participate in the e-tendering process, the bidder/agency are required to get themselves registered with Bihar Government Centralized e-Procurement Portal, i.e., <https://eproc2.bihar.gov.in>, shall contact the helpdesk at the following address, "Mjunction Services Limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, e-mail id: eproc2support@bihar.gov.in, Toll Free Number-18005726571 (Working Hours: 8AM to 7PM, All days in week except Sunday and few selected state holidays)".

1.2.2 **Digital Signature certificate (DSC):** Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).

1.2.3 The bidder can search & download NIT & Tender Documents electronically from e-Procurement Portal <https://eproc2.bihar.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

1.2.4 **Submission of bids:** Bids are to be submitted through online mode to the eProcurement Portal <https://eproc2.bihar.gov.in> for following activities – one while uploading documents for submission of technical bid & the other at the time of submission of Financial bid before the prescribed date & time as mentioned in **Clause 4** in Notice Inviting Tender(NIT) using the Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non-readable formats).

1.2.5 Before preparing the tender and submitting the same to the SHSB, the bidder should read and examine all the terms & conditions, instructions, checklist etc. contained in the Tender Documents. Failure to provide required information or to comply with the instructions incorporated in these Tender Documents read with the terms of NIT the same shall be deemed to have accepted, and may result in rejection of tender(s) submitted by bidders at their own risk and responsibility.

1.2.6 The Bidder/Agency shall have to quote for every line item in the Financial Bid Format. If the bidder doesn't quote for any line item in the Financial Bid format, then his proposal will be disqualified.

1.2.7 The rate(s) quoted shall be firm and inclusive of all delivery charges, packaging, transportation etc. and no other charges will be payable to bidder/agency by SHSB. The rate(s) quoted by the bidder/agency shall remain firm and will not be subject to escalation of any description during the execution of the rate contract. The rate(s) offered by the bidder/agency shall be **excluding Goods & Service Tax (GST)**. This shall be quoted in the online mode only. GST if applicable, will be paid by State Health Society (SHSB) or the authorities decided by SHSB, as per the prevailing rates/rules. (Refer: **Appendix-G: Instruction for Financial Bid**).

1.2.8 The bid (Technical and Financial Bid) shall be submitted by the agency/bidder on or before the last date of submission in online mode only. Tenders submitted after the stipulated date & time (closing date and time for uploading the tender and submission of EMD as mentioned in **Clause 4, Notice Inviting Tender (NIT)**) shall not be considered and would summarily be rejected.

2. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. The State Health Society, Bihar (SHSB) will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

3. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail. However, if the language of any of the printed document(s) submitted by the bidder is/are in "Hindi" language, then there is no need for providing an English translation of the same document, for interpretation.

4. Amendments to Tender Documents

- 4.1 At any time prior to the deadline for submission of tenders, the SHSB may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it.
- 4.2 Such an amendment will be notified on eProcurement Portal <https://eproc2.bihar.gov.in> and the same shall be binding to all prospective Bidders.
- 4.3 Any bidder who has downloaded the tender document should watch for amendment, if any, issued on the above eProcurement Portal <https://eproc2.bihar.gov.in> and the SHSB will not issue separate communication to them. The SHSB shall not be responsible in any manner if prospective Bidders miss any notifications placed on mentioned eProcurement Portal <https://eproc2.bihar.gov.in>.

5. Pre-Bid Meeting

- 5.1 In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of SHSB as per details given hereunder:

Date & Time:	25/06/2025 (Wednesday) at 11:30 AM
Venue:	Conference Hall, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna
Contact persons:	Shri N.K. Singh, Incharge Housekeeping (HK), Mobile: +91-9470003000

- 5.2 During the pre-bid meeting, the clarification sought by representatives of prospective bidders shall be responded appropriately. However, bidders will be required to submit their queries in writing by the close of office hours on the next working day. The State Health Society, Bihar (SHSB) will provide written responses to these queries on the e-Procurement portal <https://eproc2.bihar.gov.in> without disclosing the source of the queries. If necessary, amendments in accordance with **Section II, Para 4** will be issued, and such amendments shall be binding on all prospective bidders. Once a query has been addressed and clarified, it shall be considered final and closed for further discussion.

6. Clarifications to Tender Documents

- 6.1 A prospective bidder requiring any clarification regarding terms & conditions, technical specifications etc. given in the Tender Documents may submit written request for clarifications to **Shri N.K. Singh, Incharge Housekeeping (HK), SHSB, Mobile: +91-9470003000** by post/email ID: **hkbihar@gmail.com**, within 1 (one) day of date of pre-tender meeting.

6.2 In the event, of the above-mentioned day being declared as a holiday/closed day for the State Health Society, Bihar (SHSB), the prospective bidders can submit written request for clarifications, by 18:00 hrs. on the next working day.

6.3 All the prospective bidders will be notified of response to clarifications only through eProcurement Portal <https://eproc2.bihar.gov.in>. Any bidder who has downloaded the tender document should watch for clarifications, if any, issued on the above-mentioned website and SHSB will not issue separate communication to them.

6.4 The SHSB shall not be responsible in any manner if a prospective bidder fails to notice any notifications placed on the eProcurement Portal <https://eproc2.bihar.gov.in>.

7. Earnest Money Deposit (EMD)

7.1 The tender shall be accompanied by Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (One Lakh Rupees only)** transferred through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit/Debit Card) on the link mentioned in the e-procurement portal (<https://eproc2.bihar.gov.in>).

7.2 It may be noted that no bidder in any case is exempted from deposit of EMD. Tenders submitted without EMD shall be summarily rejected.

7.3 The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant contract. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of contract.

7.4 Earnest money (EMD) is required to protect the SHSB against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD at an appropriated stage called upon.

7.5 The EMD/Bid Security shall be forfeited by the SHSB hereunder or otherwise, under the following conditions:

7.5.1 If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice

7.5.2 If a Bidder withdraws its Bid during the period of bid validity as specified in this NIT and/or as extended by SHSB from time to time or fails to honor the Lol.

7.5.3 In the case of Selected Bidder, if it fails within the specified time limit:

a) to sign the contract and/or

b) to furnish the Performance Security(PS), before signing the contract agreement, within the period prescribed in the Letter of Intent (Lol)

8. Preparation of Tender

8.1 The Bidding documents shall be submitted in the mode as mentioned below: -

1) Earnest Money Deposit (EMD)	Online Mode
2) Technical Bid	Online (Cover-Technical Stage)
3) Financial Bid	Online (Cover-Cost Bid Stage)

8.2 Bidders are requested not to submit the hard copy of Technical/ Financial Bids. In case the hard copy of financial bid is submitted, the concerned bid shall be straight away rejected. Also, uploading of the financial bid in prequalification bid/ technical bid will result in rejection of the bid. Submission of Technical bid in hard copy shall not lead to rejection of bid but only the uploaded Technical bid on e-Procurement Portal shall be considered for evaluation. The hard copy of technical bid shall not be considered as a valid document and shall not form a part of bid submission.

8.3 The tender shall be duly signed by the authorized person duly approved by the appropriate authority in terms of the **Appendix B**, at the appropriate places as indicated in the tender documents and all other pages of the tender including mandatory documents and printed literature if any, shall be initiated by the same person(s) signing the tender. The tender shall not contain any erasure or

overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender, as per the **Appendix B**.

- 8.4 A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the SHSB may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- 8.5 Prices are to be quoted in the financial Bid format in online mode only for each line item. Refer "**Appendix-G**" for information regarding financial bid. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the prices in prescribed format before uploading it. The bidder shall quote prices in all necessary formats. All blue areas of the financial bid sheet, shall be filled by the bidder. The white areas of the financial bid shall not be modified/edited by the bidder. The bidder(s) shall not rename the financial bid files downloaded.
- 8.6 Following required evaluation criteria must be submitted through online mode on eProcurement Portal <https://eproc2.bihar.gov.in>:
- 1) Forwarding letter for Technical Bid, as per "**Appendix A**".
 - 2) Authorization Letter for signing of proposal in favour of signatory to tender documents as per "**Appendix – B**".
 - 3) Assignments of similar nature, as per "**Appendix C**"
 - 4) Particulars of the bidders, as per "**Appendix D**"
 - 5) A duly notarized declaration from the bidder in the format given in the "**Appendix-E**" to the effect that the firm has neither been declared as defaulter or black-listed or declared ineligible by any competent authority of Government of India/ Government of any State / Society of any state etc.
 - 6) Self-attested copy of establishment of the entity under Companies Act, 1956/2013, or Partnership Act 1932, or a Proprietorship Firm.
 - 7) Self-attested copy of Audited Balance Sheet and Profit & Loss Account (applicable for all the bidder registered under Companies Act or Partnership Act or Proprietorship firm), for the financial years (FY) 2021-22, 2022-23 and 2023-24.
 - 8) Self-attested copy of the Income Tax Returns (ITR) acknowledgement for three assessment years (AY) i.e. 2022-23, 2023-24 and 2024-25.
 - 9) Self-attested copy of the PAN card and certificate of registration of GST issued by the appropriate authority valid as on date of submission of tender documents.
 - 10) Self-attested copy of Work Order(s) or Contract Agreement and Successful Work Completion Certificate(s) for supply of various Stationery Items to the Government (Central or state)/ Semi-Government/ Public Sector Unit (PSU) during the financial years FY 2022-23, FY 2023-24 & FY 2024-25.

9. Tender Submission

9.1 The tender should be submitted in two parts i.e. (i) **Technical Bid** and (ii) **Financial Bid**

9.1.1 Technical Bid:

To qualify in the Technical bid, the Bidder should have the minimum eligibility criteria as mentioned under "**Eligibility Criteria**" section and the Bidder in this regard should submit the relevant documents mentioned above under **Clause 8.6**.

9.1.2 Financial Bid:

- a) The Bidder/Agency shall have to quote for every line item in the Financial Bid Format. If the bidder doesn't quote for any line item in the Financial Bid format, then his proposal will be disqualified.
- b) Prices are to be quoted in the Financial Bid format in online mode. Refer "**Appendix-G**" for information regarding Financial Bid. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the prices in prescribed format before uploading it. The bidder shall quote prices in all necessary formats. All blue areas of the financial bid sheet shall be filled by the bidder. The white areas of the financial bid shall not be modified/edited by the bidder. The bidder(s) shall not rename the financial bid files downloaded.
- c) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.

9.2 The Technical and Financial bids must be submitted through e-Procurement Portal (<https://eproc2.bihar.gov.in>) on or before the date and time specified in the NIT.

9.3 SHSB doesn't take any responsibility for the delay / Non-Submission of Tender caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason.

9.4 The State Health Society, Bihar (SHSB) will open the tenders at the date and time as indicated in **Clause 4 of the Notice Inviting Tender (NIT)**. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the State Health Society, Bihar (SHSB), the tenders will be opened in online mode, on the next working day.

9.5 Technical evaluation of the Bid will be done on the basis of technical qualification criteria and documents mentioned (TECHNICAL BID) in Mandatory Documents Link present in the eProcurement Portal <https://eproc2.bihar.gov.in> failing which the bid will not be considered for technical evaluation.

9.6 The technical evaluation shall be done only on the basis of documents/papers submitted by the bidder on e-Procurement Portal <https://eproc2.bihar.gov.in>

9.7 The financial bids of bidders whose Technical bids are found technically responsive, will only be considered for financial evaluation. The date of opening of financial bids shall be communicated to such bidders accordingly.

9.7.1 No bidder can place more than one bid in any form in the state.

9.7.2 The Bidder has to give a single bid taking into consideration all the conditions as laid down in this tender document.

9.8 The date fixed for opening of financial bids, if subsequently declared as holiday by the SHSB, the revised date of schedule will be notified on the e-Procurement Portal <https://eproc2.bihar.gov.in>. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

10. Bid Validity

10.1 The submitted bids shall remain valid for a period of 180 days after the due date of submission of bids. Any tender valid for a shorter period shall be treated as nonresponsive and rejected.

10.2 In exceptional situations, the bidders may be requested by the Tender Inviting Authority (TIA) to extend the validity of their bids up to a specified period. Such request(s) and responses thereto shall be conveyed by e-mail/ e-procurement portal. The bidders, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and also required to extend the validity period of the EMD accordingly. A bidder, however, may not agree to extend its tender validity without forfeiting its EMD.

EVALUATION OF TENDERS**1. Scrutiny of Tenders**

The tenders will be scrutinized by the selection committee appointed by the SHSB to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible and qualified as per criteria laid down in the tender documents. The bids, which do not meet the aforesaid requirements are liable to be treated as non-responsive and may be ignored. The decision of the SHSB as to whether the bidder is eligible and qualified or not and whether the bid is responsive or not shall be final and binding on the bidders. Financial bids of only those bidders, who qualify on technical bid, will be considered and opened.

2. Infirmary/Non-Conformity

The SHSB may waive minor infirmity and/or non-conformity in a tender, provided it does not constitute any material deviation. The decision of the SHSB as to whether the deviation is material or not, shall be final and binding on the bidders.

3. Discrepancies in Prices

3.1 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.

3.2 As per decision of the SHSB, if there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by speed post/e-mail. If the bidder does not agree to the observation of the SHSB, the tender of such bidder is liable to be ignored.

4. Bidder's capability to perform the contract

The SHSB, through the above process of tender scrutiny and evaluation will determine to its satisfaction whether the bidder, whose tender has been determined as the lowest evaluated responsive bidder, is eligible, qualified and capable in all respects to perform the contract satisfactorily. In such conditions, decision of the SHSB shall be final and binding on the bidders.

5. Contacting the State Health Society, Bihar (SHSB)

5.1 From the time of submission of tender to the time of awarding the contract, if a bidder needs to contact the SHSB for any reason relating to its tender, it should do so only in writing.

5.2 In case a bidder attempts to influence the SHSB, on the SHSB's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the bidder shall be liable for rejection and it may also lead to forfeiture of EMD in addition to appropriate administrative and coercive actions being taken against that bidder, as deemed fit by the SHSB.

6. Bid Clarification

6.1 To facilitate evaluation of Proposals, the SHSB may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal. Notwithstanding anything contained in the NIT, the SHSB reserves the right not to take into consideration any such clarifications sought for evaluation of the Proposal.

6.2 At any point in time during the bidding process, if required by the SHSB, it is the Bidders' responsibility to provide required evidence of their eligibility as per the terms of the NIT, to the satisfaction of the SHSB. If no response is received by this date, the SHSB shall evaluate the offer as per available information. The technical evaluation committee in the SHSB can verify the facts and figures quoted in the proposal. The SHSB reserves the right to conduct detailed due diligence of the information provided by the Bidders for qualification and financial evaluation.

7. Fraud and Corrupt Practices

- 7.1 The bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, the SHSB may reject a bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Selection Process.
- 7.2 Without prejudice to the rights of the SHSB hereinabove, if a bidder is found by the SHSB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, such Applicant shall not be eligible to participate in any tender or RFP issued by the SHSB during a period of 5 (Five) years from the date such bidder is found by the SHSB to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 7.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
- (a) **"Corrupt practice"** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the SHSB who is or has been associated in any manner, directly or indirectly, with the Selection Process.
 - (b) **"Fraudulent practice"** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.
 - (c) **"Coercive practice"** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process.
 - (d) **"Undesirable practice"** means (i) establishing contact with any person connected with or employed or engaged by the SHSB with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and
 - (e) **"Restrictive practice"** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

8. Award of Contract

- 8.1 The SHSB reserves the right to accept in part or in full any tender or reject any tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- 8.2 The bidder shall within 7 days of issue of the Letter of Intent (LoI), give his acceptance.
- 8.3 The final selection of the agency shall be as per the Least Cost Selection (LCS) method, and the contract will be awarded to the bidder/agency whose financial bid is the lowest (L1), subject to all the conditions as laid down in the tender document, provided the bidder meets the eligibility criteria as per Section V.
- 8.4 The Financial bids of the shortlisted bidder(s)/agency(s) from Technical Evaluation (matching eligibility criteria) will be opened and the bidder who quotes the lowest (L1) minimum cost (excluding GST) for item(s) will be awarded the contract agreement for their respective item(s) as per Least Cost Selection

(LCS) under the "Notice Inviting Tender for Rate Contract of Stationery and other Items for State Health Society, Bihar(SHSB)".

- 8.5 The SHSB will notify the successful bidder(s) in writing by issuing a Letter of Intent (Lol), that its tender has been accepted, briefly indicating there in the essential details like description of item(s) and corresponding prices accepted, subject to the contract agreement to be signed between the parties *"floated from this NIT"* having the terms and conditions etc., therein.
- 8.6 In case, the L1 bidder denies/fails to honour the contract/Letter of Intent (Lol), the SHSB shall be at freedom to negotiate with L2, L3.... (in this order) responsive bidders with their consent to enter into an agreement with the SHSB, to supply the item(s) as per requirement at L1 rate and for said denial/failure if any, the EMD of the concerned selected bidder(L1 bidder) will be forfeited and his Lol shall be cancelled.
- 8.7 Also, in case L1 fails to supply the item(s) within timeframe as specified by the SHSB, the SHSB shall be at the freedom to procure the same from L2, L3..... (in this order) responsive bidders at the L1 rate.
- 8.8 In case, L1 is quoted by multiple bidders for an item, then the bidder with the highest turnover shall be declared selected.
- 8.9 The SHSB reserves the right at the time of Contract award and/or during validity of contract, to increase or decrease the scope of services without any change in unit price or other terms and conditions.
- 8.10 The successful bidder must furnish to the SHSB the required Performance Security (PS), before executing the contract/signing of the contract document positively failing which the EMD will be forfeited and the award will be cancelled with punitive action if so desire. Relevant details about the performance security have been provided under **Section VI Para 10**.
- 8.11 The contract agreement between State Health Society, Bihar and the selected agency will be required to be signed within 21 days of the issue of the Letter of Intent (Lol). The stamp duty and registration charges, if any, payable on the Agreement will be borne by the selected agency. The stamp duty and registration charges, if any levied by the Central or State governments or any other statutory body, payable on the Agreement will be borne by the selected bidder(s).

SCOPE OF THE WORK (SoW)

1. The State Health Society, Bihar(SHSB), intends select agency(s) via e-tendering for rate contract of Stationery and other Items for State Health Society, Bihar(SHSB).
2. The detailed specifications of the Stationery and other items are mentioned in "Appendix-G".
3. The selected agency/bidder shall charge for the Stationery and other Items as per the rate discovered through this tender, for the period of the contract.
4. The agency shall be required to make sure that there is no deviation of any sorts in any of the terms and specifications of the Stationery and other Items mentioned in the tender document, at the time of supply. Any deviation from which, will lead to penalties being levied on the agency, as mentioned in this tender document and therefore in the contract document signed with the SHSB.
5. The selected agency will have to supply the Stationery and other Items as per the quantity and timelines mentioned in the PO's. Failure to supply within the prescribed time for 03 (three) consecutive purchase orders, the SHSB may decide to abort the contract with forfeiture of the performance security (PS).
6. The bidder/agency shall start supply of the stationary items required by SHSB at the destination mentioned in the purchase orders (POs) as per the schedule of delivery. It is the duty of the bidder/agency to supply stationary items at the destinations mentioned in the purchase order (PO) and shall confirm to the conditions mentioned in the provisions of the NIT, rate contract and directives from SHSB.
7. The selected bidder(s), will be responsible for all the packaging, transportation and delivery of Stationery Item(s) to the SHSB, Bihar as per the order quantities and timelines specified in the the purchase orders(POs).
8. The SHSB will issue Purchase Orders (PO's) for supply of stationary items based on the requirement of the office.
9. The stationary items provided by the successful bidder shall be strictly in accordance with specifications stated, any alterations of those conditions shall not be made without consent of SHSB in writing. Any unauthorized deviation from the quality of the goods as well as scope of works shall not be permitted.
10. The stamp duty & registration charges, if any, on the contract agreement levied by the Govt. (Central or State), or any other statutory body, shall be paid by the bidder/agency as applicable.
11. The rates quoted by the bidder/firm shall remain firm and will not be subject to escalation of any description during the execution of the rate contract. The rate/s offered by the bidder/agency shall be exclusive of Goods & services Taxes (GST) (Central & State). The rate/s offered by agency/bidder shall be inclusive of all delivery charges, transportation etc. and no other charges will be payable to bidder/agency by SHSB. There will be no change in the price in respect to change in the cost of materials, labour/ transportation, duties and other levies on raw materials and components that may take place while the rate contract is under execution, even if the execution of the contract is delayed beyond the period mutually agreed upon.

ELIGIBILITY CRITERIA

- 1) This invitation is open to all organizations registered under Companies Act, 1956/2013, Partnership Act 1932, or Proprietorship firm, who fulfill the eligibility & qualification criteria specified hereunder. **(Consortium is not allowed)**
- 2) The eligibility criteria and Supporting Documents to be submitted by the bidders are as follows: -

S. No	Eligibility criteria for Bidders	Mandatory Documents
3.1	The Bidder should be an established entity under Companies Act, 1956/2013, or Partnership act 1932, or a Proprietorship firm.	<p>(a) For Company: Copy of the certificate of incorporation issued by the Registrar of Companies (RoC) under Companies Act 1956/2013. or,</p> <p>(b) For Partnership Firm: Copy of the Registration Certificate issued under Partnership Act 1932, along with Partnership deed.</p> <p>(c) For Proprietorship Firm: Copy of Registration Certificate issued under Shops and Establishment Act, Or Copy of GST Registration Certificate/ Copy of Income Tax Return in the name of proprietor for assessment year 2024-25 along with an affidavit on non-judicial stamp paper of Rs.100/- declaring that the firm is Prioprietorship firm.</p>
3.2	The bidder must have minimum average turnover of Rs. 50 Lakh during the last three financial years (FY 2021-22, FY 2022-23 & FY 2023-24) in supply of Stationery Items, as evidenced by the audited accounts of the bidder certified by Chartered Accountant.	Audited balance sheet and Statement of Profit & Loss account for the FY 2021-22, FY 2022-23 & FY 2023-24
3.3	The bidder must provide scanned copies for (i) PAN Card, (ii) GST Registration Certificate, and (iii) Income Tax Returns of three assessment years (AY 2022-23, AY 2023-24 & AY 2024-25),	<p>Self-attested copies of</p> <p>1) PAN Card</p> <p>2) GST Registration Certificate</p> <p>3) Income Tax Return (ITR) for three assessment years (AY 2022-23, AY 2023-24 & AY 2024-25)</p>
3.4	The bidder must have experiences of successfully supplying various Stationery Items to any Government (Central or State) Sector/ Semi-Government/ Public Sector Unit (PSU) during the financial years i.e. FY 2022-23, FY 2023-24 & FY 2024-25.	Self-attested copy of Work Order(s) or Contract Agreement and Successful Work Completion certificate(s) in supply of Stationery Items to the Government (Central or state)/ Semi-Government/ Public Sector Unit (PSU) during the financial years FY 2022-23, FY 2023-24 & FY 2024-25.

S. No	Eligibility criteria for Bidders	Mandatory Documents
3.5	<p>i. The bidder must not be Blacklisted / banned / convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self-Government body or public sector undertaking in India for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reason, as on date of submission (upload) of online bidding document.</p> <p>ii. The bidder shall declare all ongoing litigations, it is involved in with any Government Agency/State/central department/PSU.</p>	Affidavit sworn before Public Notary/Executive Magistrate as per "Appendix E".

4. Upon verification of the above desired documents submitted by the bidder, if any bidder is found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility in the bidding process, the bidder shall be liable for punitive action due to its doubtful integrity also involved in such a trade, amounting to debarring from the selection process, including the forfeiture of concerned EMD (Bid Security) with punitive and legal action at the risk of such bidder.
5. The Technical proposals of all bidders which meet the above eligibility criteria, and basic requirements (i.e. timely submission of bid, EMD/Bid security etc.), will qualify for the next stage of Financial Bid evaluation.
6. To facilitate evaluation of bids, the SHSB may, at its sole discretion, seek clarifications in writing from any bidder regarding its bid submitted. Such clarification(s) shall be provided within the time specified by the SHSB for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
7. If any bidder does not provide clarifications sought within the prescribed time, the SHSB may proceed to evaluate the bid by construing the particulars requiring clarification to the best of its understanding, read with the materials on record and the bidder shall be barred from subsequently questioning such interpretation of the SHSB.

TERMS AND CONDITIONS

1. Use of contract documents and information

- 1.1 The agency shall not, without the SHSB's prior written consent, disclose the contract or any provision thereof or any information furnished by or on behalf of the SHSB in connection therewith, to any person other than the person(s) employed by the agency in the performance of the contract emanating from this Tender Document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 1.2 Further, the agency shall not, without the SHSB's prior written consent, make use of any document or information mentioned in sub-clause 1.1 above except for the sole purpose of performing this contract any action contrary to the above clauses, shall lead to be proceeded suitably under the law.
- 1.3 Except the contract issued to the agency, each and every other document mentioned in sub-clause 1.1 above shall remain the property of the SHSB and, if advised by the SHSB, all copies of all such documents shall be returned to the SHSB on completion of the agency's performance and obligations under this contract.

2. Intellectual Property Rights

The bidder/agency shall, at all times, indemnify and keep indemnified the SHSB, free of cost, against all claims which may arise in respect of goods & services to be provided by the bidder/agency under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the SHSB shall notify the bidder/agency of the same and the bidder/agency shall, at his own expenses take care of the same for settlement without any liability to the SHSB.

3. Insurance

- 3.1 The agency shall be responsible for insuring its raw- materials, finished goods, and transportation staff and vehicles etc. for accident, theft, damage, burglary etc.
- 3.2 The SHSB shall not be responsible for damages of any kind or for any mishap/injury/accident caused to any personnel/property of the bidder while performing duty. All liabilities, legal or monetary, arising in that eventuality shall be borne by firm/ agency.
- 3.3 Transit Insurance, till delivery/acceptance of Stationery and other Items at the premises, shall be arranged by the successful bidder at its own cost. Successful bidder shall be responsible till the ordered quantity of all material arrive in safe and sound condition at destination as specified in this tender document, complying with all statutory requirements.

4. Contract Duration

- 4.1 The Contract will be awarded for a period of **2 years** from the date of agreement and may be extended for one or more years based on the requirements, availability of funds under National Health Mission (NHM) or any source and satisfactory performance of work done by the agency and any other conditions mutually agreed by the agency and SHSB. Any extension shall not be the right of the agency.
- 4.2 The agency will be obliged to perform the task in accordance with the provisions of the Contract Agreement and terms and conditions therein, failing which the agency will be liable for consequential action in terms of the contract.

5. Payments

- 5.1 The prices quoted by the agency/bidder shall include all applicable taxes and duties, **excluding Goods & Services Tax (GST)**. If applicable, GST will be paid by State Health Society (SHSB), as per the prevailing rates.
- 5.2 The payment will be made to the agency by the SHSB within 30 days from the date of submission of Invoice.
- 5.3 The agency will raise the invoice(s) by clearly mentioning the Purchase Order number (PO no.) and submit it to the SHSB or the authority decided by SHSB for processing the payment along with the proof of receipts and delivery challans of the Stationery and other Items delivered to the offices of the SHSB.
- 5.4 The payment will be subject to TDS as per Income Tax Rules/GST (if applicable) and other statutory deductions as per applicable laws.
- 5.5 In case of discrepancy found in the quantities of the Stationery and other Items ordered and delivered to the designated location, payment against Invoices shall be made on the basis of the delivery challans submitted by the agency and actual confirmation received from the designated location, and not on basis of the quantities ordered by the SHSB.
- 5.6 The payments will be made by SHSB through Public Financial Management System (PFMS), Single Nodal Account (SNA) or any other mode as directed by SHSB upon the receipt of invoice along with challans from the agency and confirmation of supplied items by concerned location, after necessary verifications & deducting penalties (if any).

6. Performance Review, Incentives & Penalty provisions.

- 6.1 Agency performance would be evaluated based upon identified Key Performance Indicators (KPIs) listed below. The parameters will be used to assess the performance of the agency and penalty will be applied as and when required, upon commissioning of the services.
- 6.2 Besides other consequential action, the penalties would be imposed for each occurrence as per details mentioned in the sub- identified Key Performance Indicators (KPIs) listed below. However, maximum penalty would be limited to 10% of total payments due for the month against the invoice raised. In case of exceptional circumstances, the penalty may be deducted from the performance security.

Clauses	Penalty
1) Delay in delivery for Stationer Items with respect to mentioned timelines.	Payment of 0.5% per day will be deducted from the billed value against delayed delivery of Stationery and other Items to the designated location from the scheduled delivery date.
2) Discrepancy found in specification of Stationery and other Items at the time of delivery	Contract agreement will be terminated along with forfeiture of Performance Security (PS).

7. Signing of the contract

The contract agreement between SHSB and the selected agency/bidder should be executed within 21 days of the issue of the Letter of Intent (LoI). The selected agency/bidder will have to submit the Performance Security (PS), as applicable before signing of the agreement. Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD with consequential action if so desire.

8. Subcontracts

Sub-letting/Sub-contracting of the contract would not be allowed under any circumstances and contract may be terminated in case the agency sublets or sub-contracts its liabilities/responsibilities/obligation to other. Penal action shall also be taken against the agency.

9. Modification to Contract

The contract when executed by the parties shall constitute the entire contract between the parties in connection with the jobs / services and shall be binding upon the parties. Modification, if any, to the contract shall be in writing and with the consent of the parties.

10. Performance Security

- 10.1 The successful bidder shall have to furnish a performance security in the shape of a Bank Guarantee issued by a scheduled Bank in favour of State Health Society, Bihar (SHSB) for an amount of **Rs.2,00,000 (Two Lakh Rupees only)**. The Bank guarantee shall be as per proforma at "Appendix: F" and remain valid for a period, which is six months beyond the date of expiry of the contract. The performance security should be submitted before signing the agreement.
- 10.2 If the firm / contractor violates any of the terms and conditions of contract, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the SHSB and the contract will also be cancelled.
- 10.3 The SHSB will release the Performance Security without any interest to the firm / contractor on successful completion of contractual obligations.

11. Tax Deduction at Source

Tax deduction at source shall be made at the prescribed rates from the bidder's bills under the prevailing law.

12. Termination of Contract

- 12.1 Any bidder found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or agreement formalization, shall be liable for punitive action amounting to blacklisting of the bidder, including the forfeiture of concerned EMD (Bid Security) and/or Performance Security also.
- 12.2 The SHSB, without prejudice to any other contractual rights and remedies available to it, shall by written notice of default sent to the agency, terminate the contract in whole or in part, if the agency fails to perform services as specified in the present contract read with the terms of the contract agreement or any other contractual obligations or for any breach of contract within the time period specified in the contract and the firm will be blacklisted, consequently the performance security will also be forfeited.
- 12.3 In the event the SHSB terminates the contract in whole or in part, the SHSB may carry out risk purchase of services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the agency shall be liable to the SHSB for the extra expenditure, if any, incurred by the SHSB for arranging such services.

13. Termination for Insolvency

If the agency becomes bankrupt or otherwise insolvent, it will inform to the SHSB with the 30 days written notice to terminate the contract. The SHSB reserves the right to terminate, without any compensation, whatsoever, to the agency, and SHSB may forfeit the performance security.

14. Termination by Mutual Consent

- 14.1 In the event the SHSB & agency mutually agrees reasonably to terminate the contract, either party shall give 30 days written notice to the other party and after the consent of both parties agreement may be terminated without any Legal or Financial Obligation on any Party to the contract.
- 14.2 Party to be agreement may with a mutual consent, terminate the agreement without any legal or financial obligation on any party to the contract.

15. Force Majeure

- 15.1 Notwithstanding the provisions contained in clauses 13 and 14 the agency shall not be liable for imposition of any such sanction so long the delay and/or failure of the agency in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- 15.2 For purposes of this clause, Force Majeure means an event beyond the control of the agency and not involving the agency's fault or negligence and which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include and will not be limited to wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.
- 15.3 If a Force Majeure situation arises, the agency shall promptly notify the SHSB in writing of such conditions and the cause thereof within 7 days of occurrence of such event. Unless otherwise directed by the SHSB in writing, the Agency shall continue to perform its obligations under the contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 15.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding thirty days, either party may at its option terminate the contract without any financial repercussion on either side.
- 15.5 In case due to a Force Majeure event the SHSB is unable to fulfil its contractual commitment and responsibility, the SHSB will notify the agency accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

16. Notices

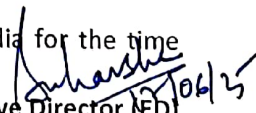
Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by e-mail or facsimile or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

17. Resolution of disputes

- 17.1 Any dispute or difference or claim arising out of or in relation to this Agreement, will be settled by reaching a mutual understanding between the parties.
- 17.2 If any further dispute arises between the parties thereupon, the same will be settled as per the extant law of land through the competent court of law under the territorial jurisdiction of district of Patna only.

18. Applicable Law

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.


Executive Director (ED)
State Health Society Bihar

FORWARDING LETTER FOR TECHNICAL BID

[On the Letter head of the Bidder]

Date:

To

The Executive Director (ED),
State Health Society, Bihar (SHSB),
Pariwar Kalyan Bhavan, Sheikhpura, Patna.

Re: Tender Notice for selection of agency for rate contract of Stationery and other Items for State Health Society, Bihar (SHSB)

Dear Sir / Madam,

We, the undersigned, offer to provide the rates contract for supply of Stationery and other Items to the State Health Society, Bihar (SHSB), in accordance with your NIT Ref No and our proposal. We are hereby submitting our Proposal for the same.

We are submitting our proposal in our own individual capacity without entering into any association / as a Joint Venture. We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our proposal is binding upon us and subject to the modifications resulting from contract negotiations, if any.

We understand that the SHSB, may cancel the selection process at any time and that you are neither bound to accept any proposal you receive nor to select the agency, without incurring any liability to the bidders. We acknowledge the right of SHSB to reject our bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

We shall make available to SHSB any additional information it may find necessary or require to supplement or authenticate the proposal.

We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

We declare that:

- a. We have examined and have no reservations to the tender Documents, including any Addendum issued by SHSB;
- b. We have not directly or indirectly or through an executive engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any contract entered into with SHSB or any other public-sector enterprise or any government, Central or State; and

- c. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- d. We declare that We/any member of the company, are/is not a Member of a/any other company applying for selection.
- e. We certify that in regard that we have not been convicted by a court of law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the services for the scope of work defined in this tender document.
- f. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by SHSB and / or the Government of Bihar in connection with the selection of agency or in connection with the selection process itself in respect of the above mentioned scope of work defined in this tender document.
- g. We agree and understand that the proposal is subject to the provisions of the tender document. In no case, I/We shall have any claim or right of whatsoever nature if the assignment is not awarded to me/us or our proposal is not opened.
- h. We agree to keep this offer valid for 180 days from the proposal due date specified in tender.
- i. A Power of Attorney (PoA) in favour of the authorized signatory to sign and submit this Proposal and documents is also attached herewith in Appendix: B.
- j. In the event of my/our being selected, I/We agree to enter into a contract for the scope of work defined in this tender document.
- k. We agree and undertake to abide by all the terms and conditions of the tender Document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the tender document.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

(On Non – judicial stamp paper of Rs.1000/- attested by notary public)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. _____ R/o _____ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, _____ for supply of Stationery and other Items for State Health Society, Bihar (SHSB), including signing and submission of all documents and providing information / responses to State Health Society Bihar (SHSB), representing us in all matters in connection with our bid for the said scope of work defined in this tender document.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the day of 2025.

For

(Name, Designation and address)

Accepted

..... (Signature)

(Name, title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA).

ASSIGNMENT OF SIMILAR NATURE SUCCESSFULLY COMPLETED
DURING THE FINANCIAL YEARS (2022-23, 2023-24 & 2024-25)

1. Fill the details below and accordingly attach the copy of Work Order(s) or Contract Agreement and Work Completion Certificate(s) for supply of Stationery Items to the Government(Central/State)/ Semi-Government/ Public Sector Unit (PSU) during the FY 2022-23, FY 2023-24 & FY 2024-25.

Sr. No.	Full Address of the Organization with Phone No. where assignment done	Assignment contract No & Date	Description of Work/ Services Provided	Date of Commencement	Date of completion	Please indicate Page no. mentioned in the submitted Bid
1						
2						
3						
4						
5						
6						

We certify that all the above details are correct in my knowledge and further confirm that we are aware that, our application for the captioned scope of work defined in this tender document would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2025

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

PARTICULARS OF THE BIDDER'S ORGANISATION

(To be submitted by all tenderers / bidders)

1. Name :
2. Type of the firm : Company/Partnership/Proprietorship
3. Registered Address :
4. Phone/Fax/Mail id :

5. Address of the office of Services Provider in the State:

6. Details of key employees:

S.no	Name	Designation	Contact No. & Email ID
(1)			
(2)			
(3)			

7. Registration. Nos.

(a) GST

(b) PAN No.

8. Brief write-up about the firm / company. (use extra sheet if necessary)

Signature of Bidders

Date:

Place:

Name

Office Seal

DECLARATION BY BIDDER**Format for Affidavit certifying that Entity/Promoter(s) / Director(s)/Members of Entity are not Blacklisted**
(On a Stamp Paper of INR 100)**Affidavit**

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that we or any of our promoter(s) / director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared ineligible by State Health Society Bihar(SHSB)/District Health Society (DHS) or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on date of submission of online bidding document.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned scope of work defined in this tender document would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the contract period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of....., 2025

Name of the Bidder/agency:

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

PROFORMA FOR BANK GUARANTEE FOR PERFORMANCE SECURITY

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To

The Executive Director (ED),
 State Health Society, Bihar
 Pariwar Kalyan Bhawan
 Sheikhpura, Patna-14

Dear Sir,

WHEREAS.....(Name and address of the Agency) (Hereinafter called "the Agency" has undertaken, in pursuance of Lol vide Memo No..... dated (Herein after "the contract") for supply of various Stationery and other Items for State Health Society, Bihar (SHSB).

AND WHEREAS it has been stipulated in the said contract that the agency shall furnish a Bank Guarantee ("the Guarantee") from a scheduled bank for the performance of the "Rate Contract for supply of Stationery and other Items for State Health Society, Bihar(SHSB)", as per the contract. WHEREAS we ("the bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the State Health Society, Bihar (SHSB) the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs. (as applicable), to the State Health Society, Bihar (SHSB), under the terms of the contract, on account of full or partial non-performance /non-implementation and/or delayed or defective performance/implementation. Provided, however, that the maximum liability of the Bank towards SHSB, under this Guarantee shall not, under any circumstances, exceed the aggregate.
2. In pursuance of the Guarantee, the Bank shall, immediately upon the receipt of a written notice from SHSB, stating full or partial non-implementation and/or delayed and/or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to SHSB any and all sums demanded by SHSB under the said demand notice, subject to the maximum limits specified in Clause 1 above.
3. The Guarantee shall come into effect immediately upon execution and shall remain in force for a period of **30 months** from the date of execution of the contract.
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged or otherwise affected by:
 - a. Any change or amendment to the terms and conditions of the contract or the execution of any further contracts/Agreements
 - b. Any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between the bidder and the bank.
5. The Bank also agrees that the SHSB at its option, shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency and notwithstanding any security or other guarantee that SHSB may have in relation to the bidder's liabilities.

6. The Bank shall not be released of its obligations under these presents by reasons of any act of omission or commission on the part of the SHSB or any other indulgence shown by SHSB or by any other matter or thing whatsoever which under law would, but for this provision, have the affect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Patna, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Date this the Day of 2025.

Witness 1:

Name:

(Signature)

Witness 2:

Name:

(Signature)

INSTRUCTION FOR FINANCIAL BID

1. Prices are to be quoted in the Financial Bid format in online mode only. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the prices in prescribed format before uploading it.
2. The rates quoted for each "stationary item(s)" shall be exclusive of Goods & services tax (GST).
3. The rates quoted shall be firm and inclusive of all delivery charges, packaging, transportation etc. and no other charges will be payable to bidder/agency by SHSB. The rate(s) quoted by the bidder/agency shall remain firm and will not be subject to escalation of any description during the execution of the rate contract. The rate(s) offered by the bidder/agency shall be **excluding Goods & Service Tax (GST)**. This shall be quoted in the online mode only. GST if applicable, will be paid by State Health Society (SHSB) or the authorities decided by SHSB, as per the prevailing rates/rules
4. The Bidder/Agency shall have to quote for every line item in the Financial Bid Format. If the bidder doesn't quote for any line item in the Financial Bid format, then his proposal will be disqualified.
5. The Financial bids of the shortlisted bidder(s)/agency(s) from Technical Evaluation (matching eligibility criteria) will be opened and the bidder who quotes the lowest (L1) minimum cost (excluding GST) for item(s) will be awarded the contract agreement for their respective item(s) as per Least Cost Selection (LCS) under the "Notice Inviting Tender for Rate Contract of Stationery and other Items for State Health Society, Bihar(SHSB)".
6. The rates quoted must be in figures as well as in words.
7. The bidder will be required to raise the invoice as prescribed under GST Act 2017 and rules therein.
8. An indicative format of the financial bid (available on <https://eproc2.bihar.gov.in>) is given below:

Tender S.No.	Name of Stationery Item	Unit	Rate (in figures)	Rate (in words)
1	A4 Size Paper 70 GSM – Century Green	Per Pkt		
2	A4 Size Paper 70 GSM – JK	Per Pkt		
3	A4 Size Paper 70 GSM – Xerox	Per Pkt		
4	A4 Size Paper 70 GSM – A One	Per Pkt		
5	A4 Size Paper 75 GSM – JK Red	Per Pkt		
6	A4 Size Paper 75 GSM – Century Star	Per Pkt		
7	FS Size Paper 75 GSM – Century Star	Per Pkt		
8	FS Size Paper 75 GSM – JK Red	Per Pkt		
9	A3 Paper 75 GSM – JK Red	Per Pkt		
10	A3 Paper 75 GSM – Century Green	Per Pkt		
11	Envelope (10"x4.5") - White Swarm Mahal/Pride	Pack of 100 Pcs		
12	Envelope - A4 Size - Plastic Coated Swarm Mahal/Pride	Pack of 100 Pcs		
13	Envelope – 16x12 Size - Plastic Coated Swarm Mahal/Pride	Pack of 100 Pcs		
14	Fly Leaf-Star	Per Piece		
15	Fly Leaf with cloth Star	Per Piece		
16	My Clear Bag Button Type Folder A Plus/Keya	Per Piece		
17	Executive Document File	Per Piece		
18	MOU Signing File (Rexine)	Per Piece		
19	L Shaped Folder A4 Size -Megha/One Plus	Per Piece		
20	Stic File - Good Quality	Per Piece		
21	Index File FS Size - Plastic Coated- Keya/One plus/Sun	Per Piece		
22	File Guard (Board File)	Per Piece		
23	Cover File	Per Piece		

24	Paper Flag-3/4 pads of 25mm x 75mm-Oddy	Per Piece		
25	Write on Slip/Pad -(3x3)-Oddy	Per Piece		
26	Spiral pad Luxor - 160 pages / 21.6 x 14 cm	Per Piece		
27	Spiral pad Doms - 160 pages / 21.6 x 14 cm	Per Piece		
28	Writing Pad – Oddy AS 80 Sheat	Per Piece		
29	Conference Pad - size 21 x 14.8 – Luxor	Per Piece		
30	Short Hand Copy - Monaf / Priya	Per Piece		
31	1Q Fancy Deluxe General Register - Monaf / Priya	Per Piece		
32	2Q Fancy Deluxe General Register - Monaf / Priya	Per Piece		
33	4Q Fancy Deluxe General Register - Monaf / Priya	Per Piece		
34	4Q Fancy Stock Register - Monaf / Priya	Per Piece		
35	4Q Fancy Dispatch Register - Monaf / Priya	Per Piece		
36	4Q Fancy Letter Receiving Register - Monaf / Priya	Per Piece		
37	4Q Fancy Cash Book Double Column - Monaf / Priya	Per Piece		
38	4Q Fancy Ledger Book - Monaf / Priya	Per Piece		
39	Vehicle Log Book - Milan - Hand Bond Index Copy-160-page approx.	Per Piece		
40	Thick Note Sheet Pad (100 sheets 80 GSM Paper)	Per Piece		
41	Carbon Paper-Kores/Camel	Pack of 100 Pcs		
42	Excel Bond Paper 50 Sheet	Per Pkt		
43	Excel Bond Paper 100 Sheet	Per Piece		
44	Glossy Photo Paper 50 Seet	Per Pkt		
45	Glossy Photo Paper 100 Seet	Per Pkt		
46	OHP Marker - Luxor – 969	Per Piece		
47	White Board Marker-Camlin/Luxor	Per Piece		
48	Bold Marker-Camlin/Luxor	Per Piece		
49	Permanent Marker- Camlin/Luxor	Per Piece		
50	Sketch Pen Faber Castle/Luxor	Per Pkt		
51	Pen-Agni Gel Pen	Per Piece		
52	Pen-Reynolds Pen 045	Per Piece		
53	Pen-Reynolds Racer Gel Pen	Per Piece		
54	Pen-Flair Writo metter	Per Piece		
55	Pentonic 0.7 m Ball Point Pen B-RT	Per Piece		
56	Pen-Pilot Pen Hi tec Point 0.5	Per Piece		
57	Pen-Pilot Pen Hi tec Point V5	Per Piece		
58	Pen-Pilot Pen Hi tec Point V5			
59	Pen- Trimax	Per Piece		
60	Pen- Parker Vector Ball Pen	Per Piece		
61	Parker Beta Roller Pen (Golden TIP)	Per Piece		
62	Attendance Register- 1Q	Per Piece		
63	Attendance Register- 2Q	Per Piece		
64	Pen Stand Big Size (Kebica/Gemsion) with 4 pen	Per Piece		
65	Pen Stand Big Size (Kebica/Gemsion) with 2 pen	Per Piece		
66	Pen Stand (Pencil Cup)-Kebica/Gemsion	Per Piece		
67	Paper Weight (Round Fancy)	Per Piece		
68	Short hand pencil – Apsara	Per Piece		
69	Apsara Pencil Extra Dark Platinum	Per Piece		
70	Eraser Apsara Jumbo	Per Piece		
71	Apsara Sharpener	Per Piece		
72	Steel Scale- 1 Feet	Per Piece		
73	Plastic Scale- 1 Feet-Camel	Per Piece		
74	Tube Gum 22.5ml – Fevigum	Per Tube		

75	Fevicol Tube – 22.5 gm	Per Piece		
76	Fevi Stick - 15 gm	Per Piece		
77	Fevikwik small	Per Piece		
78	Bottle Gum 700ml – Camel/Kores	Per Bottle		
79	Boottle Gum-150ml- Kores	Per Piece		
80	File Tag – Nylon (500pcs)	Per Box		
81	Gems Clip Plastic - ODDY (pack of 50 pcs)	Per Pkt		
82	Stamp Pad –faber Castell 88 x 54 mm	Per Piece		
83	Electronics Cordless Call Bell-Cona/Beetel	Per Piece		
84	Call Bell Kachhua Model			
85	Correction Pen – Kores/Feber Castell	Per Piece		
86	Cello Tape (Roll-1/5")-50 Mtr – Wonder	Per Piece		
87	Cello Tape (Roll-1")-50 Mtr – Wonder	Per Piece		
88	Cello Tape (Roll-2")-50 Mtr – Wonder	Per Piece		
89	Brown Tape (Roll-2")-50 Mtr – Wonder	Per Piece		
90	Calculator 12 Digit - Casio MJ 120D	Per Piece		
91	Calculator 12 Digit-Orpat OT 400	Per Piece		
92	Fax Roll Eligango F-223 – ODDY	Per Piece		
93	Damper Oddy	Per Piece		
94	T Pin Push Pin - ODDY - TP 50 G	Per Pkt		
95	Board Pin Golden			
96	Binder Clip 15mm – Oddy	Per Piece		
97	Binder Clip 19mm – Oddy	Per Piece		
98	Binder Clip 25mm – Oddy	Per Piece		
99	Binder Clip 32mm – Oddy	Per Piece		
100	Binder Clip 41mm – Oddy	Per Piece		
101	Binder Clip 51mm – Oddy	Per Piece		
102	Paper Cutter Big – Natraj	Per Piece		
103	Paper Tray Omega	Per Piece		
104	Wonder - Paper Tray	Per Piece		
105	Stapler 10 No – Kangaroo (Blue)	Per Piece		
106	Stapler HP 45 – Kangaroo (Blue)	Per Piece		
107	Stapler Pin No 10 – Kangaroo (Blue)	Per Piece		
108	Stapler Pin No 24/6 - Kangaroo (Blue)	Per Piece		
109	Kangaroo Pin Remover (SR 100) (Blue)	Per Piece		
110	Paper Punching Machine Single – Kangaroo (SHP-20) (Blue)	Per Piece		
111	Paper Punching Machine Double - Kangaroo DP 520 (Blue)	Per Piece		
112	Scissor Kangaroo – Big	Per Piece		
113	Scissor Kangaroo – SL 1150	Per Piece		
114	Madhubani Painting Thaila (Cloth)	Per Piece		
115	Madhubani Painting Thaila (Jute)	Per Piece		
116	Name Plate Plastic Fiber 10"	Per Piece		
117	Name Plate Plastic Fiber 12"	Per Piece		
118	Engagement Stand	Per Piece		
119	D link wi-fi Adopter	Per Piece		
120	Pen Drive (3.0) 32 GB - HP	Per Piece		
121	Pen Drive (3.0) 64 GB - HP	Per Piece		
122	Pen Drive (3.0) 128 GB - HP	Per Piece		
123	Pen Drive (3.0) 32 GB - Sony	Per Piece		
124	Pen Drive (3.0) 64 GB - Sony	Per Piece		
125	Pen Drive (3.0) 128GB - Sony	Per Piece		
126	Pen Drive (3.0) 32 GB - Sandisk	Per Piece		
127	Pen Drive (3.0) 64 GB - Sandisk	Per Piece		

128	Pen Drive (3.0) 128 GB - Sandisk	Per Piece		
129	Hard Disk Segate 1 TB External Backup Plus	Per Piece		
130	Hard Disk Segate 2 TB External Backup Plus	Per Piece		
131	Hard Disk Segate 4 TB External Backup Plus	Per Piece		
132	Hard Disk Segate 8 TB External Backup Plus	Per Piece		
133	Hard Disk WD 1 TB External Backup Plus	Per Piece		
134	Hard Disk WD 2 TB External Backup Plus	Per Piece		
135	Hard Disk WD 4 TB External Backup Plus	Per Piece		
136	Hard Disk WD 8 TB External Backup Plus	Per Piece		
137	Hard Disk (SSD) 256 GB	Per Piece		
138	Hard Disk (SSD) 512 GB	Per Piece		
139	Hard Disk (SSD) 1 TB	Per Piece		
140	USB HUB for Pen Drive Use 4 Port	Per Piece		
141	Compatible Cartridge 88A- Prodof/Frontech	Per Piece		
142	Compatible Cartridge 12A- Prodof/Frontech	Per Piece		
143	Compatible Cartridge 110- Prodof/Frontech	Per Piece		
144	Compatible Cartridge 230A- Prodof/Frontech	Per Piece		
145	Compatible Cartridge 232A- Prodof/Frontech	Per Piece		
146	Compatible Cartridge 279A- Prodof/Frontech	Per Piece		
147	Compatible Cartridge MLT111L- Prodof/Frontech	Per Piece		
148	Compatible Cartridge Laser Inkjet GT-51 (Black)	Per Piece		
149	Compatible Cartridge Laser Inkjet GT52, (Yellow)	Per Piece		
150	Compatible Cartridge Laser Inkjet GT-52 (Magenta)	Per Piece		
151	Compatible Cartridge Laser Inkjet GT-52 (Cyan)	Per Piece		
152	Compatible Cartridge Brother TN2365	Per Piece		
153	Compatible Cartridge CF 230A	Per Piece		
154	Compatible Cartridge CF 277A	Per Piece		
155	Compatible Cartridge W1660A	Per Piece		
156	Compatible Cartridge Q2612A	Per Piece		
157	Compatible Cartridge 215A (Colour)	Per Piece		
158	Original Cartridge 88A- HP	Per Piece		
159	Original Cartridge 12A- HP	Per Piece		
160	Original Cartridge 110- HP	Per Piece		
161	Original Cartridge 230A- HP	Per Piece		
162	Original Cartridge 232A- HP	Per Piece		
163	Original Cartridge 279A- HP	Per Piece		
164	Original Cartridge MLT111L- Samsung	Per Piece		
165	Original Canon Cartridge NPG-67 Black	Per Piece		
166	Original Canon Cartridge NPG-67 Yellow	Per Piece		
167	Original Canon Cartridge NPG-67 Magenta	Per Piece		
168	Original Canon Cartridge NPG-67 Cyan	Per Piece		
169	HP Cartridge Laser Inkjet GT-51 (Black)	Per Piece		
170	HP Cartridge Laser Inkjet GT-52 (Yellow)	Per Piece		
171	HP Cartridge Laser Inkjet GT-52 (Magenta)	Per Piece		
172	HP Cartridge Laser Inkjet GT-52 (Cyan)	Per Piece		
173	Brother Cartridge TN-2365	Per Piece		
174	Laptop HP Core-i7, 8 GB RAM DDR4, 512 GB SSD Window 11 (12th Gen) Office 2021	Per Piece		
175	Laptop Dell Core-i7, 8 GB RAM DDR4, 512 GB SSD Window 11 (12th Gen) Office 2021	Per Piece		
176	Desktop HP All in All Core-i7, 8 GB RAM DDR4, HDD 1 TB	Per Piece		
177	Desktop Dell All in All Core-i7, 8 GB RAM DDR4, HDD 1 TB	Per Piece		
178	HP Computer Set- Core-i7, 8 GB RAM, 1TB SSD (12 Gen)	Per Piece		
179	Dell Computer Set- Core-i7, 8 GB RAM, 1TB SSD (12 Gen)	Per Piece		
180	Computer Monitor 21 Inch LG	Per Piece		

181	Computer Monitor 21 Inch HP	Per Piece		
182	Computer Monitor 21 Inch Dell	Per Piece		
183	Printer HP Laser jet M1136 MFP	Per Piece		
184	Printer HP Laser jet MFP 1188w	Per Piece		
185	Colour Laser Jet Pro MFP M 183 Fw	Per Piece		
186	Quick Heal Anti Virus Total Security (1 User)	Per Piece		
187	Quick Heal Anti Virus Total Security (5 User)	Per Piece		
188	Quick Heal Anti Virus Total Security (10 User)	Per Piece		
189	Monitor/Screen Cleaner	Per Piece		
190	Mouse USB Logitech-M100	Per Piece		
191	Keyboard Logitech K120	Per Piece		
192	UPS Microtech Double Battery	Per Piece		
193	UPS Frontech Doubl Battery	Per Piece		
194	UPS Microtech Single Battery	Per Piece		
195	UPS Frontech Single Battery	Per Piece		
196	UPS Battery (Exide)	Per Piece		
197	Room Freshner - Godrej160 GM	Per Piece		
198	Colin - 500 ml	Per Piece		
199	Harpic -500 ml	Per Piece		
200	Harpic Red-500 ml	Per Piece		
201	Lizol- 500ml	Per Piece		
202	Phenyle – Centroma	Per 5 Ltr		
203	Phenyle- AXN	Per 5 Ltr		
204	Dettol Liquid Hand Wash - 200ml	Per Piece		
205	Savlon Liquid Hand Wash- 200ml	Per Piece		
206	Godrej Liquid Hand Wash-200ml	Per Piece		
207	Hand Wash Dispenser	Per Piece		
208	Hand Wash Dispenser Liquid 1 Ltr	Per Piece		
209	Hand Wash Dispenser Liquid 5 Ltr	Per Piece		
210	Odonil - 75 gm	Per Piece		
211	Godrej Air Pocket Bathroom Air Frag-10gm	Per Piece		
212	Nepthalene Ball – 100gm	Per Pkt		
213	Lifebuoy Soap - 100gm	Per Piece		
214	Vim Bar - 125 gm	Per Piece		
215	Scotch Bright - 7.5 cm x 10 cm	Per Piece		
216	Wheel Surf (1 Kg Pkt)	Per Kg		
217	HIT Mosquito / Flies Killer - 400 ml	Per Piece		
218	Good Night Advanced Mosquito Refill - 45ml	Per Piece		
219	All Out Mosquito Refill- 45ml	Per Piece		
220	Flower Broom	Per Piece		
221	Coconut Broom	Per Piece		
222	Gala Mop-TMOP 403 No	Per Piece		
223	Toilet Brush- Gala Double Hockey	Per Piece		
224	Wiper- Gala Bathroom Wips	Per Piece		
225	Mop Dust Control 18"-Gala	Per Piece		
226	Dust Pan-Gala	Per Piece		
227	Skotch Brite Cleaning Gloves	Per Pkt		
228	Square Bin with LID 65Ltrs(Nayasa)	Per Piece		
229	Square Bin With LID 90 Ltrs (Nayasa)	Per Piece		
230	Dustbin - Wonder Pedal 505	Per Piece		
231	Buket 15 Ltr	Per Piece		
232	Duster – approx - Big Size 36x36 Cotton	Per Piece		
233	Glass Duster-approx-22"x22" Cotton	Per Piece		
234	Floor Duster – approx.- 20"x20" - Cotton / Khadi	Per Piece		

235	Dustbin Pollythin (Big Size)	Per Piece		
236	Tube Light 40 W – Philips/Havells	Per Piece		
237	Bulb Philips - 100 Wt	Per Piece		
238	Tube Light Set - Philips/Havells - (Electronics Chowk & Frame)	Per Piece		
239	Philips/Havells white LED Light 9 Wat	Per Piece		
240	Philips/Havells white LED Light 18 Wat	Per Piece		
241	Philips/Havells white LED Light 27 Wat	Per Piece		
242	Philips/Halonix ELS 2 PIN 15 Watt	Per Piece		
243	Philips / Halonix ELS 4 PIN 18 Watt	Per Piece		
244	Philips/Havells 36-watt FPL	Per Piece		
245	Orpet 36 Watt-FPL	Per Piece		
246	Crompton 18 watt Led Down Lighter Round	Per Piece		
247	Crompton 12 watt Led Down Lighter Round	Per Piece		
248	Havels MCB 20 Amp	Per Piece		
249	Havels MCB 25 Amp	Per Piece		
250	Havels MCB 32 Amp	Per Piece		
251	Electric Wire-1mm- Havells/Anchor	Per Piece		
252	Electric Wire-1.5mm- Havells/Anchor	Per Piece		
253	Electric Wire-2mm- Havells/Anchor	Per Piece		
254	Electric Wire-4mm- Havells/Anchor	Per Piece		
255	PVC Electrical Tape	Per Piece		
256	Havells Pedstal Fan (White)	Per Piece		
257	Airwick Electrical Room Freshner Set	Per Piece		
258	Airwick Electrical Room Freshner Refill - 15 ml	Per Piece		
259	Airwick Freshmatic Automatic Spray Set	Per Piece		
260	Airwick Freshmatic Automatic Spray Refill - 250 ml	Per Piece		
261	Telephone Set - Beetel - (Secure)	Per Piece		
262	Extension Cord Orpat 4mtr wire With 4 Port	Per Piece		
263	Extension Cord Orpat 4mtr wire With 6 Port	Per Piece		
264	Blower- Orpat	Per Piece		
265	Blower- Usha	Per Piece		
266	Blower- Havells	Per Piece		
267	Spoon 6 Pc Set (Good Quality)			
268	Office Glass-Treo-Vector (330ml 6 Pc Set)	Per Set		
269	Cup & Soucer Set-Royal Bengal (6 Pcs Set - Bone China - White & Plain with golden lining)	Per Set		
270	Quarter Plate Bone China/Clay Craft (6 pcs set)	Per Set		
271	Diner Set Plate Bone China/Clay Craft (6 pcs set)	Per Set		
272	Rice Bowel Bone China/Clay Craft(6 Pcs Set)	Per Set		
273	Glass Coaster Plastic-(6 pcs Set)	Per Set		
274	Fiber Serving Tray Medium Size	Per Piece		
275	Fiber Serving Tray Big Size	Per Piece		
276	Disposable Coffee Cup (Hard Paper)	Per 100 Piece		
277	Disposable Glass for Water	Per 100 Piece		
278	Signature Pad - Monaf/Milan with 20 sheets	Per Piece		
279	Sanitary Cleaner (Acid)	Per 1 Ltr		
280	Good Night Mosquito Machine	Per Piece		
281	All Out Mosquito Machine	Per Piece		
282	Rexine File (Belhar/Gemsion 2109)	Per Piece		
283	Office Bag-Priority (3 Packet)	Per Piece		
284	Executive Office Bag-(Sky Bag)	Per Piece		

285	Executive Office Bag-Prioty Rexine			
286	Wild Craft Unisex Jet Plus Backpack	Per Piece		
287	Wild Craft Xplorer Backpack	Per Piece		
288	Jute Bag Plain (AS my Clear Bag)	Per Piece		
289	Belhar Dlx CF 102	Per Piece		
290	Linc Double Lock 45 Nos	Per Piece		
291	Linc Double Lock 50 Nos	Per Piece		
292	AA Pencil Battery – Eveready Red	Per Piece		
293	AA Pencil Battery – Eveready Red	Per Piece		
294	AA Pencil Battery-Dura Cell	Per Piece		
295	AAA Pencil Battery-Dura Cell	Per Piece		
296	23A Alkaline Battery GP	Per Piece		
297	23A Alkaline Battery Dura Cell	Per Piece		
298	Torch Eveready - Double Battery	Per Piece		
299	Milton Flask 1 Ltr 1000 (Hot & Cool)	Per Piece		
300	Milton Flask 500 ML (Hot & Cool)	Per Piece		
301	Cello Flask 1000 ML (Hot & Cool)	Per Piece		
302	Cello Flask 500 ML (Hot & Cool)	Per Piece		
303	Flask 1Ltr Eagle gold slic 1000	Per Piece		
304	Flask Half Ltr Eagle gold slic	Per Piece		
305	Steel Water Bottle Cello 1Ltr	Per Piece		
306	Steel Water Bottle Cello 500ml	Per Piece		
307	Water Bottle-Milton(Kool Style-900ml)	Per Piece		
308	Markin Cloth (White)	Per mtr		
309	Markin Cloth (Red)	Per mtr		
310	Designer Jute Bag	Per Piece		
311	Umbrella –KC Pal	Per Piece		
312	Hand Sanitizer 100ml- Detol	Per Piece		
313	Hand Sanitizer 500ml- Detol	Per Piece		
314	Minral Water 500ml-Bisleri/Kinley/Bailey	Per Piece		
315	Minral Water 200ml- Bisleri/Kinley/Bailey	Per Piece		
316	Vedica Zen Water 500ml	Per Piece		
317	Nestle Every Day Dairy Whitener-1 Kg Packet	Per Pkt		
318	Nestle Every Day Vending Premix- 1 Kg Packet	Per Pkt		
319	Nestle Nescafe Coffee Premix-1 Kg Packet	Per Pkt		
320	Nestle Nes Tea Lemon Flavour Iced Tea Premix-1 Kg Packet	Per Pkt		
321	Tetley Tea Bag (100 Tea Bags Box)	Per Box		
322	Nestle Nescafe Coffee 100 grm Bottle	Per Jar		
323	Lipton Green Tea (Honey Lemon) 25 Tea Bag	Per Box		
324	Tata Tea Gold 250 grm	Per Pkt		