

**TENDER NOTICE FOR SUPPLY OF STATIONERY ITEMS**

Under the directions of the Competent Authority sealed tenders from reputed agencies under Two-bid System –"Technical Bid" and "Financial Bid" for supply of stationery items to the Bihar Industrial Area Development Authority (BIADA), East Gandhi Maidan, Udyog Bhawan, Patna, is invited fulfilling the following conditions:-

1. The bidder has to submit non-refundable tender processing fee of Rs. 1000/- (Rupees one thousand) only through a demand draft in favour of Bihar Industrial Area Development Authority payable at Patna along with the Technical Bid in a separate sealed envelope.
2. "Technical Bid" and "Financial Bid" each in separate sealed envelope must be kept in big sealed envelope and must be dropped in Tender Box kept in BIADA, headquarter office by **3:00 P.M on 17.07.2017**
3. Technical bid will be opened **on 17.07.2017 at 3:30 P.M.** at Conference Hall, BIADA, Patna.
4. The tenders received late or tenders without processing fee/conditional tenders/Incomplete tenders in any respect shall be deemed to be rejected.
5. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason thereof.
6. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.
7. Detailed information of the Tender Document can be seen and downloaded from BIADA website [www.biadabihar.in](http://www.biadabihar.in)

  
Secretary



# बिहार औद्योगिक क्षेत्र विकास प्राधिकार

प्रथम तल, उद्योग भवन, पूर्वी गाँधी मैदान, पटना-800004 (35)

Email- [biada@rediffmail.com](mailto:biada@rediffmail.com) Website-[www.biadabihar.in](http://www.biadabihar.in) Phone: 0612-2675998/2675991/2675889 (FAX)/2675296

## I. TENDER FOR SUPPLY OF STATIONERY ITEMS

Sealed tenders are invited from reputed agencies under "Two-bid" system-Technical Bid and Financial Bid for supply of stationery items to the Bihar Industrial Area Development Authority (BIADA).

The Tender Document can be seen & downloaded from the BAIDA website [www.biadabihar.in](http://www.biadabihar.in). The bidder has to submit non-refundable tender processing fee of 1000/- (Rupees One Thousand only) through a demand draft in favour of BIADA payable at Patna along with the Technical Bid. Tender Document complete in all respects in a sealed envelope to be dropped in Tender Box at BIADA, 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004 by **3:00 p.m. on 17.07.2017**. Technical bid will be opened on **17.07.2017 at 3:30 p.m.** at Conference Hall. The tenders received late or tenders without Processing Fee/Conditional tenders/Incomplete Tenders in any respect would be rejected. The BIADA reserves the right to accept or reject any or all tenders without assigning any reason. The finalized bidder will have to enter into a legal contract/agreement with the BIADA before rendering its services.

## II. ELIGIBILITY CRITERIA

**Technical bid envelope should contain the following:-**

1. The Bidder must be a legally constituted Proprietary firm/Partnership firm/Limited Company/Corporate Body, who possess the required licenses, registrations etc., as per law valid at least for 12 months from the date of the opening of tender for supplying of stationary items.
2. The Bidder shall have an experience for supplying of stationary items for at least 3 years supported by document justifying such experience in similar government organisation.
3. Financial Turnover during the last 3 years ending 31st March 2017 should be at least 10 lakhs in any one year.
4. The Bidder shall have the following Registrations and details of the same be provided in the Technical Bid:  
(i) Registration under Shops & Establishment Act (ii) Sales Tax Registration with VAT/TIN (iii) PAN
5. Income tax return for the last 3 years.
6. Sales Tax Return for the last 3 years.
7. Self undertaking to be provided regarding information submitted in the bid is correct and if found false in future also, contract may be terminated.

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

### III. PROCEDURE

1. Tender Bids should be placed in a properly sealed envelope addressed to **The Secretary, Bihar Industrial Area Development Authority, 1<sup>st</sup> Floor, Udyog Bhawan, East Gandhi Maidan, Patna-800004.**  
Technical bid along with Tender processing Fee be **put up in a separate sealed envelope** and the Financial Bid should be **put in separate sealed another envelope**, clearly indicating "TECHNICAL BID" and "FINANCIAL BID" with the details of the Bidder. Both sealed Technical & Financial Bid's envelopes should be **put in one envelope and must be super scribed "Tender for supply of stationary items"** with the name, address & phone nos. of the Bidder. The tender must be dropped in Tender Box of BIADA on the date & upto the time mentioned in the tender notice and the technical bid will be opened in Conference Hall on the day and time specified for the same in the presence of Bidders or their authorized representatives.
2. That the technical bid shall be opened first and only the eligible bidders selected by Tender Committee shall participate in the financial bid which shall be opened on the date further fixed by the Tender Committee.
3. In case the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
4. **An Index page showing contents/annexure & page no. should be annexed first followed by relevant documents with proper page numbering & signed by the owner of the firm or his Authorized Signatory** as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
5. The bidder must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words.
6. The contract may be given to a single party or multiple parties. Selected party/parties will have to submit a Demand Draft of Rs. 25,000/- (Rs. Twenty Five thousand only) in favour of BIADA payable at Patna as security money, which will be valid for the period of the contract.
7. Any changes with respect to this tender will be notified through website [www.biadabihar.in](http://www.biadabihar.in) only.
8. BIADA reserves the right to accept or reject any or all the tenders without assigning any reason.
9. It shall be ensured that every page of Tender document is dully numbered and signed with seal of the bidder without any cutting and over writing.

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