

**Govt. of Bihar**  
**Bihar Human Rights Commission**  
09, Bailey Road, Patna 800015

**Email: Sec-bhrc@nic.in. Ph: 0612-2232280**

**Invitation for Quotation for the Annual Rate Contract (ARC) for providing Basic Services Bihar Human Rights Commission, Patna.**

Bihar Human Rights Commission is an autonomous body constituted by the Govt. of Bihar.

Sealed quotations are invited by Bihar Human Rights Commission from specialized and experienced agency / Company for providing below mentioned basic services to Bihar Human Rights Commission. The Contract Period is effective from date of awarding the Contract to 31/03/2017 extendable on same terms and condition on monthly/ yearly basis by another month or year on the basis of satisfactory performance.

**DETAILS FOR PROVIDING SERVICES TO BIHAR HUMAN RIGHTS COMMISSION,**  
**PATNA**

Sl. No.	Head for Providing Basic Services	IFQ No.	Last Date of submission of completed bids with time	Last date of opening of completed bids with time
01	IFQ regarding Annual Rate Contract (ARC) for supply of office stationeries and consumables to Bihar Human Rights Commission.	BHRC/लेखा-06/2015	25.02.2016 05.00 PM	27.02.2016 03.00 PM

Note :- The bidder can submit his bid for services mentioned Bid received for service will be examined separately and independently.

Quotation forms including terms and conditions, specifications and quantity can be obtained from the official site of Bihar Human Rights Commission, Patna. website- **bhrc.bih.nic.in**.

In the event of the date specified for bid receipt and opening being declared as a holiday for, BHRC the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

**Bihar Human Rights Commission reserves the rights to cancel the bid without assigning any reasons.**

  
Dy. Secretary



**Govt. of Bihar**  
**Bihar Human Rights Commission**  
09, Bailey Road, Patna 800015  
E-mail: Sec-bhrc@nic.in.

To

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Dear Sir/Madam,

**Sub: Invitation for Quotation regarding Annual rate Contract for Supply of ice Stationery & Consumables.**

Bihar Human Rights Commission, Patna is an autonomous body constituted by the Govt. of Bihar. Sealed quotation are invited from registered Local Supplier of Patna Municipal area regarding Annual Rate Contract (ARC) for the procurement of the following Officer Stationeries & Consumable for the Financial year 2016-17. The Contract Period is effective from date of awarding the Contract to 31/03/2017 extendable on same terms and conditions on monthly/yearly basis by another month or year on the basis of satisfactory performance.

Sl.No.	List of Stationery Items	Unit
01	A4 Size paper 75 GSM - JK	Per Pkt
02	Envelope (10" x 4.5") - White - Taj Mahal (with BHRC Printing)	Pack of 100 Pcs
03.	Envelope - A4 Size - Plastic Coated	Pack of 100 Pcs
04	CD - General (HP/Moser Bear/Sony)	Pack of 100 Pcs
05	6 CD - R/W (HP/Moser Bear/Sony)	Pack of 10 Pcs
06	Thick Laminated Fly leaf (with designing & printing on the Fly Leaf)	Per Piece
07	My Clear Bag Button Type Folder - Solo MC 112	Per Piece
08	L - Shaped Folder A4 Size - Solo CH101	Per Piece
09	Index File FS Size - Plastic Coated - Solo LA512	Per Piece
10	File Guard (Board File)	Per Piece
11	Paper Flag - Corporate 3 Pads of 25 mm x 75 mm (BHRC Print)	Per Piece
12	Write On Slip / Pad - Corporate (3X3)	Per Piece
13	Spiral Pad Matrix - 80 pages / 21.6 x 14 cm Nelgagan	Per Piece
14	Thick Writing Pad No 8 - Oddy	Per Piece
15	Thick Conference Pad - Size 21 X 14.8 cm - Paper Craft	Per Piece
16	Short Hand Note Book - Monaf / Priya	Per Piece
17	2Q/4Q Fancy Deluxe General Register - Monaf / Priya	Per Piece
18	6Q Fancy Deluxe General Register - Monaf / Priya	Per Piece
19	8Q Fancy Stock Register - Monaf / Priya	Per Piece



21	6Q Fancy Letter Receiving Register - Monaf / Priya	Per Piece
22	6Q Fancy Cash Book Double Column - Monaf / Priya	Per Piece
23	6Q Fancy Ledger Book - Monaf / Priya	Per Piece
24	6Q Fancy Acquaintance Roll - Monaf / Priya	Per Piece
25	Vehicle Log Book	Per Piece
26	Thick Note Sheet Pad (100 Sheets)	Per Piece
27	Thick Signature Pad	Per Piece
28	Hi-Lighter (Text liner) - Faber Castle	Per Piece
29	OHP Marker - Luxor - 969	Per Piece
30	Agni Gel Pen (Blue, Black & Red)	Per Piece
31	Reynolds Pen 045 (Blue, Black & Red) with refill	Per Piece
32	Pilot Pen Hi tec Point 0.5 (Blue & Black)	Per Piece
33	Pilot Pen Hi tec Point V5 (Blue, Black, Red & Green)	Per Piece
34	Flair Writo Meter Pen (Blue, Black & Green) with refill	Per Piece
35	Short hand pencil - Apsara per Piece	Per Piece
36	Eraser Apsara Jumbo Per Piece	Per Piece
37	Tube Gum 30ml - Fevigum Per Tube	Per Piece
38	Steel Scale Big Per Piece	Per Piece
39	Fevicol Tube - 25 gm	Per Piece
40	Fevi Stick - 15 gm	Per Piece
41	Bottle Gum 700 ml - Camel	Per Piece
42	File Tag	Per Bunch (100 pcs.)
43	Gems Clip Plastic	Per Pkt.
44	Stamp Pad Fibber Big/ Small	Per Pkt.
45	Eraser Correction Fluid & Diluter	Per Piece
46	Brown Tape (Roll)	Per Roll
47	Calculator 12 Digit - Casio MJ 120 TW	Per Piece
48	T Pin Push Pin - ODDY - TP50G	Per Pkt.
49	Binder Clip 32 mm - Solo	Per Piece
50	Deluxe Pencil Cup Stand No 1704 - Omega	Per Piece
51	Paper Cutter Snap off cutter Big No 1793 - Omega	Per Piece
52	Stapler HP 45	Per Piece
53	Stapler Pin No. 10 & 24/6	Per Box
54	Stapler 10 & 24/6	Per Box
55	Paper Punching Machine Single	Per Piece
56	Paper Punching Machine Double	Per Piece
57	Scissor Kangaroo - KC202	Per Piece
58	Pen Drive - HP/ Transcend/ SanDisk - 04 GB	Per Piece
59	Pen Drive - HP/ Transcend/ SanDisk - 08 GB	Per Piece
60	Pen Drive - HP/ Transcend/ SanDisk - 16 GB	Per Piece
61	Pen Drive - HP/ Transcend/ SanDisk - 32 GB	Per Piece
62	Fax Roll	Per Piece
63	HP LaserJet Printer No. 1007 / 1008 / 1108	Per Piece
64	HP Printer 88 A Cartridge	Per Piece
65	Dustbin - Wonder Pedal 505	Per Piece
66	Cloth Duster - Orange - approx 15"x20" - Cotton / Khadi	Per Piece
67	Room Freshener	Per Piece
68	Colin - 500 ML	Per Piece
69	UHT Mosquito / Flea Killer - 500 ML	Per Piece



70	Odonil - 75 gm	Per Piece
71	Dettol Liquid Hand Wash - 250 ML	Per Piece
72	Good Night Advance Mosquito Machine	Per Piece
73	Good Night Advance Mosquito Refill - 45 ML	Per Piece
74	Tube Light - 40 W - Bajaj	Per Piece
75	CFL - Bajaj - 15 / 20 / 23 / 36 W	Per Piece
76	CFL- Bajaj - 85 W	Per Piece
77	Basic Optical Mouse	Per Piece
78	Multimedia Key Board	Per Piece
79	Glossy / Art Paper 240 GSM (50 pieces per packet)	Per Pkt.
80	Reynolds Jetter Ballpoint Pen with refill	Per Piece
81	Wireless LAN Card for Desktop (D-Link)	Per Piece
82	Wireless LAN Card for Desktop (Net Gear)	Per Piece
83	Wireless LAN Card for Desktop (Belkin)	Per Piece
84	Printed Fly Leaf of Bihar Human Rights Commission	Per Piece
85	Quick Heal Total Security Antivirus (One, Three, Five user)	Per Piece
86	Wall Clock	Per Piece
87	Scanner- (HP/ Panasonic)	Per Piece
88	Engagement Pad (No. 33)	Per Piece
89	Bucket Plastic	Per Piece
90	Call Bell with Remote	Per Piece
91	Towel Chair	Per Piece
92	Towel Car (Set of 4 pc.)	Per Set
93	Towel Small	Per Piece
94	Cup Set (Bone China Set of 6 pc.)	Per Set
95	Cup Plate Set (Bone China Set of 6 pc.)	Per Set
96	Tray Big	Per Piece
97	Tray Small	Per Piece
98	Richo Toner Cartridge 3210 D	Per Piece
99	Desk Calendar	Per Piece
100	Data Card (Modem)	Per Piece
101	Glass Era (Set of 6 pc.)	Per Set
102	Ink (Stamp Pad) 100 ml	Per Piece
103	Paper Weight (Fancy)	Per Piece
104	Pencil (HB)	Per Pkt.
105	Pen Marker (Reynolds)	Per Piece
106	631 Sharp Ball Pen	Per Pkt.
107	Pencil Battery (AA)	Per Piece
108	Pencil Battery (AAA)	Per Piece
109	Vim Powder 500 gm	Per Pkt.
110	Vim Soap 500 gm	Per Piece
111	Kettle (Kettle)	Per Piece
112	Rassi (Plastic)	Per Bunch
113	Amulya Milk Powder (500 gm)	Per Pkt.
114	Biscuit Good Day (Big/ Small)	Per Piece
115	Biscuit Top (Big/ Small)	Per Piece
116	Biscuit Nutri Choice Essentials (Big/ Small)	Per Pkt.
117	Tata Tea Gold (500 gm)	Per Pkt.



119	Nescafe Coffee (100 gm)	Per Piece
120	Lipton Darjeeling Tea (500 gm)	Per Piece
121	Sugar	Per Kg.

**02) Contract Price:**

- (a) The contract shall be for Annual Rate as described above correction, if shall be made by crossing out initiating, dating and re-writing.
- (b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- (c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.
- (d) The prices should be quoted in Indian Rupees only.
- (e) Quotation must be submitted on the letter head of the bidder in the format provided with this bid documents (Annexure I).

**03) Minimum Eligibility Criteria:**

- (a) The agency putting up the quotation should have minimum 2 (two) years of experiences in rendering such services.
- (b) The agency putting up the quotation should having its registered Office/Shops within Patna Municipal area.

**04) Documents required to be submitted along with the bid:**

- (a) Valid trade license.
- (b) Copy of the PAN card.
- (c) Copy of the Income Tax Return for the last two (2) years.
- (d) Document in support of the past-performance.
- (e) Copy of the VAT Registration Certificate, if applicable.
- (f) Copy of profit and loss account and balance sheet (duly attested by the auditor) for the last three years.
- (g) The Bid should accompany a DD of Rs. 5,000/- (Rupees Five Thousand Only) drawn on SBI Bank in the name of Dy. Secretary, Bihar Human Rights Commission, Patna payable at Patna towards Earnest Money Deposit (EMD).
- (h) Bidder shall submit an affidavit from Notary that" the company has not been blacklisted/ de-registered/ barred by the Central/ State Government/ Society.

**05) Validity of Quotation:**

Quotation shall remain valid for a period not less than 90 days after the last date for submission of quotations.

**06) Evaluation of Quotations:**

The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) Are properly signed and
- (b) Conform to the terms and conditions and specifications.

**07) Award of Contract:** The purchaser will award the contract to the lowest responsive substantive evaluated bidder.

6.1 Notwithstanding the above, the Purchase reserves the rights to accept or reject and quotations and to cancel the quotation process and reject all quotations at any time prior to the award of contract.

6.2 The bidder whose quotation is accepted will be notified of the award of contract by the purchaser prior to expiry of the quotation validity period



08) In case of failure of the firm to supply any item within three days from date of order and if that item is purchased from local market. Then the increased price of that item will have to be borne by the firm whose tender has been accepted.

09) Any dispute regarding this tender can be raised only in the courts situated in Patna.

10) The lowest bidder in each item will get award of contract and order will be placed accordingly.

11) Normal commercial warranty / guarantee shall be applicable to the supplied goods/ spares/ services within 3 months.

12) **Payment** - Payment will be made after submission of the bill along with the proof and goods acceptance certificate duly signed and stamped.

13) **Submission of Bid:**

The last date the time for submission of the completed bid is 15.00 hrs on

14) **Tender Opening**

The bid will be opened on the last day of submission of bid (i.e.) at 15.30 hrs in presence of the bidders or their authorized representatives who choose to attend.

In the event of the date specified for bid receipt and opening declared as a holiday for BHRC, the due date for submission of Bids and opening of Bids will be the following working day at the appointed times.

**Bihar Human Rights Commission reserves the rights to cancel the bid without assigning any reasons.**

  
Dy. Secretary



## Annexure - I

Date:-

To,  
**Dy. Secretary**  
 Bihar Human Rights Commission  
 09 Bailey Road, Patna 15

Sub: - Submission of quotation for "Annual Rate Contract for the Supply of office Stationeries & Consumables".

## FORMAT OF QUOTATION

Sl.N o.	List of Stationery Items	Unit	Rate in Rs. Inclusive of other charges	Sale Tax/ Vat @ .....%	Total Rate in Rs. Inclusive of Taxes other charges
01	A4 Size paper 75 GSM - JK	Per Pkt			
02	Envelope (10" x 4.5") - White - Taj Mahal (with BHRC Printing)	Pack of 100 Pcs			
03.	Envelope - A4 Size - Plastic Coated	Pack of 100 Pcs			
04	CD - General (HP/Moser Bear/Sony)	Pack of 100 Pcs			
05	6 CD - R/W (HP/Moser Bear/Sony)	Pack of 10 Pcs			
06	Thick Laminated Fly leaf (with designing & printing on the Fly Leaf)	Per Piece			
07	My Clear Bag Button Type Folder - Solo MC 112	Per Piece			
08	L - Shaped Folder A4 Size - Solo CH101	Per Piece			
09	Index File FS Size - Plastic Coated - Solo LA512	Per Piece			
10	File Guard (Board File)	Per Piece			
11	Paper Flag - Corporate 3 Pads of 25 mm x 75 mm (BHRC Print)	Per Piece			
12	Write On Slip / Pad - Corporate (3X3)	Per Piece			
13	Spiral Pad Matrix - 80 pages / 21.6 x 14 cm Nelgagan	Per Piece			
14	Thick Writing Pad No 8 - Oddy	Per Piece			
15	Thick Conference Pad - Size 21 X 14.8 cm - Paper Craft	Per Piece			
16	Short Hand Note Book - Monaf / Priya	Per Piece			
17	2Q/4Q Fancy Deluxe General Register - Monaf / Priya	Per Piece			
18	6Q Fancy Deluxe General Register - Monaf / Priya	Per Piece			
19	8Q Fancy Stock Register - Monaf / Priya	Per Piece			
20	6Q Fancy Dispatch Register - Monaf / Priya	Per Piece			
21	6Q Fancy Letter Receiving Register - Monaf / Priya	Per Piece			
22	6Q Fancy Cash Book Double Column - Monaf / Priya	Per Piece			
23	6Q Fancy Ledger Book - Monaf / Priya	Per Piece			
24	6Q Fancy Acquaintance Roll - Monaf / Priya	Per Piece			



26	Thick Note Sheet Pad (100 Sheets)	Per Piece			
27	Thick Signature Pad	Per Piece			
28	Hi-Lighter (Text liner) - Faber Castle	Per Piece			
29	OHP Marker - Luxor - 969	Per Piece			
30	Agni Gel Pen (Blue, Black & Red)	Per Piece			
31	Reynolds Pen 045 (Blue ,Black & Red) with refill	Per Piece			
32	Pilot Pen Hi tec Point 0.5 (Blue & Black)	Per Piece			
33	Pilot Pen Hi tec Point V5 (Blue, Black, Red & Green)	Per Piece			
34	Flair Writo Meter Pen (Blue, Black & Green) with refill	Per Piece			
35	Short hand pencil - Apsara per Piece	Per Piece			
36	Eraser Apsara Jumbo Per Piece	Per Piece			
37	Tube Gum 30ml - Fevigum Per Tube	Per Piece			
38	Steel Scale Big Per Piece	Per Piece			
39	Fevicol Tube - 25 gm	Per Piece			
40	Fevi Stick - 15 gm	Per Piece			
41	Bottle Gum 700 ml - Camel	Per Piece			
42	File Tag	Per Bunch (100 pcs.)			
43	Gems Clip Plastic	Per Pkt.			
44	Stamp Pad Fibber Big/ Small	Per Pkt.			
45	Eraser Correction Fluid & Diluter	Per Piece			
46	Brown Tape (Roll)	Per Roll			
47	Calculator 12 Digit - Casio MJ 120 TW	Per Piece			
48	T Pin Push Pin - ODDY - TP50G	Per Pkt.			
49	Binder Clip 32 mm - Solo	Per Piece			
50	Deluxe Pencil Cup Stand No 1704 - Omega	Per Piece			
51	Paper Cutter Snap off cutter Big No 1793 - Omega	Per Piece			
52	Stapler HP 45	Per Piece			
53	Stapler Pin No. 10 & 24/6	Per Box			
54	Stapler 10 & 24/6	Per Box			
55	Paper Punching Machine Single	Per Piece			
56	Paper Punching Machine Double	Per Piece			
57	Scissor Kangaroo - KC202	Per Piece			
58	Pen Drive - HP/ Transcend/ SanDisk - 04 GB	Per Piece			
59	Pen Drive - HP/ Transcend/ SanDisk - 08 GB	Per Piece			
60	Pen Drive - HP/ Transcend/ SanDisk - 16 GB	Per Piece			
61	Pen Drive - HP/ Transcend/ SanDisk - 32 GB	Per Piece			
62	Fax Roll	Per Piece			
63	HP LaserJet Printer No. 1007 / 1008 / 1108	Per Piece			
64	HP Printer 88 A Cartridge	Per Piece			
65	Dustbin - Wonder Pedal 505	Per Piece			
66	Cloth Duster - Orange - approx 15"x20" - Cotton / Khadi	Per Piece			
67	Room Freshener	Per Piece			
68	Colin - 500 ML	Per Piece			
69	HIT Mosquito / Flies Killer - 500 ML	Per Piece			
70	Odonil - 75 gm	Per Piece			



72	Good Night Advance Mosquito Machine	Per Piece			
73	Good Night Advance Mosquito Refill - 45 ML	Per Piece			
74	Tube Light - 40 W - Bajaj	Per Piece			
75	CFL - Bajaj - 15 / 20 / 23 / 36 W	Per Piece			
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85	Quick Heal Total Security Antivirus (One, Three, Five user)	Per Piece			
86	Wall Clock	Per Piece			
87	Scanner- (HP/ Panasonic)	Per Piece			
88	Engagement Pad (No. 33)	Per Piece			
89	Bucket Plastic	Per Piece			
90	Call Bell with Remote	Per Piece			
91	Towel Chair	Per Piece			
92	Towel Car (Set of 4 pc.)	Per Set			
93	Towel Small	Per Piece			
94	Cup Set (Bone China Set of 6 pc.)	Per Set			
95	Cup Plate Set (Bone China Set of 6 pc.)	Per Set			
96	Tray Big	Per Piece			
97	Tray Small	Per Piece			
98	Richo Toner Cartridge 3210 D	Per Piece			
99	Desk Calendar	Per Piece			
100	Data Card (Modem)	Per Piece			
101	Glass Era (Set of 6 pc.)	Per Set			
102	Ink (Stamp Pad) 100 ml	Per Piece			
103	Paper Weight (Fancy)	Per Piece			
104	Pencil (HB)	Per Pkt.			
105	Pen Marker (Reynolds)	Per Piece			
106	631 Sharp Ball Pen	Per Pkt.			
107	Pencil Battery (AA)	Per Piece			
108	Pencil Battery (AAA)	Per Piece			
109	Vim Powder 500 gm	Per Pkt.			
110	Vim Soap 500 gm	Per Piece			
111	Kettle (Kettle)	Per Piece			
112	Rassi (Plastic)	Per Bunch			
113	Amulya Milk Powder (500 gm)	Per Pkt.			
114	Biscuit Good Day (Big/ Small)	Per Piece			
115	Biscuit Top (Big/ Small)	Per Piece			
116	Biscuit Nutri Choice Essentials (Big/ Small)	Per Pkt.			
117	Tata Tea Gold (500 gm)	Per Pkt.			
118	Taz Mahal Tea (100 Bag)	Per Pkt.			
119	Nescafe Coffee (100 gm)	Per Piece			



121	Sugar	Per Kg.			
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I agree to supply and above goods in accordance with the specifications for a total contract price of Rs. .... (Amount in figures) (Rupees ..... (Amount in words)

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier**