



**GOVERNMENT OF INDIA
INCOME TAX DEPARTMENT, BIHAR & JHARKHAND REGION,
CENTRAL REVENUE BUILDING, BIRCHAND PATEL PATH, PATNA - 1.
Ph: 0612 – 2504580/81/82, 2504024/25**

**TENDER NOTICE FOR SELECTION OF VENDORS FOR SUPPLY OF STATIONERY,
CLEANING MATERIAL & OTHER ITEMS.**

Dated 02/09/2015

Principal Chief Commissioner, Bihar & Jharkhand invites sealed tender for selection of vendor(s) for supply of stationery, cleaning materials & other items as per requirement. Details regarding Eligibility Criteria, Terms/Conditions etc are mentioned in the tender document which may be obtained from Income Tax Officer (Infra.), Room No. 117, Central Revenue Building, Birchand Patel Path, Patna on payment of Rs. 500/- through Demand Draft in favour of ZAO, CBDT, Patna. Complete Tender document is also available on the websites <http://incometaxindia.gov.in> and <http://incometaxbiharjharkhand.gov.in>

Last date of submission of sealed tender is **21/09/2015 (03:00 PM)**.

Income Tax Department, Patna reserves the right to cancel or postpone or reject the tender process or reject any bid without assigning any reason.

(Kumar Achyutam)
ITO (Infra.),
For: Pr.CCIT, Patna.



GOVERNMENT OF INDIA
OFFICE OF THE PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX,
1st FLOOR, CENTRAL REVENUE BUILDING, BIRCHAND PATEL MARG, PATNA.

TENDER No. – 3 / 2015 – 16
Dated 02nd September 2015

[Selection of vendors for supply of stationery, cleaning materials & other items]

The Pr. Chief Commissioner, Bihar & Jharkhand Region, intends to select vendor(s) for supply of stationery, cleaning materials & other items mentioned in Annexure – 1 (stationery) & Annexure – 2 (cleaning & other items).

The selection of vendors is proposed to be made for an initial period of two years from the date of contract and with the option of extending it for a further period of one year on the basis of requirement/performance.

A. Instructions & Information to bidders:

1. Offers should be submitted in two (2) bid pattern, i.e. Technical bid (containing technical and other details) and Financial/Commercial bid. Both the bids should be placed in separate envelopes and sealed & super scribed as “Tender for selection of vendors for supply of stationery, cleaning materials & other items – Technical bid” and “Tender for selection of vendors for supply of stationery, cleaning material & other items – Commercial bid” respectively. Both these envelopes should be placed again in a single cover and super scribed as “Quotation for selection of vendors for supply of stationery, cleaning materials & other items”. The tender documents duly completed in all respect should be submitted through Registered Post/Speed Post/Courier or in person to be submitted in Room No.: 117 at 1st Floor, Central Revenue Building, Birchand Patel Path, Patna – 800001 up to 07th September, 2015 on all working days during office time. The tenders received after the given date and time shall not be accepted/considered. **The last date & time of receiving Tender is 21/09/2015 & 03:00 PM respectively.**

- 2 Those bidder(s) who download this Tender Document from the website shall have to make payment of Rs. 500/- through a single Demand Draft in favour of ZAO, CBDT, Patna towards the cost of Tender Document at the time of submission of their respective sealed bids;
- 3 Technical bids will be opened in the Conference Room at 1st Floor, Central Revenue Building, Birchand Patel Path, Patna on **21th September, 2015 at 04:00 PM**. Any change in the date(s) for opening of the Technical bids and/or the date for opening of the Commercial bids will be displayed on the Notice Board outside the above said Conference Room. Bidders or their representatives duly authorized in writing for the purpose may be present at the time of opening the sealed tenders.
- 4 The Technical bid would be opened and evaluated first. Financial bids of only those bidders who qualify in technical bid would be opened for its evaluation. Technical bid should contain all the documents and testimonials as given in the eligibility condition.
- 5 Financial Evaluation:
 - a. Annexure – 1: L1 vendor will be decided on the basis of lowest total of all items in Annexure – 1;
 - b. Annexure – 2: L1 vendor will be decided on the basis of lowest total of all items in Annexure – 2;
 - c. The offer of the two L1 rates in both categories would be given to other vendors also to match L1 rates, and if they agree, will also be considered for selection along with the two selected L1 vendors;
 - d. In case, L1 vendors fail, delay or provide poor service, other selected vendors may be given chance to supply the required items to the Income Tax Department.
- 6 The successful vendor(s) shall have to enter into contract with the Pr. Chief Commissioner of Income Tax, Patna as per terms & conditions mentioned in tender document within a week of finalization of the bidding process. Failure on the part of the bidder to do so may result in cancellation of his candidature.

II. Eligibility Criteria:

1. The bidding firm/agency/individual should have average turnover of at least Rs. 40 lakhs per year in the past two financial years (i.e. FY: 2013-14 & 2014-15). Self attested

copy of Income Tax Return along with any other document need to be enclosed as documentary evidence;

2. The vendor/agency/individual should be an Income Tax & SalesTax /VAT Assessee (self attested copy of PAN card, latest ITR & Sales Tax/VAT return need to be enclosed);
3. Experience of supply of stationery, cleaning materials & other items to Government Departments/Public Sector Undertakings/Universities is desirable. Relevant documents should be submitted with the technical bid.

III. Terms & Conditions:

Terms & conditions for award of contract in respect of selection of vendors for supply of stationery, cleaning materials & other items are as follows:

- 1 The bidder should be well established and experienced agency/firm/individual having registered with Sales Tax/VAT Department in Bihar State in his own name and having capacity to supply stationery, cleaning materials & other items to the Income Tax Department, Patna. Copy of registration certificate(s) should be enclosed with the technical bid;
- 2 The bid must be accompanied with a Bank draft/Pay order issued by any Nationalized/Scheduled Bank for Rs. 10,000/- in favour of ZAO, CBDT, Patna as EMD;
- 3 Technical bids shall be opened in Conference Hall, 1st floor, Central Revenue Building, Patna by a duly constituted committee in the presence of such bidders or their authorized representatives who may desire to be present at the time of opening of bids;
- 4 It is the responsibility of bidders to read all the terms & conditions of this document carefully before submitting their bid document. Incomplete bid documents or bids not responsive enough to the terms and conditions are liable to be rejected at the time of evaluation of the Technical Bids;
- 5 The earnest Money Deposits shall be refunded to all the unsuccessful bidders within one month of the date of approval of the successful bidder(s) without any interest;
- 6 The successful bidder will have to supply General Stationery, Cleaning Materials & other items to the Income Tax Department, Patna at the rate(s) quoted by them in their respective financial bids as per Annexure – 1 & 2 (item-wise price lists) as and when required from time to time;

- 7 The successful bidder(s) will be responsible for supply of General Stationery, Cleaning Materials & other items to the Income Tax Department, Patna on their own cost as per requirement within 5 days of placing order and in case of any fault, delay etc, risk purchase will be made by the Income Tax Department out of the Security Deposit of the said vendor (which may also include the rate difference in tender rate and risk purchase plus any other incidental charges). Further, if L1 vendor fails, L2, L3 or other vendors who are selected may be given order to supply items with same terms & condition;
- 8 In case of supply of Cleaning Materials & General Stationery items of such articles, if it is found that the items are less in quantity or not of standard quality or not supplied in time, a deduction of 10% will be made from the bill amount as penalty or any other amount deemed fit and decided by the Authorities. Repeated fault may result in forfeiture of part or whole of earnest money and even termination of the contract agreement;
- 9 The successful bidder(s) shall ensure compliance of all the relevant provisions of laws applicable. The Income Tax Department, Patna reserves the right to visit the existing or the past customers of the bidder to ascertain the quality of work performed by them and in case any negative report is received against the bidder, his bid may be rejected. Also in case any information provided by the bidder is found to be false/untrue, his/her bid shall be rejected and part or whole of his/her security deposit shall also be forfeited;
- 10 The successful bidder(s) shall have to submit bill in duplicate to the Income Tax Department, Patna for payment. Payments will be made after verification or checking number, quality etc of the item supplied, normally within a period of fifteen (15) days from the date of receipt of bill after deduction of tax, if applicable as per rules through ECS mechanism;
- 11 The bidders are required to offer "rates" inclusive of all Cess /Tax/Duties etc levied by the Central Govt., State Govt. or any other Local Authority. Quoted Rates should be clearly indicated in the appropriate column against the name of item(s) in financial bid of the Tender Document in Annexure – 1 & 2;
- 12 The rates/contract would remain valid for two years from the date of agreement with the contractor. However, the Department reserves the right to terminate the Contract Agreement by giving one months notice to the concerned vendor without assigning any reason for this action;
- 13 The offer of the bidder(s) who do not fulfill the requisite qualification and who do not furnish all the requisite documentary evidence will be summarily rejected. Any misleading information will be rescinded and will lead to disqualification of tender;

Tender Document

- 14 The terms & conditions, and the procedures laid down should be strictly adhered to. The Department reserves the right to reject any tender without assigning any reason whatsoever;
- 15 These are only some of the terms & conditions and these can be modified/changed or any other term or condition may be added at the time of finalization and signing of the contract agreement;
- 16 Bidders **must sign every page of this document as a token of acceptance of the terms & conditions** as mentioned above.

Signature & Seal of Bidder:

(KUMAR ACHYUTAM)
Income Tax Officer (Infra),
For: Pr.Chief Commissioner of Income Tax, Patna.

IV Particulars of EMD:

1	Name of Agency	
2	Amount	
3	DD No. & Date	
4	Name of the Bank	
5	DD in favour of	

(Signature of bidder or his authorized signatory)

TECHNICAL BID DOCUMENT

1. Name of the Bidder ... :
2. Address of the Bidder ... :
3. Contact Person(s) along with :
Landline/Mobile Nos.
4. No. of years of experience in supply of :
Stationery, Cleaning Materials & other
similar items.
5. List of Clientele, whether attached : Yes / No.
 - a. Name of parties
 - b. Period of Supplying
6. Permanent Account Number ... :
(Pl. enclose a copy of PAN Card)
7. Service Tax Registration No. ... :
(Pl. enclose proof)
8. Turnover ... :
FY: 2013 – 14 :
FY: 2014 – 15 :

This is to certify that the information furnished above is true & correct to the best of my/our knowledge & belief. I/We also certify that I/We have carefully read and understood the terms & conditions mentioned in the tender document and undertake to abide by them in the event of being awarded the contract. Copies of all the documents required as per the tender document are enclosed.

It is also certified that the vendor is registered with the authority concerned of State or Central Government and all the conditions prescribed for supply of stationery, cleaning materials & other similar items are duly fulfilled.

Date :

Place : Seal: Signature(s) of Authorized Signatory

FINANCIAL BID DOCUMENT

(to be utilized by the bidders for quoting their prices)

1. No bidder shall be permitted to alter or modify their bids after expiry of the deadline for receipt of the bids.

PARTICULARS

2 Name of Bidder : _____

3 Address of Bidder : _____

4 Rate(s) : As below:

Total of Annexure – 1

Total of Annexure – 2

Phone No.: _____

Fax No.: _____

E Mail Id: _____

Website: _____

(Signature of bidder or authorized signatory alongwith seal)

Annexure-‘1’**List of stationery and other similar items**

Sr.no	Items	Company	Unit/Quantity/Piece	Rate
1	Uni-ball Jel impact, pen UM-153S 1.0mm	Uniball	1Pc.	
2	Trimax , Reynolds pen	Reynolds	1Pc.	
3	Butterflow Pen	Cello	1Pc.	
4	Reynolds racer Gel pen	Reynolds	1Pc.	
5	Agni Pen	Agni pen & Plastic PVT. Ltd	1Pc.	
6	Add Gel Achiever	ADD Gel	1Pc.	
7	Uni SAR pen	Mitsubshi Co.	1Pc.	
8	Linc Trim Gel	Linc	1Pc.	
9	Pencil (10 Pieces)	Natraj	1Pkt.	
10	621 Sharpener (20 Pieces)	Natraj	1Pkt.	
11	621 Eraser (20 pieces)	Natraj	1Pkt.	
12	Photo paper A/4 Size/75GSM/Red Pkt.	JK Copier	1Pkt.	
13	Photo Paper F/S Size/75GSM/Red Pkt.	JK Copier	1Pkt.	
14	Photo paper A/3 Size/75GSM/Red Pkt	JK Copier	1Pkt.	
15	Cello Tep 2”	Oddy	1Pc.	
16	Battery AAA	Eveready	1Pc.	
17	Computer Mouse	HP	1Pc.	
18	Battery Pencil AA	Eveready	1Pc.	
19	Slip Pad No 08	Monaf	1Pc.	

20	Slip pad no 22	Neelgagan	1Pc.	
21	Short hand Note Book	Priya	1Pc.	
22	CD-R 80/700MB/52X (10pcs in onePKTs0	Moserbaer Pro(10Pieces)	1Pkt.	
23	Quick Heal total Security (three user)	Quick Heal	1Pc.	
24	Glue Stick 8gm	Fevi Stik super	1Pc.	
25	Stamps Pad	Faher Castle	1Pc.	
26	Scissors 9inch (stainless)	Kangaroo	1Pc.	
27	Degent Knife	Crystal	1Pc.	
28	Staples 24/6-1m	Kangaro	1Pkt.	
29	Faber-Castell Correction Pens	Faber-Castell	1Pc.	
30	Staples no 10-1M	Kangaro	1Pkt.	
31	Add Gel Refills GR-20	Add Gel	1Pc.	
32	Trimax Refill	Reynolds	1Pc.	
33	Color Pens	Luxor	1Pc.	
34	Multi mark S=0.4 mm(4Pcs)	Faber-Castell	1Pkt.	
35	Highlighter	Luxor	1Pc.	
36	Stamp Pad ink	Camel	1Pc.	
37	Cordless remote bell Model no CRB 1210	Cona	1Pc.	
38	White Board Marker	Reynolds	1Pc.	
39	Cotton tapes 16.5 mts 25MM	Camel	1Pc.	
40	Punch Machine SHP-20	Kangaro	1Pc.	
41	Pens Premium LH	Linc	1Pc.	
42	Stapler HP-45 no 384556	Kangaro	1Pc.	
43	Paper flags (4 Pieces)	Oddy	1Pkt.	
44	Pin-O-Clip Delux	Omega	1Pkt.	

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45	Binder clip 32 mm	GDI	1Pkt.	
46	Binder clip 41 mm	Globe	1Pkt.	
47	Stapler HD-10D	Kangaro	1Pc.	
48	Plastic Poker	Khushbu	1Pc.	
49	U Clips (Colour)	Claro	1Pkt.	
50	Clips (12 Pieces)	Oddy	1Pkt.	
551	Fevi gum	Pidilite industires Ltd	1Pc.	
52	All out	All out	1Pc.	
53	Paper weight	Kebico	1Pc.	
54	Tag (1000 pieces)	Best Quality	1Pkt.	
55	Scale 30 Cms	Camlin	1Pc.	
56	Scale 16 Cms	Camlin	1Pc.	
57	Punch 600 8Cm (2.2 mm)	Kangaro	1Pc.	
58	Table Call Bell 10HD-No	Fort	1Pc.	
59	CT-500Js calculater	Citizen	1Pc.	
60	Good Knight Advanced	Godrej	1Pc.	
61	Car perfume	Pantano	1bottle	
62	Cube Pad	Best Quality	1Pc.	
63	Gum 700ml	Camel	1bottle	
64	Gum 250 ml	Camel	1bottle	
65	Gum 500 mld	Camel	1bottle	
66	CD Mailer	Oddy	1Pkt.	
67	Computer Cartridge 88A	HP	1Pc.	
68	Computser Cartridge 78A	HP	1Pc.	
69	Computer Canon Fx9 Cartridge	Cannon	1Pc.	
70	ComputerSamsung 1640 Cartridge	Samsung	1Pc.	

71	Computer Cartridge 12A	Hp	1Pc.	
72	Computesr Cartridge 36A	HP	1Pc.	
73	Fax Roll(KX-FHD 331/332/351	Printonics	1pc.	
74	Photocopier tonner, 1230D	Ricoh	1Pc.	
75	Photocopier tonner, 2501S	Ricoh	1Pc.	
75	Computer cartridge in four colour , Cyan, Black, Magenta, and yellow	HP	1Pc.	
76	Pride Envelop 9*4 Size (Brown)	Pride	1Pkt.	
77	Pride Envelop 11*5 Size(Brown)	Pride	1Pkt.	
78	Pride Envelop 12*6 Size(Brown)	Pride	1Pkt.	
79	Pride Envelop 10*8 Size(Brown)	Pride	1Pkt.	
80	Pride Envelop 14*10 Size(Brown)	Pride	1Pkt.	
81	Pride Envelop 9*4 Size (White)	Pride	1Pkt.	
82	Extension cord	Times	1Pc.	
83	Microtek UPS for computer	Microtek	1Pc.	
84	Plastic File Cover	One Plus	1Pc.	
85	Twin Plastic Envelope	One Plus	1Pc.	
86	Registers 1 Qr, Fancy	Milan	1Pc.	
87	Registers 2 Qr, Fancy	Milan	1Pc.	
88	Registers 3 Qr, Fancy	Milan	1Pc.	
89	Registers 4 Qr, Fancy	Milan	1Pc.	
90	Registers 6 Qr, Fancy	Milan	1Pc.	
91	Registers 8 Qr, Fancy	Milan	1Pc.	
92	Dispatch registers 6Qr, Fancy	Milan	1Pc.	
93	Receipt registers 6Qr, Fancy	Milan	1Pc.	
94	Steel Jug	Milton	1Pc.	
95	File Guard	Best Quality	1Pc.	

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96	Cloth Markin	Best Quality	1 Metre	
97	Chair cushion	Bajaj	1Pc.	
98	Box file clip	Natraj	1Pkt.	
99	Board Pin	Oddy	1Pc.	
100	Clip Pad	Neel Gagan	1Pc.	
101	Dust bin	Wonder	1Pc.	
102	Data cable	Best Quality	1Pc.	
103	Emergency light	Bajaj	1pc.	
104	Plastic L size file cover	Camlin	1Pc.	
105	Stick file	Best quality	1Pc.	
106	Ink	Camlin	1bottle	
107	Dinner Plate (6 pieces)	Bone China	1Pkt.	
108	Cup Plate (6Pieces)	Bone China	1Pkt.	
109	Drinking glass (6Pieces)	Yera	1Pkt.	
110	Water bottle, 1Liter	Nayasa	1Pc.	
111	Thread Ball (one roll)	Best quality	1roll	
112	Towel Big	Bombay Dying	1Pc.	
113	Towel small	Bombay Dying	1Pc.	
114	Tea tray	Melamine	1Pc.	
115	Rubber band	Best quality	1Pkt.	

Annexure -2

Cleaning & Electrical items

Sl.No.	Name of articles	Specification	Unit	Unit Rate
1.	ACID, 250 ml	ISI Mark	Per pc.	
2.	Air Freshner 150 gm.	Odonil	Per pc.	
3.	Acid Brush	Good Quality	Per pc.	
4.	Multi Insect Killer	Baygon	Per liter	
5.	Bleaching Powder (500gm)	Kamal	Per pc.	
6.	Brasso (ISI Mark) (500ml.)	Cane	Per pc.	
7.	Broom Hard (Naryal Broom)	Fine Quality	Per pc.	
8.	Broom stick	Fine Quality	Per pc.	
9.	Brush (Feather Brush)	Super Quality	Per pc.	
10.	Broom Soft (Phol Jharu)	Mayur	Per pc.	
11.	Bucket (20 Ltrs.)	Cello	Per pc.	
12.	Brush Hand (Scrubbing)	Fine Quality	Per pc.	
13.	Candle Stick	Fine quality	Per pc.	
14.	Colin Spray (500ml.)	(Colin) Make reckitt Benckiser India Ltd.	Per pc.	
15.	Utensil Cleaning Powder (1Kg)	Vim	Per pkt.	
16.	Utensil Cleaning soap Liquid (500ml.)	Vim	Per pc.	
17.	Cobweb remover & Wall cleaner Jala Brush with stick	Fine Quality	Per pc.	
18.	Detergent Powder (1Kg.)	Wheel	Per pkt.	
19.	Hand Cleaner Liquid (100ml.)	Dettol	Per pc.	
20.	Dust bin with cover 25 Liter	Cello	Per pc.	
21.	Dust Controller Mop 24 inches	Superior quality for the use of Commercial purpose	Per pc.	
22.	Dust Pan Standing With cover & Brush	Fine Quality	Per pc.	
23.	Duster cloth small 24"x24"	Fine Quality	dozen	
24.	Duster Floor big 36"x36"	Fine Quality 36"x36"	dozen	
25.	Duster Floor	Fine Quality 36"x36"	dozen	
26.	Napthalene balls (500 gm.)	Tajmahal	Per pkt.	
27.	Duster Yellow 24"x24"	Fine Quality	dozen	
28.	Garbage Bag (25 Kg)	Fine Quality	Per pc.	

29.	Hand Gloves	Fine Quality (Rubber)	Per Pair	
30.	Toilet Cleaner (500 ml.)	Harpic	Per bottle	
31.	Heat Spray red/black (320 ml.)	Heat	Per pc.	
32.	Uninal Cubes /Sanitary cubes (400gm.)	Homocole	Per pkt.	
33.	Kitchen wiper	Fine Quality	Per pc.	
34.	Lux Soap 75 gm..	Hindustan Liver	Per pc.	
35.	Liquid soap (5 liter)	Sursol	Per Can.	
36.	Mop DRY 24" refill	Fine Quality	Per pc.	
37.	Mug (Plastic) 1 liter	Milton	Per piece	
38.	Napthalene balls	Tajmahal 250gm.	Per pkt.	
39.	Nylon rope	Superior Quality	Per Meter	
40.	Phenyle (5 litre)	Eagle	Per Can	
41.	Phenyle General (1 litre)	Eagle	Per litre.	
42.	Phenyle Spl.(1 litre)	Aromax/good quality	Per litre.	
43.	Room Freshner 150-250ml. cane/bottle	Riya	Per pc.	
44.	Scotch Brite 10 Cmx15Cm	Scotch Brite	Per pc.	
45.	Soap Case (mini Size) 20-30 gm	Fine Quality	Per pc.	
46.	Soap cake 75 gm.	Pears	Per pc.	
47.	Toilet Paper Roll	Fine Quality	Per roll	
48.	Sutli	Fine quality	Per Kg.	
49.	Thermos flask (01 liter) (Steel)	Milton	Per pc.	
50.	Bucket small (20 Liter)	Ceilo	Per pc.	
51.	Finit spray (1 liter)	Finit	Per litre	
52.	Table glass 6mm	Modi	Per sq.ft.	
53.	Agarbatti	Ramayan	Per pkt.	
54.	Mug Plastic (Big Size)	Ceilo	Per pc.	
55.	Dinner Set (Bone China) 24 pcs.	Bharat	Per set	
56.	Dinner Set (Bone China) 36 pcs.	Bharat	Per set	
57.	Dinner Set (Bone China) 48 pcs.	Bharat	Per set	
58.	Good night liquid machine	Good night	Per pc.	
59.	Chowk 18 watt copper	Bajaj	Per pc.	
60.	Tube light 40 watts	Bajaj	Per. Pc.	
61.	Bulb 25 watt (Colour)	Bajaj	Per pc.	
62.	Bulb 100 watt	Bajaj	Per pc.	
63.	CFL 36 watt 4pin	Bajaj	Per pc	
64.	0.75 mm Multi wire	Mala	Per meter	

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65.	1.5 mm multi wire	Mala	Per meter	
67.	CFL 11 watt 2pin	Bajaj	Per pc	
68.	Chowk 20 watt copper	Bajaj	Per pc.	
69.	Chowk 40 watt copper	Bajaj	Per pc.	
70.	CfL bulb 5 watt	Bajaj	Per pc.	
71.	CfL bulb 11 watt	Bajaj	Per pc.	
72.	CfL bulb 18 watt	Bajaj	Per pc.	
73.	CfL bulb 20 watt	Bajaj	Per pc.	
74.	LED bulb 5 watt	Syska	Per pc.	
75.	LED bulb 10 watt	Syska	Per pc.	
76.	LED bulb 20 watt	Syska	Per pc.	
77.	Starter 18 Watt	Bajaj	Per pc.	
78.	Starter 20 Watt	Bajaj	Per pc.	
79.	Starter 40 Watt	Bajaj	Per pc.	
80.	CFL 11 watt 4 pin	Bajaj	Per pc	
81.	T-5, 14 watt	Bajaj	Per pc.	
82.	T-5, 22 watt	Bajaj	Per pc.	
83.	T-5, 28 watt	Bajaj	Per pc.	

