

बिहार राज्य पथ परिवहन निगम  
परिवहन भवन, वीर चन्द पटेल पथ  
पटना- 800001.

**स्टेशनरी आपूर्ति हेतु निविदा आमंत्रण**  
कोटेशन आमंत्रण सूचना संख्या- 3918 दिनांक 05.12.2018

स्थानीय (Local) निबंधित विक्रेताओं से स्टेशनरी सामानों की आपूर्ति हेतु मोहरबंद कोटेशन मेक, दर एवं नमूने के साथ आमंत्रित की जाती है जो बिहार राज्य पथ परिवहन निगम, परिवहन भवन, पटना, नियंत्रक क्रय एवं भंडार के कक्ष में दिनांक 14.12.2018 को 03:00 बजे अपराह्न तक टेन्डर बॉक्स में डाला जायेगा। उक्त तिथि को ही 04:00 बजे निविदादाताओं के समक्ष निविदा खोली जायेगी। निविदा की विस्तृत जानकारी (नियम, शर्त एवं सामानों की सूची) हमारे वेबसाईट <http://bsrtc.org.in> से प्राप्त की जा सकती है।

अधिक जानकारी हेतु अधिकृत पदाधिकारी नियंत्रक क्रय एवं भंडार से दूरभाष संख्या 0612-2506475 पर संपर्क किया जा सकता है।

**प्रशासक**

## **Terms & Conditions**

- (1) Proof of being registered with commercial taxes department.
- (2) GST no.
- (3) A declaration by the bidder that the quoted rates shall remain valid for 01 year from the date of opening of bids.
- (4) Turnover for last three years.
- (5) The rates quoted shall be inclusive of all taxes and duties.
- (6) The bid shall remain valid for a period of 01 year from the date of opening of bids. The bids validity of shorter period shall be rejected by the corporation as non responsive.
- (7) Stationeries items shall be purchased from the successful bidder on "as and when required basis" in specified quantities during a period of 01 year. The actual quantity purchased shall vary as per corporation requirement.
- (8) B.S.R.T.C reserves the absolute right to accept or reject any or all the tenders on whole or in part without assigning any reason thereof.
- (9) The article supplied shall confirm to manufacturers of standard quality, specifications & test.
- (10) Rates shall be quoted strictly for the items as per specification, quantity in bunch/packet as desired on Annexure- I and no alterations/options shall be allowed to be entered on the format. Bidders shall quote only the rates on the format.
- (11) Items shall be delivered against cash/cheque at corporation head quarter, Parivahan Bhawan, Beerchand Patel Path, Patna. The items shall be accepted after inspection of the items. No freight or other charges shall be allowed over and above the quoted rates.

## **Annexure- I**

### **Name and address of the tenderer**

.....  
.....  
.....

**Sir,**

In response to B.S.R.T.C quotation no. .... dtd. ...., I/we hereby submit my/our offer as under :-

<b>Sl. No.</b>	<b>Item description</b>	<b>Size</b>	<b>Specification or Brand</b>	<b>Unit</b>	<b>Rate Inclusive of all taxes &amp; duties</b>
1	A4 Paper	210×297 mm./ 80 GSM	J.K.	1 Pkt. of 500 sheets	/Pkt.
2	Legal paper	215×345 mm./ 80 GSM	J.K.	1 Pkt. of 500 sheets	/Pkt.
3	White Paper	17×27	Orient		/Rim
4	Rulled Paper	17×27	Orient		/Rim
5	2 Qrs. Ordinary Register		With Sample	Per Piece	/Pc.
6	3 Qrs. Ordinary Register		With Sample	Per Piece	/Pc.
7	4 Qrs. Ruled Fancy Register	8"×13"	With Sample	Per Piece	/Pc.
8	Duplicating paper 64 GSM	21×34 C.M	With Sample	Per Pkt. of 500 sheet Wt. 2.2 Kg./Pkt.	/Pkt.
9	Note Pad (Hand Pad)		With Sample		/Pc.
10	Signature Pad		With Sample		/Pc.
11	Engagement Pad		With Sample		/Pc.
12	S.F. Carbon		Kores		/Pkt.
13	2 <sup>nd</sup> Page Note Sheet	8.5"×13"	With Sample	Pkt. of 100 Nos.	/Pkt.

14	Stick File		With Sample		/Pc.
15	L. File		With Sample		/Pc.
16	Board File		With Sample		/Pc.
17	Cover Guard File		With Sample		/Pc.
18	Cotton Tag (Good Quality)		With Sample		/Bunch
19	Size 10 No. Stapler Pin		Kores		/Pkt.
20	Size 24 No. Stapler Pin		Kores		/Pkt.
21	T-Type Paper Pin				/Pkt.
22	Binders Clip All Size				/Pkt.
23	Pen Stand (Good Quality)				/Set
24	Use & Throw Pen		Agni-gel		/Pkt.
25	Lid Small (Refill)		Link		/Pkt.
26	Flag Page Maker				/Pkt.
27	Marker Pen				/Pc.
28	Highlighter				/Pc.
29	Gum Paste	700 M.L.	Camel		/Pc.
30	Gum Paste	150 M.L.	Camel		/Pc.
31	Stamp Pad		Camel		/Pc.
32	Stamp Pad Ink		Camel		/Pc.
33	Plain Envelop	6×3½			/Hundred
34	Plain Envelop	9×4			/Hundred
35	Plain Envelop	11×4			/Hundred
36	S.F. Size Envelop	16×12			/Hundred
37	Short Hand Note Book				/Pc.
38	Short Hand Pencil				/Pkt.
39	Erasers (Whitener)				/Pkt.
40	Correction Pen				/Pkt.
41	Pin Cushion				/Pc.
42	Pencil Rubber				/Pc.
43	Pencil				/Pkt.
44	Paper Weight	Square Type			/Pc.
45	Punching Machine	Single Whole			/Pc.
46	8GB Pen Drive		H.P		/Pc.
47	Hole Guard				/Pc.
48	Fevi Stick				/Pc.
49	Cello Tape	1", 2", 4"			/Pc.
50	Calculator	12 & 14 Digit			/Pc.
51	Duster	24"×24"			/Pc.
52	Phenyl	5 Lt.	Eagle		/Jar
53	Acid	5 Lt.			/Jar
54	Phenyl Goli				/Pkt
55	Coconut Broom Stick	Per Kg.			/Kg.
56	Broom Flower	Per Pc.			/Pc.
57	Floor Duster				/Pc.
58	Colin				/Pc.
59	Black Hit				/Pc.
60	Room Freshener				/Pc.
61	Good Knight advanced Machine				/Dozen
62	Good Knight Refill				/Pc.
63	Good Knight Coil				/Pkt.
64	Harpic				/Bottle
65	Dettol Hand Wash				/Pc.
66	Plain Glass				/Pc.
67	Fly Leaf	14"×10"	Milan/VIP	Per 100 Nos.	/100
68	Marking Cloth				/Meters
69	Stapler (Big)	24 no.	Kangaroo		/Piece
70	Stapler (Small)	10 no.	Kangaroo		/Piece
71	C.L. Register				
72	Attendance Register				
73	Add-Gel Refill				

<b>Computer Parts</b>					
74	Cartridge	88A			/Pc.
75	Cartridge	12A			/Pc.
76	Magnetic Roller	88A			/Pc.
77	Magnetic Roller	12A			/Pc.
78	Cartridge Refilling	88A			/Pc.
79	Cartridge Refilling	12A			/Pc.
80	Cartridge Refilling (Ricoh)	SP111			/Pc.
81	Cartridge Drum	88A			/Pc.
82	Cartridge Drum	12A			/Pc.
83	Cartridge Drum (Ricoh)	SP111			/Pc.
84	Cartridge Blade	88A			/Pc.
85	Cartridge Blade	12A			/Pc.
86	Cartridge Blade (Ricoh)	SP111			/Pc.
87	Cartridge PCR	88A			/Pc.
88	Cartridge PCR	12A			/Pc.
89	Cartridge PCR (Ricoh)	SP111			/Pc.
90	Blank CD	CDR			/Pkt.
91	Branded Antivirus Total Security	5 Users minimum			/Pkt.

- (1) Above rates shall remain valid for a period of 01 year.
- (2) I/we have carefully read the terms & conditions of the tender and agree to abide by these in letter and spirit.

**Signature with full address  
contact no. of the tenderer**

**Seal of agency**