



BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD.

(A Government of Bihar Undertaking)

Registered Office: Central Mechanical Workshop Campus, Near Airport, Sheikhpura, Patna – 800014
Tel: 0612-2226711/ 2226723

Letter No.-BSRDCL/536/2010-593

Patna, Dated 09.03.2022

NOTICE INVITING TENDER FOR EXECUTIVE BAG, NOTEBOOK, PEN & OTHER STATIONERY ITEMS

Sealed Quotations are invited by **Bihar State Road Development Corporation Ltd., RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna - 800014** through Notice Inviting Tender for design & execution of Executive Bag, Notebook, Pen & Other Stationery Items from the prospective bidders having past experience of similar nature in last three (3) Years.

For further information, interested parties may contact Manager (Public Relations) his Contact No.- 9473400316

Sd/-

Chief General Manager

Bihar State Road Development Corporation Ltd.

RCD Mechanical Workshop Campus (Near Patna

Airport)

Sheikhpura, Patna-800014

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FOR
DESIGN & EXECUTION
OF
EXECUTIVE BAG, NOTEBOOK, PEN &
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The bidders may also submit tender for single item.

Schedule to the Invitation of Bid

1	NIT No. BSRDCL 536/2010	Dated
2	Time and date of issue of NIT Document	09.03.2022
3	Time and Date of depositing Bid	03.00 PM of 12.03.2022
4	Time and date of opening of Technical Bid	03.30 PM of 12.03.2022
5	Validity of Bid offer	60 day from the date of opening

The NIT document i.e; terms and conditions of the quotation along with the prescribed forms may be obtained from the Headquarter Office of BSRDCL on any working day from 09.03.2022 to 12.03.2022 (upto 02.00 PM) between 10.00 AM to 05.00 PM.

Sd/-

Chief General Manager

Bihar State Road Development Corporation Ltd.
RCD Mechanical Workshop Campus (Near Patna Airport)
Sheikhpura, Patna-800014
Tel: 0612-2226711

BIHAR STATE ROAD DEVELOPMENT CORPORATION LTD (BSRDCL) invites Sealed Bid (2-part sealed Bid, i.e. Technical & Financial) for reputed Suppliers/Bag Manufactures of the following 3 items:

1 Technical Specification

1.1 Executive Bag

<p>Quality : Office Executive Bag. Size & Shape : 16" x 11" Cover : Black Cover; 170 GSM Art Paper; PU Leather Finish; head & tail band; ribbon Specifications: Leather finish with Laptop portion front packet with magnet flap black pocket with chain bag inside one other pocket with chain and mobile pocket pen holding and card holding packet inside. Packing: Each bag should be shrink-wrapped and packed. For bulk delivery, they should be further packed in polythene sheet with water proof arrangement. Indicative samples are available with Manager PR, BSRDCL. The samples may not confirm to the specifications stated above, but are primarily meant for the purpose of indicating the quality of workmanship and presentation of the finished items. Any prospective Bidder may inspect the sample on any office day between 10:00 AM and 05:00 PM. However, the actual bidders must sign the samples as an acknowledgement of having inspected the same</p>	<p>400 pcs</p>
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2. Notebook & Pen

<p>Quality : Executive Notebook & Pen Design: To be done in consultation with BSRDCL. Page : Approx. 96 (Ruled) Paper : Text sheets – Ivory shade pages of 90 gsm; Colour : Text printed in single color in Filler and Cover Logo embossed. Size & Shape : 6" x 8.5" Cover : Black Cover; 170 GSM Art Paper; PU Leather Finish; head & tail band; ribbon Packing: Each diary should be shrink- wrapped and packed in white coated duplex carton box of 300 gsm. For bulk delivery, they should be further packed in polythene sheet with water proof. Indicative samples of diary & pen are available with Manager PR, BSRDCL. The samples may not confirm to the specifications stated above, but are primarily meant for the purpose of indicating the quality of workmanship and presentation of the finished items. Any prospective Bidder may inspect the sample on any office day between 10:00 AM and 05:00 PM. However, the actual Quotationers must sign the samples as an acknowledgement of having inspected the same</p>	<p>500 pcs</p>
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3. Other Stationery Items

Stamp Pad ,scale, marker pen Luxor, Fevi Stic, Pencil, Stapler, Stapler Pin Stic it note pad, Faber Castell Highlighter, Four in one pen ,Uniball pen , Doms Sharpner, Tape Dispenser, Spiral pocket note book and Kit pouch to be supplied in a kit bag

4. SCOPE OF WORK

The Scope of Work covers the entire Design & Execution (including Material, Printing, Binding, Packing, Dispatch to BSRDCL HQ of Executive Bag, Notebook, Pen & Other Stationery Items within the prescribed Time Schedule.

The items supplied under the contract should be fully insured by the Awardee Firm against loss or damage incidental to the manufacture or acquisition, transportation, storage, dispatch and delivery.

5. EVALUATION

5.1 **Technical Evaluation** – The Technical shall be opened at BSRDCL HQ. Representatives of the Bidder Firms may attend at the date and time prescribed. Technical Evaluation shall be qualitative and qualifying. The Technical Bid shall be evaluated by BSRDCL based on specimens furnished.

5.2 **Financial Evaluation** – The Financial Bids of the Top-3 Firms (shortlisted as technically qualified for each item) shall be opened at BSRDCL, HQ.

3.2.1 Representatives of the Top-3 Firms (for each item coded) may attend at the date and time prescribed.

3.2.2 The lowest (L-1) Bidder in respect of each coded item shall be declared the “Successful Bidder” and would be awarded the assignment.

6. TERMS OF PAYMENT

No advance payment will be made. Full payment shall be made at one go upon:

4.1 Completion of the entire assignment upto the satisfactory execution of the work.

4.2 Submission of invoice of payment to the BSRDCL.

7. CANCELLATION OF CONTRACT

In the event of Awarded Firm’s failure or delay to execute the assignment, in terms of the Award, BSRDCL reserves the right to cancel the order by giving 3 days’ notice. Further, if BSRDCL decides thereafter to get the work completed from any other source, then it shall be at the Awarded Firm’s risk and cost.

8. LIQUIDATED DAMAGES

In the event of Awarded Firm’s failure to complete this assignment as per the prescribed quality, specifications and terms within the prescribed time, BSRDCL may, at its sole discretion and authority, still accept the items, and levy liquidated damages as decided by the BSRDCL management, subject to a maximum of 10% of the total order value.

9. MISCELLANEOUS

9.1 It may be noted that at the time of final execution of the assignment, if there is any default on paper grammage, printing or binding quality (from the approved sample), BSRDCL reserves the right to reject the supply and shall not be responsible for making any payment therefore.

- 9.2 BSRDCL reserves the right to get up to additional copies of the Executive Calendars, Executive Diaries and Table Calendar printed, on the same Unit Rate as quoted by the Agency, if need arises.
- 9.3 BSRDCL reserves the right, at its sole discretion without assigning any reasons therefore, to cancel the entire Tendering process; accept/reject any or all Tenders partly or fully; and also to modify the terms & conditions before awarding the job.

[On the letter head of the bidder]

**ANNEXURE (To be submitted with Technical Bid)
BUSINESS BIO-DATA AND DETAILS OF EXPERIENCE**

1.	i) Firm:	
	Name	
	Registered Address	
	Local Office Address	
	Telephone/Fax No. (office)	
	No. of years in Business	
	Bank account RTGS details	
	ii) Contact Person:	
	Name	
	Designation	
	Mobile	
	Landline	
2.	i) Whether Firm is Proprietorship/ Partnership/Limited Company	
	ii) Name of contact person for this Bid	
3.	i) Name & Address of leading customers (preferably of Govt. and PSU) (please attach proof)	
	ii) Details and proof of work in previous Years	
4.	GSTIN No.	

10. DECLARATION

I/We hereby certify that I/We have read and understood the entire Terms & Conditions of the NIT document. I/We shall abide by the Conditions/Clauses contained in the NIT documents. In case the provision of the NIT is found violated, I/We agree that the our bid shall be liable to be rejected and Bihar State Road Development Corporation Ltd. shall, without prejudice to any other right or remedy. I/We hereby unconditionally accept the Terms & Conditions of Bihar State Road Development Corporation Ltd. NIT documents in its entirety for the above work.

Yours faithfully,

**Authorized Signatory
(Name, Designation,
Address, Date & Rubber Stamp)**