



**JEEVIKA**  
An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society**  
**State Rural Livelihoods Mission, Bihar**



1<sup>st</sup> Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brpl.in

**INVITATION FOR QUOTATION FOR SUPPLY OF OFFICE  
STATIONERY ITEMS & OEM PRINTER CARTRIDGES UNDER RATE  
CONTRACT**

To

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Dear Sirs,

**Sub: RATES FOR SUPPLY OF STATIONERY ITEMS & OEM PRINTER CARTRIDGES UNDER RATE CONTRACT.**

1. You are invited to submit your most competitive rate for supply of the following Items under rate contract:

Schedule	Description of Items	Delivery period	Place of Delivery
<b>A</b>	Attached <b>ANNEXURE-I</b> (OFFICE STATIONERY ITEMS)	Within a week from the date of issuance of P.O.	BRLPS Godown at Punaikchak / 3 <sup>rd</sup> floor, Vidyut Bhawan, Bailey Road, Patna.
<b>B</b>	Attached <b>ANNEXURE-II</b> (OEM PRINTER CARTRIDGES)		

2. Government of Bihar has received financing from Government of Bihar & Government of India towards the cost of "NRLM" and BRLPS intends to apply part of the proceeds of this financing for eligible payments under the contract for which this invitation for quotations is issued.
3. Important Dates and Times/Bid Document:  
 Issuance of bid document : 14.12.2022  
 Last Date & Time for Submission of Bids : 04.01.2023 till 04.00 PM  
 Date & time of Opening of bids : 04.01.2023 at 04.30 PM  
**Interested bidder may attend the opening of bid**
4. **Qualification criteria**
- Having registration under GST. Signed & Stamped proof to be attached.
  - Average Annual Turnover of Rs.10.0 lakh during the last three completed financial years (2019-20, 2020-21 & 2021-22). (Copy of financial statements/CA certificate should be attached).



- c) Having experience of supplying office stationery items in government offices/banks/externally aided projects. Signed and stamped photocopy of at least one purchase order with completion certificate should be attached. [**For schedule-A only**]
- d) Having experience of supplying cartridges to government offices/banks/externally aided projects. Signed and stamped photocopy of at least one purchase order with completion certificate should be attached. [**For schedule-B only**]

#### 5. Bid Price

- a) **For Schedule-A, bidder has to quote unit rate for each and every item.**
- b) **For Schedule-B, bidder may quote for one lot or more than one lot. However, it is mandatory to quote for entire item in a lot.**
- c) Mentioning other than the prescribed brand may not be acceptable.
- d) Interlineations, corrections, erasures and/or over-writings shall be valid only if initialed by the person or persons signing the bid.
- e) All duties, taxes, freight, insurance, delivery charges and other levies payable by the contractor under the contract shall be included in the quoted price.
- f) **The rates quoted by the bidder shall be fixed for one year from the date of signing of contract/Issuance of Confirmation Letter. Purchase orders will be issued time to time based on requirement of BRLPS.**
- g) The Prices should be quoted in Indian Rupees only.
- h) Tax/es will be deducted at source, if applicable.
- i) **Evaluation will be done item-wise in schedule-A and in schedule-B, evaluation will be done lot-wise.**

#### 6. Submission of Bids:

- a) A bidder shall submit only one quotation in a sealed envelope.
- b) The bidder must mention full detail specification of the items quoted. Mere copying of the specifications mentioned by the purchaser or mentioning words like “complying”/”compliant” is not sufficient.
- c) Envelope containing bids must bear on the cover itself, name of item bidding for, name and full address with phone numbers of the bidder.

#### 7. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

#### 8. Evaluation of Quotations

**The Purchaser will evaluate and compare the quotations item wise for schedule-A and lot-wise for schedule-B and which are determined to be substantially responsive i.e. which**

- (a) Are properly signed; and



- (b) Conform to the terms and conditions, technical specifications and qualification criteria.  
(c) **And have quoted for entire item in schedule-A and for full item in a lot in schedule-B.**

**10. Award of Contract**

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who in the assessment / judgment and sole discretion of the BRLPS, has financial capability to execute the contract.

**Negotiation on L1 rate will made with the bidder who will be L1 in maximum of the items in schedule-A.**

**Who has quoted lowest evaluated total rate in each lot in schedule-B.**

- 10.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject part/all quotations at any time prior to the award of contract.
- 10.2 **Bidder, who will be awarded the contract for supply, shall be required to furnish a performance security of Rs. 5,000.00 in the form of Bank DD in favor of Bihar Rural Livelihoods Promotion Society, payable at Patna. No interest will be payable on performance security.**
- 10.2 The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 10.3 The purchaser will issue order/s for supply of items on as and when required basis. Supply is to be made within a week from the date of issuance of purchase order. Failure to supply within the prescribed time for 03 (three) consecutive purchase orders, BRLPS may decide to abort the contract with forfeiture of the performance security.
- 10.4 If the supplier fails to supply the quoted item/s without any proper reason, the same will be purchased from the open market and the balance amount will be adjusted from the performance security.
11. Supplier may submit bill for payment after completion of delivery against each purchase order. Payment shall be made within 21 days (excluding Sundays and Holidays) upon submission of bill (in duplicate) and quantity verification of the supplied items.
12. We look forward to receiving your valuable quote and thank you for your interest in this project.

Encl.:

- Annexure I- Bill of quantity and price format (schedule-A)  
Annexure-II – Bill of quantity and price format (schedule-B)

**(Dr. Santosh)**  
Procurement Specialist



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## Price format (Schedule-A)

## Annexure-I

S No	Name of items	Brand Name	Tentative Requirement in a year	Rate PerItem in Rs. with GST.
1.	Butter flow Pen (Blue, Red, Black)	Cello	1200 Nos.	
2.	High Pen (V5)	Pilot	600 Nos.	
3.	Jotter Ball Pen	Jotter	100 Nos.	
4.	Pencil	Natraj/Apsara	400 Nos.	
5.	Gel Pen	Trimax	400 Nos.	
6.	Sharpener	Natraj/Apsara	400 No's	
7.	Rubber	Natraj/Apsara	400 No's	
8.	Scale (12 inches)	Natraj/Apsara	100 No's	
9.	Sutli 9500-600 grams)	Nylon	20 KG	
10.	Gum Bottle (Small)	Kores	60 No's	
11.	Tag	Nylon	50 bundle	
12.	Gems Clip – 35 mm	Libra/Globe	50boxes	
13.	File Cover	Normal	1500 Nos	
14.	File Flap (four side cover)	Superior	300 Nos	
15.	Stamp Pad (Medium)	Kores/Ashoka	40 Nos	
16.	Executive Bond Paper (White, Light Pink, Light Green) – A4 90 GSM	JK	10 Packet	
17.	Computer Paper(A4)	Century / Bindal- 75gsm	1000 Ream	
18.	Calculator (12 Digit Small)	Casio	50 Nos	
19.	Calculator (14 Digit Big)	Casio	20 Nos	
20.	“L” Folder (Special)	Superior	300 Nos	
21.	Fancy Register 2 Quire	Superior	50 Nos	
22.	Fancy Register 4 Quire	Superior	300 Nos	
23.	Fancy Register 5 Quire	Superior	50 Nos	
25.	Fancy Register 6 Quire	Superior	20 Nos	
26.	Letter Dispatch Register – 6 Quire	Superior	10 Nos.	
27.	Letter Receipt Register – 6 Quire	Superior	10 Nos.	
28.	Stock Book Register – 02 Quire	Superior/Milan	02 Nos.	
29.	Stock Book Register – 06 Quire	Superior/Milan	02 Nos.	



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30.	Fixed Asset Register – 02 Quire	Superior/Milan	03 Nos.	
31.	Fixed Asset Register – 06 Quire	Superior/Milan	04 Nos.	
32.	Attendance Register – 02 Quire	Superior/Milan	04 Nos.	
33.	Assistant Log Register – 02 Quire	Superior/Milan	20 Nos.	
34.	Cash Book Register – 06 Quire	Superior/Milan	06 Nos.	
35.	Stapler Small 10 No	Kangaroo/Kores	75 Nos	
36.	Stapler (HP 45)	Kangaroo/Kores	25 Nos	
37.	Stapler Pin 10 No	Kangaroo/Kores	350 Box	
38.	Stapler Pin 24/6 No	Kangaroo/Kores	50 Box	
39.	Stapler Pins 23/7	Kangaroo/Kores	30 Box	
40.	Permanent Marker (Multi Color – RED, BLUE, BLACK)	Luxor	400 Nos	
41.	White Board Marker ((Multi Color – RED, BLUE, BLACK)	Luxor	300 Nos	
42.	CD Marker Pen (Multi Color) – Blue & Black	Luxor		
43.	Scissor – 160 mm	Karani or equivalent	30 Nos	
44.	Fevi Stick – 25 gns,	Kores	350 Nos	
45.	Post It Flag (4 Colour – pack)	Oddy	400 Nos	
46.	Stamp Pad Ink – Black (Small Bottle)	Ashoka	30 Nos	
47.	Envelop White 11x5 inches	Taj/Sano	100 Nos	
48.	Punching Machine Single Hole	Kangaroo	50 Nos	
49.	Punching Machine Single Hole	Kangaroo	20 Nos.	
50.	Cobra File	Shuham/Neelgagan	50 No's	
51.	Spring File	Neelgagan		
52.	Board File – A4 size	Any make		
53.	Transparent Tape Roll (White)	Cello 1”	75 Nos	
54.	Transparent Tape Roll (White)	Cello 2”	75 Nos	
55.	Tape Roll (Brown)	Wonder	150 Nos	
56.	Correction Fluid Pen	Kores	50 Nos	
57.	High Lighter (Yellow, Green)	Kores	400 Nos	
58.	Sketch Pen (Multi color packet)	Luxur/Camlin	100 pockets	
59.	Oddy Sticker – 1”	Oddy	10 Packets	



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60.	Oddy Sticker – 4”	Oddy	10 Packets	
61.	Soft Bound A4 Long Book/Notebook for Trainees – 172 pages – 70-75 GSM	Classmate /Navneet / Yuva	500 Nos.	
62.	Refill for Butter flow Pen (Blue, Black, Red, Green)	Cello	Packet	
63.	Refill for Trimex (Blue)	Trimex	Piece	
64.	Refill for High Pen (V5)	Pilot	Piece	
65.	Jotter Ball Pen	Jotter	Piece	
66.	Chart Paper – 80 GSM (Multicolor)	Large Size	Per piece	
67.	Twin Folder (made of paper)		Per piece	
68.	Maskin Tape – 24 mm	3M or equivalent	100 rolls	
69.	Double sided Tape – 24 mm	3M or equivalent	50 rolls	
70.	Binder Clip – 24 mm	Oddy	10 boxes	
71.	Binder Clip – 32 mm	Oddy	10 boxes	
72.	Binder Clip – 41 mm	Oddy	10 boxes	
73.	Battery – AA	Duracell	100 pieces	
74.	Battery – AAA	Duracell	100 pieces	
75.	CD – 700 MB	Frontech	200 pieces	
76.	CD Cover	Any make	200 pieces	
77.	Index File	Milan	50 pieces	

**NOTE: The total rate will be FOR to the destination.**

**The above quantity is tentative. Actual consumption may vary. Successful bidder may be asked to supply these quantities on quarterly or as per need basis.**

We agree to supply & demonstrate the quality of the above goods in accordance with the specifications for a contract price quoted against each item within the period specified in Price Schedule.

Signature of Bidder.....

Name: .....

Business Address:.....

Place: .....

Date: .....

Seal:.....

1404884/2022/PRCMT-JEEVIKA



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## Annexure-II

### Price Format (Schedule-B)

Lot No.	Sl. No.	Make	Cartridge Number	Name of Printer	Unit Rate in Rs.	Transportation charges etc. in Rs.	GST in Rs.	Total quoted unit rate with GST in Rs.
	1.	CANON	Canon 308	-	10			
I	2.	CANON	Canon 328	-	100			
	3.	CANON	Canon 326	-	100			
	4.	CANON	Canon 337	-	50			
	<b>TOTAL FOR LOT-I</b>							
II	1.	BROTHER	LJ Printer Cartridge TN B021	-	100			
	2.	BROTHER	LJ Printer DR B021 (DRUM)	-	100			
	3.	BROTHER	TN 263M	(HL-L327 dn)	20			
	4.	BROTHER	TN 263C		20			
	5.	BROTHER	TN 263Y		20			
	6.	BROTHER	TN 263BK		20			
<b>TOTAL FOR LOT-II</b>								
III	1.	HP	CF 230XC	HP LJM 227sdn	10			
	2.	HP	Laser 32A (CF232A)-drum		10			
	3.	HP	202A (CF 500A) - black	HP M254dw	02			
	4.	HP	202A (CF 501A) - cyan		05			
	5.	HP	202A (CF 502A) - yellow		05			
	6.	HP	202A (CF 503A) - magenta		05			
	7.	HP	12A	1020/1005	05			



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	8.	HP	HP 201X (CF 400X) - black	HP Color LaserJet Pro M252dw	05			
	9.	HP	HP 201X (CF401X) - cyan		05			
	10.	HP	HP 201X (CF402X) - yellow		05			
	11.	HP	HP 201X (CF403X) - magenta		05			
	12.	SAMSUNG - 2876	MLT-D116L		150			
	13.	SAMSUNG -2876	MLT-R116 (DRUM)		100			
	14.	HP - Pro MFP M329dn	CF 277A, 77A (black)		10			
	15.	HP	HP 78A (CE 278A)	HP LaserJet Pro P1606dn				
	16.	HP	680 (black)	Deskjet 3835 All in one	02			
	17.		680 (Tricolor)		02			
<b>TOTAL FOR LOT-III</b>								
IV	1.	RICOH MP 2000L2	1230 (black)		10			
	2.	RICOH MP-C2003SP	MP C2503 (black)		05			
	3.	RICOH MP-C2003SP	MP C2503 (cyan)		05			
	4.	RICOH MP-C2003SP	MP C2503 (yellow)		05			
	5.	RICOH MP-C2003SP	MP C2503 (magenta)		05			



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	6.	RICOH MP 2014	Ricoh Toner MP2014 HS		10			
	7.	RICOH SP 202	F200		10			
<b>TOTAL FOR LOT-IV</b>								

**Note:** In case of discrepancy between unit price and total price, the unit price shall prevail.

We agree to supply the above goods in accordance with the specifications for a contract price quoted against each item within the period specified in the Invitation for Quotations.

Signature of Bidder.....  
 Name .....  
 Business Address: .....  
 .....  
 .....

Place: .....  
 Date.....