

## **BIHAR FOUNDATION**

[A registered society of Govt. of Bihar]

6th Floor, Indira Bhawan, R.C.S. Path, Patna – 800001

Email:-info@biharfoundation.in, Web-www.biharfoundation.in, Ph – 0612-2547371

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### **Notice inviting Tender for Providing Cartridges of Printers**

Sealed Tenders are invited from the reputed agencies for providing Cartridges of printers installed in the office of Bihar Foundation, Patna for one year on requirement basis. Interested agencies may participate in the bidding process by sending tender in a single big size envelope containing two envelopes marked as “**Technical Bid**” and “**Financial Bid**” duly sealed and super scribed as “**Tender for providing Cartridges of Printers**” addressed to the **Chief Executive Officer**, Bihar Foundation, 6th Floor, Indira Bhawan, R.C.S. Path, Boring Canal Road, Patna – 1, and should reach the office by or before **20-12-16 by 04:00 p.m.** The sealed tender (s) should be sent only through Courier/ Registered/Speed Post. Conditional tender or tenders received after the due time and date shall not be entertained under any circumstances. Bihar Foundation, Patna would not be responsible for any delay or loss of the tender document. The tender(s) will be opened in the Bihar Foundation, Patna office by the competent officers on **the same day at 05:00 p.m.** in presence of any intending supplier or his/her authorized representative who may wish to be present at the designated time and place. If the fixed date turns out to be the holiday, the date of opening will be the next day.

#### **Tender has to be submitted in two parts:**

I. The first part i.e. “**Technical Bid**” constituting minimum eligibility criteria is to contain self-attested photocopies of the documents/ papers as follows:

- i. The intending bidders shall have to deposit a **Non-Refundable** amount of 1000/- (Rupees One Thousand only) in the shape of Demand draft payable to the **Chief Executive Officer**, Bihar Foundation, Patna.
- ii. Documents supporting IT Return for the **F/Y: 2014-15&2015-16 (Provisional)**
- iii. Documents supporting Office/Shop in Patna
- iv. Copy of VAT registration certificate
- v. PAN card of Agency
- vi. The bidder shall furnish a notarized affidavit of non-blacklisting (by any Govt. / Private institution) certificate containing a declaration to the effect of non-pendency of vigilance/CBI case against it.

II. The second part i.e. **Financial Bid** is to contain:

- i. The Financial Bid should be submitted only in the format given below
- ii. Cutting, fluiding and overwriting, even with signature of the bidder is not admissible in the Financial Bid. The page of ‘Financial Bid’ is to be duly marked, signed, and sealed.

## Financial Bid

<b>S No</b>	<b>Printer (Model)</b>	<b>Colour</b>	<b>Unit Size</b>	<b>Rate</b>
1	HP Laser Jet Pro 500 Colour MFP M570	Cyan	Per piece	
2		Magenta	Per piece	
3		Yellow	Per piece	
4		Black	Per piece	
5	HP Laser Jet CP1525n	Cyan	Per piece	
6		Magenta	Per piece	
7		Yellow	Per piece	
8		Black	Per piece	
9	HP Laser Jet P 1007	Black	Per piece	
10	HP Laser Jet 1020 Plus	Black	Per piece	
11	HP Laser Jet M1005 MFP	Black	Per piece	
12	HP Laser Jet Pro M202n	Black	Per piece	
13	Ricoh MP 2001 L	Black	Per piece	

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

## **TERMS & CONDITIONS OF TENDER**

1. The rate quoted should include all form of taxes and it will be valid for 1 year from the date of agreement. The agreement can be extended further for one year on satisfactory service.
2. The agencies must provide the specified cartridge(s) within 3 working days from the receipt of the order.
3. TDS will be deducted as per approved rates under the applicable laws.
4. Separate Lowest one (L1) will be considered for each cartridge.
5. Bihar Foundation reserves the right to accept or reject any offer/all offers, without assigning any reason.

**(Ganga Kumar)**  
Addl. Chief Executive Officer