

**Bihar Government**  
**I.C.D.S. Directorate**  
(Social Welfare Department)

**(Invitation of quotation for Stationery Items)**

Sealed Quotations are hereby invited by the I.C.D.S. Directorate, 2nd floor, Indira Bhawan, Bailey Road, Patna-800001 for supply of stationery items for the "POSHAN ABHIYAAN" as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 03-02-2020 12.00 hrs.

**1. Terms & Conditions:**

- a) Envelope should be super-scribed "QUOTATION FOR THE STATIONERY. Quotations need to be submitted by speed post/registered post or may be dropped in the tender box at ICDS at 3rd Floor Indira Bhawan, Bailey Road, Patna. The quotations received after this deadline shall not be entertained under any circumstances whatsoever. In case of postal delay this office will not be responsible.
- b) Unsealed quotation will be summarily rejected.
- c) Quotations must be in the enclosed prescribed Performa and forwarding letter on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- d) Rates must be quoted as per the format specified taxes extra if any must be written separately. The rates must be quoted in figures as well as in words.
- e) In general no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.
- f) The rates quoted must be valid for a minimum period of 365 days from the date of award of work and silence of any tendered on this issue shall be treated as agreed with this condition.
- g) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. L1 will be decided for the item wise not overall value of quotation.
- h) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- i) The firm/agency may satisfy the above/following conditions and attach self-attested copy of the same with the quotation.
  - The firm shall have valid GST/VAT/ Sales Tax No. and IT PAN of the agency.
  - Certificate of non-inclusion in the black list as per given format attached in annexure "2" need to be provided on Rs. 100/- stamp paper duly notarized.
- j) Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- k) The supplier may be asked to submit a sample of the product, which will be evaluated by a technical evaluation committee. Price bids of only those firms will be opened which qualifies technically as per the recommendation of the committee. The expenditure incurred for demonstrating the items will be borne by the supplier.

