



STATE APPELLATE AUTHORITY,

5 C - D, NIYOJAN BHAWAN, PATNA-1

TEL. NOS. 0612- 2529569, Fax no : 0612/ 2529569

Website : www.stateappellateauthority.in

E mail- stateappellateauthority@gmail.com

BID DOCUMENT FOR

BID FOR SUPPLY OF STATIONERY

Invitation for Bids

State Appellate Authority (SAA) invites sealed bids, under two envelop system, from eligible bidders for Hiring of Software Services for State Appellate Authority. Interested eligible bidders may obtain further information from the office of State Appellate Authority, 5C-5D, Niyojan Bhawan, Bailey Road, Patna 800001

Bids are invited for the work/ contract mentioned here under:

S No.	Particular	Description
1.	Scope of Work	BID FOR SUPPLY OF STATIONERY
2.	Cost of Bid Document	Rs 1000.00 (Non-refundable) by Demand Draft/Deposit in Authority's bank account no 8531101013461 in Canara Bank (Vidyut Bhawan, Patna) IFSC code- CNRB0008531
3.	Sale of Bid Document	From Date Between 10.30 a.m - 05.00 p.m.
4.	Pre Bid Meeting	13.30 hrs, on 03-11-2021
5.	Last date for submission of Bid	On 30-11-2021 up to 17.00 Hrs
6.	Date of opening of technical bid	On 01.12.2021 at 14.00 Hrs
7.	Bid security	Rs 10,000/- (Rs tent Thousands Only) in the form of Demand Draft in favor of the State Appellate Authority, payable at Patna
8.	Place of opening of bids	State Appellate Authority 5c-5d, Niyojan Bhawan, Bailey Road. Patna 800001
9.	Address for communication	State Appellate Authority 5C-D, Niyojan Bhawan, Bailey Road. Patna 800001

Note - Bid Document can be downloaded from the website www.stateappellateauthority.in. In case Bid form has been downloaded from the website, the Bidder will have to enclose a Demand Draft of Rs.1000/- (Rupees One Thousand only) of any scheduled bank in favor of State Appellate Authority. Payable at Patna along with the Bid.

*Any future Corrigenda/Information shall be posted onl on our website www.stateappellateauthority.in

Letter for Submission of Bid

Dated, .

To
Secretary
State Appellate Authority
5C-5D, Niyojan Bhawan, Bailey Road.
Patna 800001

Ref:- BID FOR SUPPLY OF STATIONERY

Dear Sir,

Having examined the Bid document relating to above mentioned Bid as detailed in your Bid, Conditions and scope of work etc, and having understood the provisions and requirements relating to the development and all other factors governing the Bid, we here by submit our offer relating to the above mentioned Bid in accordance with terms and condition, and confirm our acceptance to execute the order within the time period specified in the Bid document at the rates quoted by us in the accompanying Technical & Financial Bid.

If, however, we fail to complete the work as per the order after the Bid document is accepted, we agree that State Appellate Authority, Patna (www.stateappellateauthority.in) shall have full authority to forfeit the Bid Security and cancel our order with no obligation on their part.

We confirm having deposited Bid Security of Rs by Demand draft No.....dateddrawn on..... Bank Branch attached here to and general information required are as per annexure attached.

We further confirm that:-

- i. We have successfully executed orders of similar nature and we have sufficient experience and financial strength in handling orders of this value.
- ii. We have sufficiently well-qualified manpower and necessary materials and after sales support to execute the order efficiently in the specified time schedule.
- iii. The quoted rates shall be valid till the completion of the order and or as per terms and conditions.
- iv. We further confirm that all chapters of the Bid documents have been read, understood and signed and there is no deviation / discrepancy

Signature of the Bidder
With stamp and date

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BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Bid No

Time & Date of submission of technical bids: 16.00 Hrs on

Time & Date of opening of Technical bids: 17.00 Hrs on

INSTRUCTIONS TO THE BIDDERS

1. Definitions

- (i) "The Purchaser" means the State Appellate Authority (SAA).
- (ii) "The bidder" means the individual or firm who participates in this bid and submits bid
- (iii) "The supplier" means a person supplying the goods/Services under the contract. A person may include an individual, a company, a LLP, a Partnership Concern or Sole Proprietorship firm in the business of supply of goods/services under the bid.
- (iv) "The contract price" means the price payable to the supplier under the Purchase order for the full and proper performance of its contractual obligation

2. Bid document

The bid document consists of the following –

- (i) Notice inviting Bid/s
- (ii) Instructions to the bidder
- (iii) Terms and conditions of the Bid
- (iv) Technical bid format
- (v) Scope of Work and Conditions
- (vi) Financial bid (price schedule)

The bidder(s) is/are expected to examine all instructions, forms and terms & conditions contained in the bid document. Failure to furnish all information required as per the bid document or submission of bid not substantially responsive to the bid documents in every respect will result in rejection of the bid.

3. Documents/Certificates

The bidders are required to submit technical bid (in prescribed format- **Annexure I**) enclosing therewith self attested photocopies of following

documents **(Documents in original should be produced for verification before award of contract)**, failing which their bids will be summarily rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status –company/Limited Liability Partnership/partnership firm/Sole proprietorship concern, etc.)
- (b) Copy of PAN Card;
- (c) Copies of Income Tax Return filed any three financial years out of last five years.
- (d) Copies of audited A/c Statements i.e. Balance sheets and Profit & Loss A/c for any three financial years out of last five years as a proof for turnover.
- (e) Service Tax Registration certificate and copy of recent return submitted, registration certificates relating to Contract Labour Act, EPFO, ESIC, License number under Contract Labour (R&A) Act, if any.
- (f) Certificate of empanelment with CERT-in, in case of bidder being security auditing agency of software, if bidder is not certified security auditing agency, the certificate of the agency whom work will be assigned by the bidder.
- (g) Proof of experience in carrying out the work to Government Departments (Copies of at least three Purchase Orders received from Govt. depts./PSUs/Societies during three out of last five years should be enclosed in **Annexure-II**)
- (h) Detail of technical Personnel with their qualification and years of experience working with the bidder's organization.
- (i) Declaration regarding blacklisting or otherwise. (**Annexure-III**)
- (j) All the statutory compliance will be mandatory for purchaser as well as Bidder.

4. Clarification on Bid Documents

A prospective bidder requiring any clarification on the Bid Documents should submit to the **Secretary, State Appellate Authority, Niyojan Bhawan, Patna** in writing Such requests for clarifications, should be sent not later than Two days prior to original or extended deadline for Pre bid meeting. Explanation of the query but without identifying the source of the inquiry will be uploaded on to State Appellate Authority website **www.stateappellateauthority.in** for the benefit of all the prospective bidders.

Any clarification issued by the Purchaser in response to query raised by prospective bidders shall form an integral part of bid document and shall also be uploaded on the website.

5. Amendment of Bid Documents

5.1. At any time prior to the deadline for submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the Bid Documents by amendment. The amendment will be uploaded onto State Appellate Authority website: **www.stateappellateauthority.in** for the benefit of all the prospective bidders.

5.1. In order to give prospective bidders reasonable time for taking an amendment into account in preparing their bids, The **Secretary, State Appellate Authority, Niyojan Bhawan, Patna** may, at his discretion, extend the deadline for the submission of bids.

6. Rejection of incomplete and conditional bids

The incomplete and conditional bids will be rejected. Quoting unrealistic rates will be treated as disqualification.

7. Non transferability

This Bid is non transferable.

8. Minimum eligibility criteria

Bidder(s) should;

- (i) be an Indian company/Limited Liability Partnership/partnership firm/Sole proprietorship concern, engaged in **similar type of work for which bid is submitted.**
- (ii) have minimum **three years** of experience of **similar type of work for which bid is submitted to the** Departments/Ministries/PSUs/ Societies/Statutory bodies under Government of India or Government of Bihar (Copies of at least three **Purchase/Supply/work Orders** received from Govt. Depts./PSUs/Societies during any three out of last five years should

be enclosed) **Annexure II**

- (iii) have minimum Turnover as detailed in **Scope of Work and Conditions** per year derived by averaging the turn over during any three years out of the last five years (certified audit report has to be attached of the any three out of last five years from the year in which advertisement is made)

9. Have not have been blacklisted by the Depts./Ministries of the Govt. of India or Govt. of Bihar or under PSUs/Societies or Statutory bodies (declaration has to be submitted in the specified format given at Annexure-III)

However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

10. Language of Bid

The bid prepared by the bidders and all correspondence and documents relating to the bid exchanged by the bidder with the Purchaser shall be written in English only.

11. Documents comprising the bid

The bids prepared by the bidder shall comprise (i) technical bid and (ii) the financial bid.

- (i) The technical bid should be sealed in a separate cover and superscribed " Bid for Supply of Stationery " containing envelopes number T-1 and T-2. All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.
- (ii) The financial bid shall specify the rates / prices in the format (F-I) shown in the financial bid/price schedule and shall be in a separate envelop superscribed " Bid for Supply of Stationery -F1".
- (iii) Envelops Technical and Financial Bids Attend be placed in one packet superscribed. " Bid for Supply of Stationery ".

N.B. All the documents submitted in the bid must be legible and self attested.

Otherwise the bid shall be rejected

12. Bid Prices

The rates/ prices should be quoted in Indian Rupees only in words as well as figures, Inclusive of all charges etc. (if any as per the financial bid, **F-I**)

Only one price should be quoted for each item/ service and if more than one price is

Quoted under different options the rate quoted by him in the first option only will be valid and considered for evaluation.

Rates/ should be valid for one year from the date of signing of the agreement. Rates/ prices should remain fixed during the entire period of the contract. I.e. one year and shall not be subject to variation on any account. No claim for compensation or loss due to fluctuations or any other reasons/ causes will be entertained. A bid submitted with an adjustable price quotation will be treated as non responsive and will be rejected.

Before the expiry of the contract period the validity of the rates may be extended for one more year, if mutually agreed on the similar term and condition.

In general the rate may be considered as per lowest rate after adding all section A, B and C. The decision of the three men committee will be final for evaluation of financial bids.

Prices should be quoted for delivery at State Appellate Authority or at a venue as decided by State Appellate Authority within Patna Municipal Corporation area.

13. Bid Security

Bid Security of Rs 10,000/- for Bid for Supply of Stationery, State Appellate Authority, in the form of demand draft from any scheduled bank drawn in favour of “ **State Appellate Authority**” payable at Patna shall accompany the bid .

Bid Security shall remain valid for a period of 90 days beyond the final validity period of bids (120 days).

A bid received without Bid security shall be rejected as non responsive at

the Technical bid opening stage and returned to the bidder unopened therefore demand draft for the bid security must accompany/the forwarding letter submitted with bids.

Bid Security for lesser amount/Bid Security not submitted in the manner prescribed here will be rejected and returned to the bidder.

The submission of Bid Security is compulsory for all the Bidders and no exemption will be granted for submission of Bid Security in any case.

The Bid security of the unsuccessful bidders will be discharged / returned to them within **30 days** after finalization and award of the contract without any interest.

Furthermore bid security may be forfeited:

- (a) If a bidder withdraws his bid during period of bid validity specified in the bid document
- (b) In the case of successful bidder , if the bidder fails to :
 - (i) Sign the contract/Agreement.
 - (ii) furnish the Performance security within the specified time in the document.

14. Period of validity of bids

The bid shall remain valid and open for acceptance for a period of 120 days from the last date fixed for receiving the same. A bid valid for a shorter period shall be rejected by the Purchaser as non responsive.

15. Signing of the bids

The bid shall be typed or printed. All pages of the bid document shall be numbered consecutively and shall be signed by the bidder as proof of having read the contents therein and in acceptance thereof.

All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the authorized signatory may be attached.

The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person / persons signing the bid.

16. Submission of Bid

Sealing, Marking & Submission

The bid shall be submitted in accordance with the procedure detailed herein.

- (i) For each package Specified documents shall be enclosed in separate sealed envelope of appropriate size which shall be sealed.
- (ii) **Envelope No.T-1** Shall contain the bid security as indicated in clause 13 of these instructions to bidders along with a covering letter.
- (iii) **Envelope No.T-2** Shall contain all the information and documents in the same serial order as shown in the technical bid. A covering letter also may accompany the technical bid.
- (iv) **Envelope No.F-1** shall contains the rates / prices of the items duly filled in (schedule of rates) and signed and stamped (as financial Bid). The bidder must fill up quoted price against each item in the spaces provided in the respective columns along with a covering letter.

N.B. Price should not be indicated in any of the documents enclosed in envelope T-1 and / or T-2/. Financial bids should be submitted separately, in prescribed form in the sealed envelopes.

All the above envelopes shall be Superscribed " Bid for Supply of Stationery ". Bid No _____ Time and Date of opening of Technical Bids **17.00** Hrs on _____ and shall be sealed in a large envelope (large envelope also should bear the name of the work bid number, due date and time of opening) and addressed to **Secretary, State Appellate Authority, 5C-5D, Niyogan Bhawan, Bailey Road, Patna – 800001**, and must reach on or before by **16.00** Hrs. If the date on which the Bid is opened for acceptance is declared to be a holiday, the bids shall be deemed to remain open for acceptance till the next working day by specified time for earlier date.

Bids should be sent either through Registered Post or Speed Post at the address mentioned in clause 16.1

All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

The bidder shall seal the bid either with lah/Chapra or taping it on all required places of envelopes.

17. Deadline for submission of bids

Bids must reach the **Secretary, State Appellate Authority, 5C-5D, Niyogan Bhawan, Bailey Road, Patna –800 001** on or before the prescribed date and time i.e. on or before **23-05-2017 by 16:00 Hrs.** Either through Registered Post or Speed Post. Bidder should note that the bid received after due date and time due to postal delay will not be considered eligible for consideration.

Secretary, State Appellate Authority, 5C-5D, Niyogan Bhawan, Patna – 800 001, may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.

The responsibility for submission of the bids in time would rest with the bidder. For Postal delays or for any other cause late submission will not be condoned.

Bid submitted by Fax or by hand will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid.

Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

18. Modification and withdrawal of bids:

The bidder may modify or withdraw his bid after submission provided that the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for opening of Technical Bids.

The bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched as required in the case of bid submission in accordance with clause 16. A withdrawal notice may also be sent by telex/ fax but followed by a signed confirmation copy by post as per clause 17.4 which should be received by the Purchaser before the deadline for submission of bids

Subject to clause 17 no bid shall be modified subsequent to the deadline for submission of bids.

19 Bid Opening and Evaluation

Bid Opening (Specified for each package)

Envelop No. T-1 containing the bid security shall be opened by a three men Committee of State Appellate Authority constituted by secretary of the Authority at **17:00** hrs on the last date for submission of the bids in the presence of the bidders or their representatives duly authorized by the bidder who wish to be present. If the Bid Security is not found in prescribed mode, the bid shall be summarily rejected. Therepresentatives are required to bring photo identity card issued by the bidder and also a copy of the authorization as given in the **Annexure.IV**

Envelop No. T-2 containing the technical bid with all annexure shall then be opened Bids of, those bidders whose Bid security is found as prescribed shall be numbered serially by three men Committee. The bidder's names, documents submitted/ not submitted and such other details as the three men Committee, at its discretion may consider appropriate shall be announced at the bid opening.

The Technical Bid Evaluation committee formed in advance for this purpose, shall examine/evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (iii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. and put marks as per the weightage of each parameter decided and circulated in advance ,before the opening of technical bids. Committee may decide inadvance the minimum qualifying marks for technical bids, required for opening of financial bids. The committee will also decide beforehand the proportion of weightages for technical and financial parameters and the

basis of deciding lowest bidder. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and**

conditions of the bid document without material deviation.

The **financial bids** of technically qualified bidders , who should have been made aware about final position of bid and the date of opening of financial bid beforehand through website, only will be recommended for opening and consideration by the evaluation Committee. The said Committee will evaluate the bids to determine whether (i) bids are complete in all respects and substantially responsive (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) the bids are generally in order.

Envelop No.F-I: Containing the sealed price bid of bidders whose bid is found to have minimum qualifying marks in technical evaluation shall be opened at a subsequent date notified in advance by State Appellate Authority on its website.

Only summary of prices quoted by the bidders will be read out;

At any stage of bidding process, if it is found that any clause of this bid document is contradicting any other clause, it will be interpreted in the interest/ favour of the Purchaser.

20. Process to be confidential

After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

Any effort by the bidder to influence the Purchaser or members of the Technical evaluation committee or three men committee in the process of examination, clarification, evaluation and comparison of bids and decision concerning award of contract may result in the rejection of the bidder's bid.

21. Clarification of Bids

To assist in the examination, evaluation and comparison of bids, the Purchase committee/Secretary may ask bidders individually for clarification

of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids in accordance with Clause 22 hereof.

22. Determination of Eligibility & Responsiveness

The Three men Committee will determine whether the bid is **substantially responsive** to the requirements of the Bid documents. For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms & conditions and specifications of the bid documents without any deviation or reservation.

A bid which in relation to the cost estimates of the State Appellate Authority is unrealistically priced and which cannot be substantiated satisfactorily by the bidder may be rejected as non responsive.

23. Evaluation and Comparison of Bids

Only such of the bids as have been found to be substantially responsive to the requirements of the bid documents, in accordance with Clause 25, will be evaluated. Other non responsive bids will be rejected.

Bidders shall note that no preference of any nature will be given to any Bidder notwithstanding any custom, usage or instructions to the contrary

Evaluation of the bids will take into account, in addition to the bid amounts, the following factors;

- a) Arithmetical errors corrected in accordance with Clause 25.2
- b) Such other factors as may be considered to have a potentially significant impact on contract execution price and payments

Offers, deviation and other factors, which are in excess of the requirements of the bid documents or otherwise result in the accrual

of

unsolicited benefits to the Purchaser, shall not be taken into account in bid evaluation.

24. Technical evaluation.

Purchaser shall evaluate the technical bids to determine whether they are complete, whether documents have been furnished, properly signed and whether the bids are generally in order. Evaluation committee may fix weightage to the parameters on which bids are evaluated and may fix minimum qualifying marks.

Prior to financial evaluation, pursuant to clause 25, the Purchaser will determine the substantial responsiveness of each bid to the bid document.

A bid determined as not substantially responsive will be rejected by the purchaser and shall not subsequent to the bid opening be made responsive by the bidder by correction of the non conformity

The Technical Evaluation of the bids for package, will be carried out as per clause 19.

25. Financial Evaluation and comparison of substantially responsive technical bids

The purchaser shall shortlist those who are eligible and submitted substantially responsive technical bids (the evaluation of sample will be part of technical responsiveness for the package concern) for opening of financial bid. Successful bidders having obtained minimum qualifying marks decided by the Authority would be called to be present during opening of financial bids. The financial bids of unsuccessful bidders would not be opened. Three men committee in advance may fix the overall weightage of Technical parameters as well as of financial parameters for final consideration of lowest evaluated Responsive Bidder.

Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt

as follows:

- a) Incorrectly added totals will be corrected;
- b) In case there is any inconsistency between the rate and the value extended (after multiplication with the Bid quantity, the rate quoted shall prevail);

If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

The purchaser may waive any minor infirmity or non conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

26. Contacting the Purchasers.

Subject to clause 21 (clarification of bids) no bidder shall try to influence the Purchaser on any matter relating to the bid, from the time of the bid opening till the time contract is awarded.

Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

27. Award of Contract

Award Criteria

Subject to Clause 24 & 25, the contract shall be awarded with the final approval of the Chairperson to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated responsive bid.

28. Right to accept / reject any or all Bids

Notwithstanding Clause 24 & 25 the Secretary, State Appellate Authority, Niyojan Bhawan, Patna for State Appellate Authority reserves the right to accept or reject any bid including the lowest or to cancel the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.

29. Notification of Award

Prior to the expiration of the prescribed period of bid validity, the **Secretary, State Appellate Authority, Niyojan Bhawan, Patna – 800 001**, will notify the successful bidder.

The notification of award will constitute the formation of the contract/Agreement

Upon furnishing of Performance Security Deposit by the successful bidder in accordance with the provisions of Clause 3 of Terms & Conditions of the Bid, **Secretary, State Appellate Authority, Niyojan Bhawan, Patna – 800 001**, will promptly notify the unsuccessful bidders that their bids have been unsuccessful.

30. Signing of Agreement

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall fill the Agreement (**Annexure V**) in accordance with the terms and conditions included in the Bid Document and submit the same to The **Secretary, State Appellate Authority, Niyojan Bhawan,-800001 within a week of the date of receipt of notification of award from The Secretary, State Appellate Authority, Niyojan Bhawan, Patna – 800 001**

31. Annulment of the Award

Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to second lowest evaluated responsive bidder(L2) at the discretion of the Purchaser or call for new bids. If L2 Bidder refuses, the offer of award may be passed on to the next lowest bidder accordingly.

Purchaser reserves the right to disqualify the supplier for a suitable period who habitually fail to supply the services in time. Further, the suppliers whose services do not perform satisfactorily may also be

disqualified for a suitable period as decided by the Purchaser, in addition to forfeiture of Performance Security.

Purchaser reserves the right to blacklist a bidder for a suitable period in case he fails to honor his bid without sufficient grounds acceptable to the purchaser.

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Bid

Time & Date of submission of technical bids: 16.00 Hrs on

Time & Date of opening of Technical bids: 17.00 Hrs on

TERMS AND CONDITIONS OF THE BID

1. Application

The general conditions shall apply in contracts made by the Purchaser for the procurement of Services.

2. Standards

The services supplied under this contract shall conform to the standards prescribed specifications mentioned there against the services in the financial bid.

3. Performance Security Deposit (PSD).

PSD @ 10 % of order value of the contract will have to be made **within 7 days** of receipt of the communication of the selection of the bid in pursuance of clause 29.1 of instructions to the bidders.

PSD shall be in the form of (i) Demand Draft payable to **State Appellate Authority** should be from a nationalized banks payable at Patna or (ii) Bank Guarantee from the Banker of the Bidder.

The PSD should remain **valid** for a period of **ninety days** beyond the date of completion of all contractual obligations by the supplier including warranty/guarantee obligation/defect liability period, if any. Bid security will be refunded to the successful bidder on receipt of performance security without interest.

PSD can be withheld or forfeited in full or in part in case the work order is not executed satisfactorily within the stipulated period as per the terms of the contract.

4. Liquidated damages

Should the supplier fail to deliver the services within the period prescribed for delivery, the purchaser shall be entitled to recover the damage at the rate of 0.5% of the order value per work or 0.5% of the value the work for which the delivery is delayed for each week of delay, as the case may be, subject to a maximum of 10% of the order value with the concurrence of the purchase committee.

5. Force Majeure.

Neither party shall bear responsibility for the complete or partial nonperformance of any of his obligations (except for failure to pay any sum which has become due on account of supply of services under the provisions of the present Purchase Order/Contract) if the non-performance results from such force majeure circumstances such as, flood, fire, earthquake, civil commotion, sabotage, explosion, epidemic, quarantine restriction, strike, lock-out, freight embargo, Acts of the Government either in its Sovereign or Contractual capacity, hostility, acts of public enemy and other acts of God as well as war or revolution, military operation, blockade, acts or actions of State authorities or any other circumstance beyond the control of the parties that have arisen after the conclusion of the present Purchase Order/Contract.

- (a) In such circumstances, the time stipulated for the performance of an obligation under the Purchase Order/Contract may be proportionately extended.
- (b) The party for whom it has become impossible to meet the obligation under this Contract due to force majeure condition will notify the other party in writing not later than twenty one days from the date of commencement of the unforeseeable event. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform his obligations under the Purchase Order/Contract as far as Practical and shall seek all reasonable alternative means for performe not prevented by the force majeure event.
- (c) Any certificate issued by the Chamber of Commerce or any other competent authority or organization of the respective country

shall be sufficient proof of commencement and cessation of the above circumstances.

- (d) In case of failure to carry out complete or partial performance of an obligation for more than sixty days, either party shall reserve the right to terminate the Contract totally or partially. A prior written notice of 30 days to the other party will be given informing of the intention to terminate without any liability. This is exclusive of any damages as provided in this agreement.

6. Termination for Default

The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part ,if

- (a) the supplier fails to deliver any or all the items/services within the time period(s) specified in the Purchase order (P.O.), or any extension thereof granted by the purchaser;
- (b) the supplier fails to perform any other obligation(s) under the Contract; and the supplier, in either of the above circumstances, does not remedy his failure within a period specified by purchaser, after receipt of the default notice from the purchaser.

In the event the purchaser terminates the contract in whole or in part pursuant to para 6.1, the purchaser may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the supplier shall be liable to the Purchaser for any excess cost for such similar services. However the supplier shall continue the performance of the contract to the extent not terminated.

7. Termination for Insolvency

The Purchaser may at any time terminate the Contract by giving written notice to the supplier, without compensation to the supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

8. Set Off

Any sum of money due and payable to the supplier (including Performance Security Deposit refundable to him) under this contract may be appropriated by the purchaser or the State Appellate Authority or any other person(s) contracting through the Purchaser and set off against any claim of the Purchaser or State Appellate Authority or such other person or person(s) for payment of sum of money arising out of this contract or under any other contract made by the supplier with the Purchaser or State Appellate Authority or such other person(s) contracting through the - State Appellate Authority.

9. Settlement of disputes

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the **Chairperson, State Appellate Authority, Niyojan Bhawan, Patna – 800 001** or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

10. Mode of Payment.

Payment against Bill / Invoice shall be released only after execution of the work order satisfactorily and the quality of the items/service are found to the satisfaction of the State Appellate Authority. Payment will be made direct to the supplier through **A/c payee cheque/Bank Advice only** within 10 days of submission of Bill.

No request for any other mode of payment will be entertained. In general **no advance payment will be made, However, in the interest of work, the discretion with the Secretary will be binding upon both the parties for granting advance charging 18 percent of interest on it.**

11. Change in quantity.

Quantity under work given in the bid is approximate. It may vary upto 30 percent of the bid value.

12. Agreement.

The selected bidder on his own cost should sign an agreement with the State Appellate Authority(SAA) as per the specimen (**Annexure.....V**). The other details in the specimen agreement will be added as per the aims and objective of the work, Terms and conditions and other clauses of this bid document.

13. Purchaser's Rights

The State Appellate Authority reserves the right to accept/reject any or all the Bids in whole or in part or annul the bidding process without assigning any reason whatsoever.

The State Appellate Authority reserves the right to award the contract to more than one successful Bidder.

The State Appellate Authority reserves the right to relax/withdraw any of the terms and conditions mentioned in the Bid Document so as to overcome any problem encountered during the selection of the bidders and also during the course of the execution of the contract.

If a bidder after award of the contract violates any of the terms and conditions or fails to honor its commitment in the bid without sufficient grounds acceptable to the purchaser and within reasonable time, it shall be liable for penal clause and/or blacklisting for a suitable period. Bid security/performance security shall also be forfeited.

14. Delivery

The delivery of the services has to be as per schedule of delivery. However, State Appellate Authority reserves the right to change the above schedule of supply/services depending upon their urgent requirement especially during an event or occasion, any Budgeted activity under any component/section.

The place of delivery/work will of State Appellate Authority office or the

venue for different package/work will be mentioned in the Purchase order (P.O.) which will be within the boundary of Patna Municipal Corporation.

The Inspection Team of State Appellate Authority constituted by Secretary, State Appellate Authority, Niyojan Bhawan, Patna ,for this purpose, shall inspect the items/work on receipt to examine whether the items supplied/ work done are in conformity with the specified in terms of quality, and suitability of utilization. In case the inspection team rejects the consignment/work for not conforming to the approved quality the supplier has to replace the consignment ensuring conforming to the approved quality within the given time.

15. Penalty for substandard / inferior quality.

If it is found on inspection that service provided by the supplier is of substandard quality and not conforming to the required specifications, the supplier will not only have to re do the work with specified standard but they will also be liable to penalty clause or /and may be blacklisted and bid security/performance security will be forfeited.

If the supplier does not supply the items/ does not perform within the stipulated period as may be indicated. in the Purchase order, Purchaser reserves the right to arrange the supply from another source and the bidder will have to reimburse the additional expenditure, if any, incurred by the purchaser of the purchaser may appropriate the additional expenditure out of the amount of Performance security deposited by the bidder.

16. Validity of rates.

Rates quoted should be valid for one year from the date of signing of the contract. Bids quoting the rates valid for periods less than one year will be considered non responsive, However before the expiry of the contract period/ the validity of the rates may be extended for one more year on same rates on similar terms and conditions, if mutually agreed.

17. Supply in original packing.

The items (wherever applicable) shall be supplied in original packing/licensed version from the manufacturer clearly indicating quantity no., name of company, manufacturing date & Price. The supply shall be completed as prescribed in Purchase Order.

18. General/Others.

In no circumstances, the supplier shall appoint any sub-supplier or sub-lease the contract. If it is found that the supplier has violated these conditions, the order will be terminated forthwith without any notice and Performance Security Deposit will be forfeited.

The bidders will be bound by the details furnished by him / her to the purchaser, while submitting the bid or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for **legal action besides termination of contract.**

19. Jurisdiction:

All disputes arising out of the present Bid and subsequently out of the contract executed in furtherance of the present Bid shall be subjected to the Courts of jurisdictions at Patna exclusively. The place of Arbitration shall strictly be in accordance with the provisions of Indian Arbitration and Conciliation Act, 1996, as amended time to time.

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Scope of the Work and conditions

- 1 Address of the bidder :
2. Contact Details of the bidder:
 - (a) Tel. No. with STD (O)..... (Fax)..... (R).....
 - (b) Mobile No..... (c) E-mail..... (d) Website.....
3. Name of manufacturers/authorized distributors/dealers/Supplier/ Agency Societies/ Company/Trust service provider's :
4. Bidder's bank and its address and his current account number:
5. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern/Societies etc (Pl. attach copies of the relevant documents/certificates)
6. In case of supply of Goods CST/VAT/Excise Duty/TIN, etc. registration details (Pl. attach copies of the relevant documents/certificates)
7. In case of hiring of man power is required registration certificates relating to Bihar Private Security Act, Contract Labour Act, EPFO, ESIC and any other ,if applicable
8. copies of Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder
9. Copies of Income Tax Returns filed for the last three years should be attached
10. Annual turnover for the last three years
(Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)
11. Proof of experience in supplying the stationery and other items to PSUs/Govt. Depts (Copies of at least three Purchase Orders/Successful supply certificate received from Govt./ PSUs/Societies during each of the last three years should be enclosed)
12. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs/Societies as given in **Annexure –I**
13. The technical document of technical Bid (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed including **Annexure- I.**
14. Details of Award / Certificates of merit etc, if any, received from any organization have been attached copy as follows :-
 - i.
 - ii.
15. Duly filled in authorization for attending bid opening (**Annexure- IV**)

16. Any other information document: please specify

N.B. Bidders to ensure that all

(i) Pages have been signed and stamped by the authorized persons

(ii) Pages have been numbered

(iii) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

Name & Address of Firm.....

Authorized Signature & Seal of the Firm

SECRETARY
State appellate authority, Bihar

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY**TECHNICAL BID****Bid No 67/2016-04/2017 Date****Time & Date of submission of technical bids: 16.00 Hrs on****Time & Date of opening of Technical bids: 17.00 Hrs**

Head	Information Provided	Document Attached
1 Name of the bidder:		
2 Address of the bidder :		
3 Contact Details of the bidder: (a) Tel. No. with STD (O)..... (Fax).....		
4 Bidder's bank and its address and his current account number:		
5 Registration and incorporation particulars of the bidder indicating legal status such as company/Limited Liability Partnership/partnership firm/Sole proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)		
6 Copy of GST (other duties/levies, where legally livable and intended to be claimed, should be distinctly		

shown separately in the tender.) ,Plz. attach copies of the relevant documents/certificates		
7 copies of Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder		
8 Copies of Income Tax Returns filed for the last three years out of five years should be Attached		
9 Annual turnover for the last three out of five years (Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)		
10 Proof of experience of satisfactory supplying GOODS/SERVICES to PSUs/Govt. Depts (Copies of at least three Purchase Orders/ supply certificate received from Govt./ PSUs/Societies during each of the last three years should be enclosed)		
11 Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs/Societies as given in Annexure –II		

12 The technical document of technical Bid (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed including Annexure- III.		
13 Duly filled in authorization for attending bid opening (Annexure- III)		
14 Any other information document: please specify		

N.B. Bidders to ensure that all

- (iv) All Pages with annexure have been Self Attested/signed and stamped by the authorized persons
- (v) All Pages have been numbered
- (vi) Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated.....

**Name & Address of
Firm..... Authorized
Signature & Seal of the Bidder**

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Bid No 67/2016-04/2017 Date 13-04-2017

Time & Date of submission of technical bids: 16.00 Hrs on

Time & Date of opening of Technical bids: 17.00 Hrs on

Schedule of Rates (Financial Bid)

From,

To
Secretary
State Appellate Authority
5C-5D, Niyojan Bhawan, Bailey Road.
Patna 800001

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the bid document for supply of the items required –

My / our rates are as under-

Supply of Stationery Items on Scheduled Delivery basis in staggered manner for Office use

Name of the Firm :

Sl No.	Brief Description of goods	Quantity(Approx.)	Rate offered to SAA per unit Including VAT and all other taxes(R s.)	Total Price (In Rs.)	Sample Attached or not (Yes/No)
A	B	C	D	E =CxD	F
1	A 4 (210 x 297 mm,) size paper,75 GSM, Net Weight:2.3Kg, Thickness: 100 \pm 5 Micron,500 sheets per packet	100 Packet			
2	Legal Size Paper (Full scope), Size: 215 x 345 mm,75 GSM, Net Weight:2.8Kg,500 sheets per packet	100 Packet			
3	Correcting fluid & diluter / Whitener,15 ml.	50 Piece			
4	Correcting Pen	50 Piece			
5	Gum 700 ml	50 Bottle			
6	Gum 300 ml	50 Bottle			
7	Gum 150 ml	10 Bottle			
8	Gel Pen (Blue)	100 Piece			
9	Ball point pen refillable (Blue/ Black/Red)	100 Piece			
10	Hi tech point 0.5 Pen (Blue/ Black/Red)	100 Piece			

11	Gel Pen(/ Black)	100 Piece			
12	Refill Pen Black,0.45	100 Piece			
13	Refillable Fluid Ink System 0.5 mm Pen (B lue/ B lack/Red)	50 Piece			
14	Refillable Hi tech Fluid Ink System 0.5 mm Refill (B lue/ B lack/Red)	55 Piece			
15	Short Hand Pencil (H.B)	200 Piece			
16	White Board marker	50 Piece			
17	Sketch pen Big	50 Pac t			
18	Sketch pen Small	50 Pac t			
19	Glue stick (Small)	50 Piece			
20	Plastic Scale Big 12"	50 Piece			
21	Pencil (HB /2B)	50 Piece			
22	Rubber/ E raser	50 Piece			
23	Pencil Sharpener	12 Piece			
24	Paper Cutter	10 Piece			
25	Engagement Stand(A-4 Size)	10			

		Piece			
26	Spiral Notebook, 50 sheets	100 Piece			
27	Spiral Note Book,160 pages/ 21.6x14cm	100 Piece			
28	Stapler Big 24 No.	15 Piece			
29	Stapler Small 10 No	40 Piece			
30	Stapler pin 24/6, 20x50 size Big	100 Pac ket			
31	Stapler pin 10Nos Stapler Small	200 Pac ket			
32	Permanent Marker	50 Piece			
33	Highlighter(different Colour)	70 Piece			
34	White Adhesive 200 Gram	5 Piece			
35	White Adhesive 500 Gram	5 Piece			
36	Calculator 12 digit	5 Piece			
37	Calculator Scientific	6 Piece			
38	Crayons different color Big	10Pac ket			
39	Double hole Punching Machine	12 Piece			
40	Single hole Punching Machine	3 Piece			

41	Pencil Cup	12 Piece			
42	Dak Pad	10 Piece			
43	Signature Pad	10 Piece			
44	Vehicle Log book	24 Piece			
45	OHP Marker (6 pens per set)	05 set			
46	Tea Costar (6 costar /set)	10 set			
47	Rat killer/fly killer liquid,425 ml (260gm)	24Pie ce			
48	Room Freshener,200ml (Jasmine & Rose)	24Pie ce			
49	Mosquito repellent Liquid,60 Night	24Pie ce			
50	Mosquito repellent Liquid,45 Night	24Pie ce			
51	Printed Fly leaf with cloth line, (14" X10") Extra Thick, Standard/Classic	1000 Piece			
52	SAA Note sheet, 90 GSM green paper full Scape, as per design – 2 quire (192 page)	100 Packs			
53	Index/ Guard file, (14"X11"X3")	200 Piece			
54	Cover file,(14"X10")	250 Piece			
55	File Guard/ Board file	500 Piece			
56	Plastic file/folder	24 Piece			

57	Plastic Folder/Conference bag ,One Plus (elegant & smart)	50 Piece			
58	My clear bag button type plastic folder, single pocket	50 Piece			
59	Tape Brown, size –2”,Length =10 meter	40 Piece			
60	Tape Transparent, size – 1”,Length = 10 meter	40 Piece			
61	Short Hand Notebook	50 Piece			
62	Printed Notebook/Pad, 1 x 4 size, 50 sheets per pad, having 60 GSM paper	200 Piece			
63	Gems Clip (35mm) Big	12 Packe t			
64	All Pin, Sharp Point, Packet of 100 gm gross weight and 70 gm net weight	12 Packe t			
65	Ruled Register (Cloth Binding) Fancy Register – 2 quire (192 page)having 80 GSM Paper	24 Piece			
66	Ruled Register (Cloth Binding) Fancy Register – 3 quire (188page) having 80 GSM Paper	24 Piece			
67	Ruled Register (Cloth Binding) Fancy Register – 5 quire having 80 GSM Paper	40 Piece			
68	Ruled Register (Ordinary Binding) 1 quire(96 page) having 80 GSM paper, with 7x11” Cardboard Binding	50 Piece			

69	Cloth Duster,24" x 24" (Thin)	50 Piece			
70	Cloth Duster,36" x 36" (Thin)	50 Piece			
71	File Tag , Size 8", (50 tag per bunch)	5 Piece			
72	Flag Sticky Pad,1"Thick,100 sheets per bunch	2 Bundl e			
73	Scissor Small	1 Bundl e			
74	Scissor Big	150 Bunc h			
75	E nvelop 10"x4"size, made up by 75 GSM paper (White / Brown)	100 Piece			
76	E nvelop 11"x5"size, made up by 75 GSM paper (White / Brown)	20 Piece			
77	E nvelope A4 size Plastic coated, made up by 75 GSM paper (White / Brown)	25 Piece			
78	E nvelope A4 size Cloth coated, made up by 75 GSM paper (White / Brown)	1000 Piece			
79	Stock Register – 4 Coir made	4000 Piece			
80	Canon Cartridge 4700	1 Piece			
81	Canon Cartridge 1900	1 Piece			

82	Canon Cartridge 2525/30	1			
83	Tally Software For multi user	1			
84	Microsoft Office multi user	1			
85	Microsoft Windows 10/11 Pro multi user	1			

	up by 80 GSM Paper	Piece			
83	Paper Weight	12 Piece			
84	Tekua	12Pie ce			
85	ekgj xkykdj %dk; ky; l hy½	5 Piece			
86	ekgj nk ykbu	5Piece			
87	ekgj rhu ykbu	5 Piece			
88	ekgj pkj ykbu	5 Piece			
89	dHkj Qkby	100 Piece			
90	Stamp Pad	6 Piece			
91	Ink for Stamp Pad	6 Piece			
92	Cartridge for canon IR 2525 (Photostat Machine)	20 Piece			
93	Cartridge for canon Image class MF4700	10 Piece			
94	Cartridge for canon LB P 2900	10 Piece			
95	Cartridge/Tank for canon 3000 Inkjet Color Printer	10 Piece			
96	DVD (R)	100 Piece			
97	Pen drive 8/16/32/64 GB	10 Piece			
98	External Hard disk 2/4/8 TB	4 Piece			

99	Optical Mouse & Keyboard	10 Piece			
100	Antivirus License version single user/ multi user	15 Piece			
101	Ms Office License version single user/ multi user	15 Piece			
102	Tally 9.0 ERP or Higher Version single user/ Multi user	1 Piece			
	Total :=₹				
	Total Rupees				

Package II

- a) We agree to supply the above mentioned items in accordance with technical specification for a total contract price of Rs. (in words Rupees) Including taxes, Transportation etc. within specified days in the supply order.
2. We also confirm that the normal commercial warrantee/guarantee shall apply to the supplied items.
3. We also agree and abide with the terms and conditions stipulated in the bid document.

Dated.....

Name & Address of Bidder.....
Authorized Signature & Seal of the Bidder

N.B. for all above package :

1. The quantity in the Items list in all the package above may vary depending upon the actual usage.
2. Detailed specifications of items such as units, nos, /length/ make (brand/ make) should be given invariably of the items offered for which rates are quoted.

Annexure-II

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Bid No.

Time & Date of submission of technical bids: 15.00 Hrs on 30.11.2021

Time & Date of opening of Technical bids: 14.00 Hrs on 01.12.2021

Experience Certificate

I.....S/O,W/O.....
Resident of..... Patna, PIN declare that

My Company/Firm, having registered name M/sbearing
Registration no....., having official address
Patna, PIN.....has received Purchase/work Orders from Govt.
depts./ PSUs/Societies during three out of last five years are as below.

Sl.No.	Financial Year	Nature of work done	Amount of contract	Duration of work	Details of copy of order, other evidence attached
i					
ii					
iii					
iv					
v					

The details written above and annexures attached with, are true and correct. In case any information certificate submitted found to be false the bid submitted by me may be cancelled immediately, bid security money may be forfeited and penal action can also be taken for giving such false information.

Name and signature of Authorised Person

Stamp/Seal of the company/Firm

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Bid No

Time & Date of submission of technical bids: 15.00 Hrs on 30.11.2021

Time & Date of opening of Technical bids: 14.00 Hrs on 01.12.2021

Affidavit

I.....S/O,W/OResident
of..... Patna, PIN declare that;-

My Company/Firm having registered name M/s bearing
Registration no.....,having official address Patna,
PIN has never been blacklisted by government and private organization.

This affidavit has been sworn in respect of supply of Bid for supply of Stationery. The details is written in the bid documents and annexure attached wit are true and correct In case any information certificate submitted found to false the bid submitted by me may be cancelled immediately, bid security money may be forfeited and penal action can also be taken for giving such false affidavit.

Name and signature of deponent

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Bid No

Time & Date of submission of technical bids: 15.00 Hrs on 30.11.2021

Time & Date of opening of Technical bids: 14.00 Hrs on 01.12.2021

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub. : Authorization for attending the technical bid opening on_____and financial bid on_____of the bid for procurement of the Stationery and other items. Following person is here by authorized to attend the bid opening for the bid mentioned above on behalf of M/s._____(name of the bidder).

Name

specimen signature

Alternate representative

Name

specimen signature

Signature of the bidder Or

Officer authorized to sign the bid documents on behalf of the bidder

N.B. Permission will be denied incase the photocopy of the duly filled in form is not brought at the time of opening

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

Submission of Samples (wherever necessary)

Bid No

Time & Date of submission of technical bids: 15.00 Hrs on 30.11.2021

Time & Date of opening of Technical bids: 14.00 Hrs on 01.12.2021

UNDERTAKING

From

M/s.

.....

.....

To

Secretary

State Appellate Authority

5C-5D, Niyojan Bhawan, Bailey Road.

Patna 800001.

Dear Sir,

This is to inform that I / we are submitting the samples of the items for the package no for which I/ we have quoted our rates. In case of the bid going in our favour, I/we agree to supply the items as per the samples submitted (in terms of quality/ colour/shade / make /weight/ size, etc.)

Yours faithfully,

(Signature of the Bidder)

Name:

Designation with Seal of the Firm

Date:

BID FOR SUPPLY OF STATIONERY FOR STATE APPELLATE AUTHORITY

SPECIMEN AGREEMENT

To be executed at the time of entering into agreement before placing order.
Each page of this form shall be signed by the bidder for acknowledging that he/she has seen the terms and conditions of the agreement.

Agreement

The agreement is made on this _____ day of _____ 2021
between M/s _____ herein referred to as the Supplier carrying
on business under the name and style of M/s. of the one part.

and

State appellate authority (SAA), acting through the _____, herein after
referred to as the process on the other part whereas the said supplier has agreed with **State
appellate authority**, for supply of required Items in conformity with the requirements &
specifications.

Now this indenture witnessed that in consideration of the promise, it is
mutually agreed and declared between parties hereto as follows.

1. The Supplier agrees to undertake to supply **the items/services
i.e.** _____ as per the
requirement as agreed to in their bid letter no. _____ dated
_____ at the rates quoted by
him/them.
2. The supply of **the items/service i.e.** _____
which are not in conformity with the requirements/ specifications
are liable to be rejected.
3. This agreement shall be effective from _____ to _____.
The contract may be extended with the same terms and
conditions and rates for twelve more months with the consent of

both the parties. The supplier shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the purchaser. The supplier shall agree that the penalty @ one percent (1%) of the P.Os shall be imposed for each week of delay in delivery with reference to the delivery period given if he fails to deliver the same within the specified period mentioned in purchase order to maximum extent of 5% and penalty of 20% of P.Os shall be imposed for any substandard (inferior quality) / incomplete supply/services along with cancellation of work order.

4. The Performance security deposit paid by the supplier for due and faithful performance of the contract by the supplier of all and several covenants herein contained of his part to be observed with full power. **Secretary, State appellate authority, Niyojan Bhawan**, on behalf of the State appellate authority will be entitled to appropriate the said sum to any damage, penalties and other sums which the supplier may be required to pay in case the supplier fails to perform /fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
5. The Performance security deposit shall be released after three months after successful completion of the work at the end of the contract period including the extended period, if any
6. That all disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole arbitration of the Chairperson, State appellate authority, Niyojan Bhawan, Patna for State appellate authority or any person nominated by him. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

7. The Security Deposit is liable to be forfeited to the State appellate authority without any prejudice to any other rights and remedies of Parishad for State appellate authority in case the supplier fails to undertake the contract work, as per the work orders and as per the terms and conditions given in bid schedule during the currency of the contract including the extended period if any.
8. The Bid schedule, instructions to the bidders, scope of work of conditions, Terms and Conditions of the Bid and Bid Submitted by the suppliers shall also form part of this agreement.
9. That the supplier acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same.

In witness whereof, the parties hereunto have set their hands to this Deed on the day and year herein above mentioned.

Signature of the Supplier as above

The State Appellate Authority (SAA)
(Purchaser)

Signature:

Signature:

Name :

Name :

Address :

Address :

WITNESSES

1.

1.

2.

2.

Note : Other Terms and Conditions as per the concern package and objectives of the bid document will be added in this specimen's agreement

10.10.