



**Divisional office, Vishnu Cinema, Deepshikha Road, Begusarai – 851101**

**Ref: OS/ Empanelment/2024-27**

**Date:12.03.2024**

**NOTES & DECISION**

**Office Note to The Sr. Divisional Manager**

**Re Schedule of Empanellment 2024-27**

This is in continuation to Notes and Decision Ref. OS/Empanelment/2024-27 dated 11.03.2024 wherein the Competent Authority has given Approval to call for application for empanelment for under mentioned categories.

Schedule date and time of calling applications was as follows:

Publication of Notice in Newspaper(All Bihar Edition)---14.03.2024

Date of calling application - 15.03.2024

Last date of submission -05.04.2024 at 15.00hours

Date of opening -08.04.2024 at 11.00 hours by tender opening committee

Application Fee -590/-(incl GST)

Conditions for empanelment: 1) The firm/supplier should be in profession for at least 3 years.(Copy of proof must be enclosed) 2) The firm should be on the approved panel of at least 3 reputed Firms. 3) The Firm/supplier should have valid license and GST registration for undertaking the profession (copies of proof to be enclosed) 4) Annual Turnover should be as per item category (Attach Balance Sheet for last 3 years) 5) Competent authority may relax any of the conditions.

Minimum turnover in different Categories of items are as detailed below:-

Sl.	Item Category	Minimum Average Turnover (in lac) during last 3 financial year
1.	Supply / maintenance / servicing of Note Counting Machines, Fake-note detecting machines	5.00
2.	Supply / maintenance / servicing of Cash box, safe etc.	5.00
3.	Supply / maintenance / servicing of safety & firefighting equipment, fire alarm systems	10.00
4.	Supply / maintenance / servicing of water coolers, refrigerators, Air conditioners/desert coolers	10.00
5.	Supply / maintenance / servicing of purifiers, R.O. systems, dispensers, aqua guard	5.00
6.	Supply / maintenance / servicing of Glow sign, signage, flex, front / back lit boards, wall painting & advertising/Mobile Van/Hoardings	5.00
7.	Furniture fixture repair works	1.00
8.	Scrap dealers	1.00
9.	Binder services	1.00
10	Supply of Gift Items, momento, trophy, polished utensils, quilt, leather material, woolen cloth, stationery, electronic items- mobile/tablet/laptop/camera etyc, handicrafts, metallic items, gold silver items/coins, clock, watch, decorative items, torch,crockery, plastic goods, steel	5.00

	utensils,mixer/juicer, bags,trolleys,briefcase,dress material, clothes,readymade garments,towel, bedsheets, blanket, kallen, shawl, raincoat, umbrella and any other useful items as per requirement	
11	Pest control services	3.00
12	Travel agents Air/ Trains / Taxis	3.00
13	Repair & Maintenance of Electrical installations – (The firms must have electrical license)	5.00
14	Repair & Maintenance of Civil works	3.00
15	Preparation of I Cards/Visiting Cards	2.00
16	CAMC OF UPS	2.00
17	Supply and Maintenance of Battery( SMF & Tubular)	2.00
18	Supply/Maintenance/Serviceing of C.C.TV camera	5.00
19	Repair of printer heads, drums etc., refilling of toner cartridges, printer ribbons etc	2.00
20	Publication of advertisement in paper	5.00
21	Transportation Services Transportation of goods in the jurisdiction of Begusarai Divisional office	5.00
22	Supply of table and Office stationery	2.00
23	Hiring of service for Photostat	1.00
24.	Office upkeep services(supply of cleaning material)	2.00
25.	Supply/maintenance of Inverter	5.00
26.	Supply of electrical appliances i.e heat piller,Blower	3.00
27.	Supply of electronics equipment LED TV etc.	5.00
28.	Printing of leaflet and flex	2.00

Put up for approval-

1. Schedule of empanelment and terms and conditions.

**AO(OS)**

**Manager(OS)**

**Sr.Divisional Manager**