



## Zilla Swasthya Samiti, Keonjhar

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, KEONJHAR

(District Programme Management Unit, NHM)

Advt.No. 2461

Date: 19.06.2020

### TENDER CALL NOTICE FOR SUPPLY OF OFFICE STATIONARY (Tender)

Sealed tenders are invited from registered suppliers/agencies (with GST registration having GSTIN) for supply of office stationary to CDM & PHO, Keonjhar (NHM wing) for a period of one year on an annual rate contract basis. Details regarding the items, terms & conditions and formats for submission of tender may be downloaded from the website: [www.kendujhar.nic.in](http://www.kendujhar.nic.in). The tenders should reach the office of the undersigned by 8<sup>th</sup> July 2020 till 05.30 P.M. The tenders will be opened on 09.07.2020 at 12.30 PM. The undersigned reserves the right to accept/reject any or all the tenders without assigning any reason thereof.

Sd/-  
CDM & PHO, Keonjhar

  
19/06/2020  
Chief District Medical & Public Health Officer  
Keonjhar

## PROCUREMENT OF MISCELLANEOUS STATIONARY ITEMS ON ANNUAL RATE CONTRACT

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of miscellaneous stationary items to office of the CDM & PHO (NHM, Keonjhar) for a period of one year on annual rate contract basis.
2. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from our website: [www.keonjhamic.in](http://www.keonjhamic.in)
3. The tender will have to be submitted in two parts i.e. **technical bid (Cover-A)** and **price bid (Cover-B)**. The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as **"Tender for Supply of Miscellaneous Stationary Items on Annual Rate Contract Basis to CDM & PHO (NHM, Keonjhar) to advt. No- 2461 dtd.19.06.2020"**.

The tenders should be addressed to:

The Chief District Medical & Public Health Officer,  
District Head Quarter Hospital  
Keonjhar  
Pin Code- 758001

The last date & time of submission of tender is 8<sup>th</sup> July 2020 till 05.30 P.M. The tender shall be opened on 09.07.2020 at 12.30 PM in the conference hall of DTU, Keonjhar in the presence of tenderers or their authorized representative who may wish to be present. The tender document is to be submitted by post/courier services only.

It is requested that tender indicating the rate for different items be furnished in the specified formats as mentioned in the tender.

### Terms & conditions

It may be noted that rates shall be quoted against the brand of items mentioned below at Tender Format – Cover B (Price Bid) at Annexure-I & II. **Rates should not be more than MRP.** Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Cover A – Part 1, fulfilling all the terms & condition of the tender document], their **Price Bid** (Cover B - Part 2) shall **only** be opened.

1. The firm should have GSTIN.
2. The firm should have PAN
3. Photocopy of Income Tax Return for the year 2018-19.

Tender must be accompanied by **Tender document Cost** of **Rs.500/-** (Nonrefundable) and **EMD of Rs. 2,000/-** in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favor of **ZSS(RCH-II), Keonjhar** payable at keonjhar. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.

4. The firm will have to submit an **Affidavit** (*On original Stamp Paper of relevant value*) in the technical bid with the following clauses :-
  - a) Our organization has not been blacklisted by any Government Organization
  - b) Our organization does not have any legal suit / criminal case pending against it for violation of VAT/ST/CST Act/GST or any other law.
  - c) The CDM & PHO, Keonjhar will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
  - d) Our organization agrees to abide by all terms & conditions of tender
  - e) Our organization will quote prices inclusive of all taxes.
5. In the technical bid the firm will also have to submit the photocopies of PAN, GST registration having GSTIN and copy of IT Return copy for the year 2018-19.
6. The supplier selected shall have the responsibility to supply the stationary items mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of NHM, Office of the CDM & PHO, keonjhar.
7. This rate will be applicable for purchase of the stationary items for **one year** on an annual rate contract basis.
8. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
9. The supply of items shall be made immediately (within a day) after placement of supply order at the Office of the CDM & PHO, Keonjhar and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
10. The approved supplier shall have to furnish a performance security of Rs.2,000/-

in the shape of demand draft in favour of ZSS(RCH-II), Keonjhar payable at Keonjhar which will be retained till successful completion of the rate contract period. However, the EMD of Rs.2,000/- submitted by the approved bidder at the time of bid submission may be converted to Performance Security and in that case the approved bidder does not have to submit any additional performance security.

11. In case of failure on part of the approved supplier to supply the items mentioned at Annexure -I & II as per supply order within stipulated period, the CDM & PHO shall have the liberty to purchase those items from other sources and the approved supplier shall be liable to pay the excess amount which this office may have to incur being the different of actual amount of purchase minus the amount as per approved rates. Accordingly the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
12. For any dispute, decision of CDM & PHO shall be final.
13. All legal disputes are subject to the jurisdiction of Keonjhar court only.
14. The CDM & PHO, Keonjhar reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

Sd/-  
CDM & PHO  
Keonjhar

**TENDER FORMAT**

**Part -1**

**(Technical Bid) – Cover A**  
**(to be furnished in Cover A-Technical Bid)**

1	Name of the Organization	
2	Address of the Organization	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	GST registration acknowledgement	(Photo copy to be attached)
7	PAN	(Photo copy to be attached)
8	Draft number and date of the Tender Document Cost of Rs. 500/- (Non-Refundable)	(Draft to be submitted)
9	Draft number and date of the EMD of Rs. 2,000/-	(Draft to be submitted)
10	Copy of Income Tax Return for the year 2018-19	(Photo copy to be attached)
11	Affidavit of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against it for violation of ST/VAT/CST act/GST or any other law and agrees to abide by all terms & conditions of the tender.	(Affidavit in original stamp paper certified by Notary with clauses as mentioned in clause no. 4 of the terms & conditions)
13	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	

**DECLARATION**

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of by /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place :

Date :

Seal

**TENDER FORMAT****Part -II****(Price Bid) – Cover B****(to be furnished in Cover B-Price Bid)****Annexure-I (Office Stationary Items)**

SL. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive of all taxes	BRAND - II	Rate(Rs.) inclusive of all taxes	BRAND- III	Rate(Rs.) inclusive of all taxes
1	ALPIN 100 gm	BELL		GORILLA		BEST	
2	ALPIN MAGNETIC BOX	OMEGA		BELL		CELLO	
3	ARCH FILE CARD BOARD with Liver (14"x10")	SWETA		STAR		Shiva	
4	ARCH FILE PLASTIC 2-D Ring Binger ( 25 MM)	FILE MAX		TRIO		SAYA	
5	BINDER CLIP 19 mm	ODDY		CORPORATE		BAMBALIO	
6	BINDER CLIP 25 mm	ODDY		CORPORATE		BAMBALIO	
7	BINDER CLIP 41 mm	ODDY		CORPORATE		BAMBALIO	
8	BINDER CLIP 51 mm	ODDY		CORPORATE		BAMBALIO	
9	WHITE BOARD MARKER	REYNOLDS		CELLO		CAMEL	
10	BOARD PIN (Plastic top)	VIKRANT		GORILLA		ODDY	
11	BROWN TAPE (for PACKING) 2" and 50 mtr	ISO MARK		ISO MARK		ISO MARK	
12	BUDKING	Best quality		Best quality		Best quality	
13	CALCULATOR 12 DIGIT with Warranty	CASIO		BISTEC		CLARO	
14	Cash Register Legal size (number wise)	Anupam		Ahswini		Navneet	
15	CD 100 NOS PACK With pouch	MOSER BEAR pro		SONY		PHILIPS	
16	CD Album A4 Size 100 CD	Oddy					
17	CD JEWELL CASE 10 NOS PACK	MOSER BEAR		SONY		PHILIPS	
18	CELLO TAPE 1" and 50 mtr	PREMIER		CELLO		Hi-Tech	
19	CELLO TAPE 2" and 50 mtr	PREMIER		CELLO		Hi-Tech	
20	COLOUR CARD POST CARD SIZE (Per 100 Card)	Best quality		Best quality		Best quality	
21	COOLIN SPRAY 500 ML	P & G		HLL		Rekitbenkiser	
22	CD Mailer 20 nos. pack	Local		Local		Local	
23	COPIER PAPER Legal Size 70 GSM (500 Sheets)	IK		IMAGE		BILT	
24	COPIER PAPER A4 75 GSM - 500 Sheets	IK		IMAGE		BILT	

25	Correction Fluid with Diluter	KORES		CAMLIN		Luxor	
26	CORRECTION PEN	LUXORE		KORES		Camlin	
27	COVER FILE POLY COATED	ASHOKA		SWOSTI		LOTUS	
28	PENCIL CUTTER	NATRAJ		CELLO		APSARA	
29	CELLO TAPE DISPENSER	CELLO		OMEGA		KORES	
30	DRAWING SHEET full size	JK		IMAGE		Modi	
31	DVD -R (100 Nos. Pack) (DVD-R, 16X/4.7 GB) with pouch	MOSE BEAR pro		SONY		PHILIPS	
32	DVD RW (10 Nos. (Jewel case Pack)	MOSE BEAR pro		SONY		Local	
33	ENGAGEMENT STAND (12"x8.5") Size (Acrylic Fiber Transparent )	Omega		CELLO		PHILIPS	
34	Rubber ERASER 33mm x 17mm x 10mm	NATRAJ		CELLO		APSARA	
35	Paper Flag (self adhesive )- Colored (Four Colors) Size 1"X3 " ( 50x4 colors)	Oddy		Camlin		Trio	
36	Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"X3 " ( 50x4 colors)	Oddy		Camlin		Trio	
37	FLIP CHART (25 Sheets , 25 mm Grid rule)	Oddy		Best quality		Local	
38	Plastic Folder (Full Scape) with single bottom	KOLOR NINE KN-284F		KEA		SAYA	
39	Plastic Folder (Full Scape) Clear Bag with single bottom	KOLOR NINE KN-412F		KEA		SAYA (Natraj) (SY339)	
40	Plastic Folder Two Packet (Full Scape) with single bottom	KOLOR NINE KN-216F		KEA		SAYA	
41	Folder Executive (Full Scape)	KOLOR NINE		KEA (KW4021L)		FALCON (7536 N)	
42	Executive Folder Leather Finish	KOLOR NINE		KEA - KW 503		SAYA	
43	L FOLDER A4	Worldone		KEA		SAYA	
44	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)	ODDY					
45	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)	ODDY					

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46	GUM tube 50 ml.	KORES		Fevigum		FEVICOL	
47	GUM STICK 15gm	ODDY		FEVISTIC		CAMEL	
48	HIGHLIGHTER	FABER CASTELL		CELLO		LUXOR	
49	JAMES CLIP PLASTIC COATED (100 CLIPS)	ZEN		ODDY		BEST	
50	Letter Despatch / Receive Registers ( number wise)	Anupam		Ajanta		Sweta	
51	Mounting Tape ( Double side foam tape) 24mm	Oddy		Cello			
52	File Packing Cloth Markin ( red) per 1 Mtr						
53	OHP SHEET A4 (100 Sheet Pack)	ODDY		TECNOBA			
54	PAPER CUTTER MRP 10/-	NATRAJ		CLARO		KORES	
55	PAPER TRAY PLASTIC (Full Scape)	M-PLATIC		CELLO		SUPREME	
56	PAPER WEIGHT glass (square Shape)	LOCAL					
57	PAPER WEIGHT Fiber (square Shape)	LOCAL					
58	PARMANET MARKER ( OHP)	RENOLDS		CELLO		FABER CASETL	
59	PEN ( MRP- 5/-)	Reynold		CELLO		LINC	
60	PEN ( Use & Trough)	LINC		Elkos		Rider	
61	PEN MRP 10/-	Reynold		CELLO		LINC	
62	PEN MRP 30/-	Reynold		CELLO		LINC	
63	Pen MRP 60/-	Reynold		CELLO		LINC	
64	Pencil	NATRAJ		Faber casel		APSARA	
65	PENCIL BATTERY AAA- MRP-not less than Rs.12/-	EVEREDY		Duracell		Nippo	
66	PENCILL BATTERY AA - MRP-not less than Rs.12/-	EVEREDY		Duracell		Nippo	
67	Peon Book	OXFORD		SWETA		Local	
68	PUNCHING MACHINE DOUBLE	KANGARO		KORES			
69	PUNCHING MACHINE DOUBLE Heave duty	KANGARO		KORES			
70	PUNCHING MACHINE SINGLE	KANGARO		KORES			
71	ROOM AIR FRESHNER (Spray) 125 gm / 234 ml	Ria		Ambipure		Midas care	
72	Rubber ring elastic 100 gm Pkt 2"						

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73	Register (Ruled) number wise	Anupam		Navneet		Sweta	
74	SCALE STEEL 12" THIKNESS NOT LESS THAN 1 MM	NATRAJ		CELLO			
75	SCISSORS 12" Plastic handle	DE XIAN		GORILLA		GODREJ	
76	SCISSORS 6" Plastic handle	DE XIAN		GORILLA		GODREJ	
77	SKETCH PEN (Pkt. of 10)	LUXORE		FABER CASETL		CAMEL	
78	STAMP PAD 8 CMx12CM	KORES		CAMEL		FABER CASETL	
79	STAMP PAD INK 100mL	KORES		CAMEL		FABER CASETL	
80	STAPPLER PIN MEDIUM 24/6	KANGARO		KORES			
81	STAPPLER PIN SMALL NO-10 1M	KANGARO		KORES			
82	STAPPLER PIN BIG 26/10	KANGARO		KORES			
83	STAPPLER HEAVY DUTY	KANGARO		KORES			
84	STAPPLER MIDIUUM HD 45	KANGARO		KORES			
85	STAPPLER SMALL 10M	KANGARO		KORES			
86	STENO KHATA 100 Pages	OXFORD		MBD			
87	STIKY PAD ( 3" x3")	ODDY		TRIO			
88	STIKY PAD ( 4" x4")	ODDY		TRIO			
89	STOCK REGISTER 360 Pages (Legal size)	Anupam		Ashwini		Eagle	
90	TAG ( 50 Nos.) 5.5 inch white thread	Local		Local		Local	
91	Towel for Chair (88X175) CM	Bombay dying		Khadi		Local	
92	Towel Hand ( 16"x24")	Bombay dying		Khadi		Local	
93	Visiting Card Holder -120 cards with cover (11cmx19cm)	Trio		KEA		Saya	
94	Writing Pad 5 subject , Pages 300 size 14x21.6 CM Spiral	Bilt		Luxor		Other	
95	Writing pad 160 pages 70 GSM spiral size 14x21.6 CM single ruled	Bilt		Luxor		Other	
96	WRITING PAD SPIRAL 1/6 ( 100pages)	BILT		Luxor		SCOLAR	

97	WRITING PAD GENERAL 70 GSM 40 PAGES	PRINTED					
98	HARD BOARD FILE WITH LACE,						
99	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)						
100	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size:25 CM x 30 CM)						

**Pl. mention the % of GST included in the above price: \_\_\_\_\_**

Note : The bidder have quote for all Items (may not be for all brands)

**ANNEXURE-II (Miscellaneous Stationary Items)**

SL .	ITEMS	BRAND	Rate(Rs.) inclusive of all taxes
1	Acid for Sanitary use ( 1 Lt. Bottle)	Local	
2	Broom (Alandhu Jhadu)	Local	
3	Broom big size (Phul Jhadu)	Local	
4	Broom big size (Khadika Jhadu)	Local	
5	BUCKET 15 LT.	CELLO	
6	CALLING BELL CORD LESS with remote	Cona	
7	LED Bulb 9 Watt	Eveready/HPL/Syska/Philips	
8	LED Bulb 14 Watt	Eveready/HPL/Syska/Philips	
9	CFL Bulb 20 Watt	Philips/Bajaj/Havels/Philips	
10	Door Mat plastic Grass type (rate per sq.ft)	Doormat	
11	Four pole MCB Switch 100 amp	Legrad/Havels/ (4P C100)	
12	Double pole MCB Switch 16 amp	Legrad/Havels/ ( 2P C16)	
13	Double pole MCB Switch 32 amp	Legrad/Havels/ ( 2P C32)	
14	Double pole MCB Switch 63 amp	Legrad/Havels/ ( 2P C63)	
15	Dustbin 100 LT. with Swinging Cover	Local	

16	Dustbin 10 LT.	Local	
17	Dustbin 10 LT. with foot operated cover	Local	
18	Detergent Powder ( per KG)	Henko/Nirma/Tide/Surf Excel	
19	Extension Cord 5 Mtr with 5 sockets	Cona/Anchor	
20	Harpic 400 ml.	Reckitt Benckiser	
21	Holder for Ball Plastic	Bajaj/Acher	
22	Hit Spray 200ml	Godrej	
23	Liquid soap 500 ml (Bottle with spray)	Detol/Lifebouy	
24	Lock 7 Leavers with 3 Keys	Godrej	
25	Mosquito Liquid	Goodnight active	
26	Mosquito Repelling Machine	Goodnight	
27	Napthalin Chocolate 200 gm.	Freshmoz /Odnil	
28	Room Freshener : Odonil /Freshmoz - 50 gm.	Freshmoz /Odnil	
29	Phenyl ( 1 Lt Bottle)	Sanitol/Local	
30	Power Switch ( D P) for AC 32 Amp	Cona/Anchor	
31	Single pole MCB Switch 100/125 amp	Legrad/Havels	
32	Single pole MCB Switch 63 amp	Legrad/Havels	
33	Sutuli Bondle (250gm) Jute	Local	
34	Towel for vehicle/ Office Chair	Bombay Dying	
35	Tube Light 40 WATT - 4'	Philips/Bajaj	
36	Tube Light starter	Philips/Cona/bajaj	
37	Tube Light Choke ( Electronics)	Philips/Bajaj	
38	Water Bottle Plastic (1 Lt.) decorative coloured	MILTON ( Pet)	
39	Floor Wiper with Stick ( 5')	Local	
40	Floor MOP ( Pochha) with Stick ( 5')	Local	
41	Latin hand brush plastic	Local	
42	Basin Hand brush plastic	Local	
43	CFL Lamp ( 18 watt) 4 pole	Havels/ Philips	

**Pl. mention the % of GST included in the above price: \_\_\_\_\_**

Note : The bidder have to quote for all Items (may not be for all brands).

(Signature and seal of the authorized signatory)

Place :

Date :

HC  
19/06/2020

CDM & PHO  
Keonjhar