



CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER : KEONJHAR
(ZILLA SWASTHYA SAMITI (ZSS),KEONJHAR)



Advt. Letter No 5283.....

Date 29.11.2024.....

TENDER CALL NOTICE FOR SUPPLY OF OFFICE STATIONARY

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 annual rate contract basis. Details regarding the items, terms & Condition and formats for submission of tender may be downloaded from the website i.e. kendujhar.odisha.gov.in. The tender document should reach the office of the undersigned by **19th Dec-2024 till 5: 00PM** through **Regd Post/Speed Post/Courier** only & should be super scribed on the top of the envelope **"Tender for supply of Office Stationary"** . The tender will be opened on dt. **20.12.2024 at 11.0 AM** in **NHM Conference hall,Keonjhar** in presence of the Purchase committee members & bidders.

The undersigned reserves the right to accept/reject any or all the tenders without assigning any reason thereof.

Sd/-Chief District Medical & Public Health Officer, Keonjhar


29/11/2024
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: kendhujhar.odisha.gov.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-5283 dtd. 29.11.2024.**".

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 **19th Dec 2024** till **05.00 P.M.** The tender shall be opened on **20th Dec 2024 at 11.00 AM** 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 Agency should be registered with the appropriate registration authority.
2. The firm should have GST registration in the same business.
3. The firm should have PAN.
4. Photocopy of Income Tax Return for the financial year 2020-21, 2021-22 & 2022-23.

5. All the documents submitted must be signed by the authorized signatory of the organization in each page with seal.

Tender must be accompanied by **Tender Document Cost** of **Rs.500/-** (Non-refundable) and **EMD of Rs. 2,000/-** (Refundable) in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favor of **ZSS(NON-NRHM), Keonjhar** payable at keonjhar. Tenders not accompanied by tender document cost & EMD will not be considered and entertained. EMD of unsuccessful bidders 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.

6. The firm will have to submit an **Affidavit** (*On original Stamp Paper of relevant value (Rs.20/-) 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 taxes 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.

7. 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 financial year 2020-21, 2021-22 & 2022-23.

8. 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.

9. This rate will be applicable for purchase of the stationary items for **one year** on an annual rate contract basis.

10. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.

11. 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.

12. The approved supplier shall have to furnish a performance security of Rs. 2,000/- in the shape of demand draft in favour of ZSS(NRHM), 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.
13. 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.
14. For any dispute, decision of CDM & PHO shall be final.
15. All legal disputes are subject to the jurisdiction of Keonjhar court only.
16. 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	Registration with appropriate authority	(Photo copy to be attached)
7	GST registration acknowledgement	(Photo copy to be attached)
8	GSTR-9 for the year 2023-24.(Annual GST Return)	(Photo copy to be attached)
8	PAN	(Photo copy to be attached)
9	Draft number and date of the Tender Document Cost of Rs. 500/- (Non-Refundable)	(Draft to be submitted)
10	Draft number and date of the EMD of Rs. 2,000/-	(Draft to be submitted)
11	Copy of Income Tax Return for the financial year 2020-21, 2021-22 & 2022-23.	(Photo copy to be attached)
12	Affidavit of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against it for violation of Taxes/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. 6 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 Stationery Items)

Name of the Items	Rate(Rs.) inclusive of all taxes
ALPIN 100 gm	
ALPIN MAGNETIC BOX	
ARCH FILE CARD BOARD with Liver (14"x10")	
ARCH FILE PLASTIC 2-D Ring Binger (25 MM)	
BINDER CLIP 19 mm	
BINDER CLIP 25 mm	
BINDER CLIP 41 mm	
BINDER CLIP 51 mm	
WHITE BOARD MARKER	
BOARD PIN (Plastic top)	
BROWN TAPE (for PACKING) 2 " and 50 mtr	
BUDKING	
CALCULATOR 12 DIGIT with Warranty	
Cash Book (Single Column) (number wise)	
No-4	
No-6	
No-8	
No-10	
No-12	
Register (Rolling) (Number Wise)	
4 Nos.	
6 Nos.	
8 Nos.	
10 Nos.	
20 Nos.	
CELLO TAPE 1" and 50 mtr	
CELLO TAPE 2" and 50 mtr	
COLOUR CARD POST CARD SIZE (Per 100 Card)	
COOLIN SPRAY 500 ML	
COPIER PAPER Legal Size 70 GSM (500 Sheets)	
COPIER PAPER A4 70 GSM – 500 Sheets	
COPIER PAPER A4 75 GSM – 500 Sheets	

Correction Fluid with Diluter	
CORRECTION PEN	
COVER FILE POLY COATED	
PENCIL CUTTER	
CELLO TAPE DISPENSER	
DRAWING SHEET full size	
ENGAGEMENT STAND (12"x8.5") Size (Acrylic Fiber Transparent)	
Rubber ERASER 33mm x 17mm x 10mm	
Paper Flag (self adhesive) - Colored (Four Colors) Size 1"x3 " (50x4 colors)	
Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"x3 " (50x4 colors)	
FLIP CHART (25 Sheets , 25 mm Grid rule)	
Plastic Folder (Full Scape) with single bottom	
Plastic Folder (Full Scape) Clear Bag with single bottom	
Plastic Folder Two Packet (Full Scape) with single bottom	
Folder Executive (Full Scape)	
Executive Folder Leather Finish	
L FOLDER A4	
Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)	
Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)	
GUM tube 50 ml.	
GUM STICK 15gm	
HIGHLIGHTER	
JAMES CLIP PLASTIC COATED (100 CLIPS)	
Letter Despatch / Receive Registers (number wise)	
Mounting Tape (Double side foam tape) 24mm	
File Packing Cloth Markin (red) per 1 Mtr	
OHP SHEET A4 (100 Sheet Pack)	
PAPER CUTTER MRP 10/-	
PAPER TRAY PLASTIC (Full Scape)	
PAPER WEIGHT glass (square Shape)	
PAPER WEIGHT Fiber (square Shape)	
PARMANET MARKER (OHP)	
PEN (MRP- 5/-)	

PEN (Use & Trough)	
PEN MRP 10/-	
PEN MRP 15/-	
PEN MRP 20/-	
PEN MRP 25/-	
PEN MRP 30/-	
PEN MRP 50/-	
PEN MRP 80/-	
PEN MRP 100/-	
PENCIL with ERASER-	
PENCIL BATTARY AAA- MRP-not less than Rs.12/-	
PENCIL BATTARY AA -MRP-not less than Rs.12/-	
Peon Book	
PUNCHING MACHINE DOUBLE	
PUNCHING MACHINE DOUBLE Heave duty	
PUNCHING MACHINE SINGLE	
ROOM AIR FRESHNER (Spray) 125 gm / 234 ml	
Rubber ring elastic 100 gm Pkt 2"	
SCALE STEEL 12" THIKNESS NOT LESS THAN 1 MM	
SCISSORS 12" Plastic handle	
SCISSORS 6" Plastic handle	
SKETCH PEN (Pkt. of 10)	
STAMP PAD 8 CMx12CM	
STAMP PAD INK 100mL	
STAPPLER PIN MEDIUM 24/6	
STAPPLER PIN SMALL NO-10 1M	
STAPPLER PIN BIG 26/10	
STAPPLER HEAVY DUTY	
STAPPLER MIDIUH HD 45	
STAPPLER SMALL 10M	
STENO KHATA 100 Pages	
STIKY PAD (3" x3")	
STIKY PAD (4" x4")	
STOCK REGISTER 360 Pages (Legal size)	
TAG (50 Nos.) 5.5 inch white thread	
Towel for Chair (88X175) CM	

Towel Hand (16"x24")	
Visiting Card Holder -120 cards with cover (11cmx19cm)	
Writing Pad 5 subject , Pages 300 size 14x21.6 CM Spiral	
Writing pad 160 pages 70 GSM spiral size 14x21.6 CM single ruled	
WRITING PAD SPIRAL 1/6 (100pages)	
WRITING PAD GENERAL 70 GSM 40 PAGES	
WRITING PAD GENERAL 70 GSM 20 PAGES	
HARD BOARD FILE WITH LACE	
Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)	
Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size:25 CM x 30 CM)	
Room Fresher	
Single Puncher (MANUAL- Without Spring)	
Staff Attendances Register	

ANNEANNXURE-II (Miscellaneous Stationary Items)

ITEMS	Rate(Rs.) inclusive of all taxes
Acid for Sanitary use (1 Lt. Bottle)	
Broom (Alandhu)Jhadu)	
Broom big size (Phul)Jhadu)	
Broom big size (Khadika)Jhadu)	
BUCKET 15 LT.	
CALLING BELL CORD LESS with remote	
LED Bulb 9 Watt	
LED Bulb 14 Watt	
CFL Bulb 20 Watt	
Door Mat plastic Grass type (rate per sq.ft)	
Four pole MCB Switch 100 amp	
Double pole MCB Switch 16 amp	
Double pole MCB Switch 32 amp	
Double pole MCB Switch 63 amp	
Dustbin 100 LT. with Swinging Cover	
Dustbin 10 LT.	
Dustbin 10 LT. with foot operated cover	
Detergent Powder (per KG)	
Extension Cord 5 Mtr with 5 sockets	
Harpic 400 ml.	
Holder for Ball Plastic	
Hit Spray 200ml	
Liquid soap 500 ml (Bottle with spray)	
Lock 7 Leavers with 3 Keys	
Mosquito Liquid	
Mosquito Repelling Machine	
Napthalin Chocolate 200 gm.	
Room Freshener : Odonil/Freshmoz – 50 gm.	
Phenyl (1 Lt Bottle)	
Power Switch (D P) for AC 32 Amp	
Single pole MCB Switch 100/125 amp	
Single pole MCB Switch 63 amp	
Sutuli Bondle (250gm) Jute	

Towel for vehicle/ Office Chair	
Tube Light 40 WATT - 4'	
Tube Light starter	
Tube Light Choke (Electronics)	
Water Bottle Plastic (1 Lt.) decorative coloured	
Floor Wiper with Stick (5 ')	
Floor MOP (Pochha) with Stick (5 ')	
Latin hand brush plastic	
Basin Hand brush plastic	
CFL Lamp (18 watt) 4 pole	

(Signature and seal of the authorized signatory)

Place :

Date :


 29/11/24
 Chief District Medical & Public Health Officer
 Keonjhar