



**PANDIT RAGHUNATH MURMU
MEDICAL COLLEGE & HOSPITAL,
BARIPADA, MAYURBHANJ**

Tender Reference No. 1594 PRM MCH/2023-24 Dt. 24.04.2023

**TENDER DOCUMENT
FOR
"SUPPLY OF MISCELLANEOUS STATIONARY ITEMS"**

**Address for correspondence – The Office of the
Superintendent, PRM MCH, Baripada
At/Po- Baripada, Dist- Mayurbhanj, Odisha
Pin- 757001**


24-4-23
Superintendent
PRM MCH, Baripada

NOTICE INVITING PROPOSAL

TENDER DOCUMENT FOR PROCUREMENT OF MISCELLANEOUS STATIONARY ITEMS ON ANNUAL RATE CONTRACT BASIS

Sealed tenders are invited from interested agencies having adequate experience in taking up the "**Supply of Miscellaneous Stationary Items**". Interested Bidders can obtain the tender document containing detailed terms and conditions, scope and eligibility criteria by downloading the same from the district website www.mayurbhanj.nic.in. The cost of the tender document **Rs. 1,000/** - shall be submitted along with the proposal (Technical) in the form of Demand Draft in favor of SUPERINTENDENT, PRM MCH, Baripada payable at Baripada.

The proposals (both technical and financial) by eligible Bidders shall reach the Office of the under signed within due date and time (**i.e. 15.05.2023 till 1 PM**) in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post or courier service.

Key Information:

Sl. No.	Particulars	Information
1	Start Date of availability of tenderdocument in the official website of Mayurbhanjdistrict	25.04.2023
2	Pre bid discussion	02.05.2023 at 11.30 AM At- Committee Hall of PRM MCH, Baripada.
3	Closing Date of availability of tenderdocument in the official website & Last date and time for receipt of proposal	15.05.2023 (till 1 P.M)
4	Cost of tender Document (Nonrefundable)	Rs. 1,000.00
5	Opening of Bid	16.05.2023 at 11.30 AM
6	EMD in form of demanddraft Receipt in favour of SUPERINTENDENT, PRM MCH, Baripada	Rs.5,000.00
7	Address for submission of Tender	OFFICE OF THE SUPERINTENDENT,PRM MCH, Baripada, Mayurbhanj Pin No:757001, Odisha
8	Address for opening of Tender	Committee Hall of PRM MCH , Baripada

Note: In case the closing date / last date for receipt of proposal happens to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place.

The Authority reserves the right to reject any or all tenders without assigning any reason thereof.


SUPERINTENDENT
PRM MCH, Baripada
PRM MCH, Baripada

TENDER DOCUMENT FOR MISCELLANEOUS STATIONARY ITEMS


1. Sealed tenders are invited from interested agencies having adequate experience in "Supply of Miscellaneous Stationary Items assignments.
2. Interested bidders may obtain details terms and conditions from "tenders" link of Mayurbhanj website www.mayurbhanj.nic.in for taking up this assignment. The sealed tender will be received through Registered Post / Speed Post/courier only on or before dt.**15.05.2023 till 1 PM**. The bids received through hand /Telex / Telegrams / Fax / Email shall not be acceptable. The bids will not be accepted after last date and time specified in the tender document. It will be opened on Dt. **16.05.2023 at 11.30 A.M** in the Committee Hall of PRM MCH, Baripada.
3. The bidders shall ensure that each page of the tender document is to be signed with authorized signatory and organization seal.
4. The tender will be in two parts i.e. **Technical bid. (Cover-A)** and **price bid (Cover-B)**. The bidders should give their technical and financial proposal separately in two envelopes and should be put into another cover super scribed as **"Tender for "Supply of Miscellaneous Stationary Items" in reference to advt. no- _____"**.
5. The technical bid and price bid should be sealed in separate envelope otherwise bid will be rejected. The bid will be rejected for any shortfall of required documents as per terms and conditions. There is no further add-on of documents are allowed in the future. The tenders should be addressed to :
Superintendent PRM MCH, Baripada
At/Po- Baripada
Dist- Mayurbhanj, 757001
6. Bidders who qualify in the technical bid will only be eligible for financial evaluation.
7. Quantities may be increased / decreased by the tender inviting authority as per the requirement.
8. The quoted price shall remain valid for a period of 1 year from the date of approval.
9. The items should be supplied and installed maximum within 07 days from the date of purchase order / award of work. The Superintendent, PRM MCH, Baripada reserves the right to cancel the order in the case of delay in delivery of all the items.

10. It would be the responsibility of the Bidder's representative (only one person per bidder) to be present at the venue of opening of Bids. In case of absence of any bidder then bid document will be opened by the committee members.
11. The items delivered should be as per the specification mentioned with clear visibility of contents. If found defective, the same has to be replaced immediately within seven days & total cost will be borne by the concerned awarded party.


24-4-23

**Superintendent
PRM MCH, Baripada**

TERMS AND CONDITIONS

Terms & Conditions		Documents to be Submitted
1	The organization should have registered with GST.	Photo copy of GSTIN Certificate
2	The organization should have valid PAN	Photo copy of PAN
3	Tender paper cost of Rs. 1,000/- (Nonrefundable) by way of Demand Draft drawn on any Nationalized Bank in favour of "Superintendent PRM MCH, Baripada," payable at Baripada.	Demand Draft on any nationalized bank.
4	<p>Tender must be accompanied by E.M.D of Rs.5,000/- by way of Demand Draft drawn on any Nationalized Bank in favour of "Superintendent PRM MCH, Baripada" payable at Baripada. E.M.D of unsuccessful bidder will be returned without interest on finalization of bid. E.M.D of successful bidder will be retained & will be refunded on successful completion of the job without interest.</p> <p>However, as per the Finance Department, Govt. of Odisha office memorandum no. 21926 dated 12.8.2015, the local MSEs (Micro & Small entrepreneurs) registered with respective DICs, Khadi, Village, Cottage & Handicraft Industries, OSIC and NSIC are exempted from submission of EMD while participating in tenders of Govt. Departments and Agencies under its control. It is further clarified that the above exemption is applicable to local MSEs registered in Odisha only. This exemption to the local MSEs shall be applicable if the kind of service as required under this tender enquiry is clearly specified against the details of the service to be provided in their DIC / NSIC registration certificate (to be furnished in the technical bid).</p>	<p>Demand Draft on any nationalized bank.</p> <p style="text-align: right;">  Superintendent PRM MCH, Baripada </p>

5	<p>The organization will have to submit an Affidavit (On original Stamp Paper of relevant value) with the following clauses:-</p> <ol style="list-style-type: none"> 1. It has not been blacklisted by any Government Organization 2. The organization does not have any legal suit / criminal case pending against it. 3. The office will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization. 4. That the organization agrees to abide by all terms & conditions of tender. 	Original Affidavit in Non-Judicial stamp paper (Annexure-II)
6	All the supporting documents must be self-attested by the authorized signatory.	
7	Income tax return acknowledgement for the F.Y. 2019-20, 2020-21 & 2021-22 (Photo copy be attached)	
8	Conditional Tenders are liable to be rejected. The tender, which is not as per the required specifications, will not be considered.	
9	The successful bidder/ bidders should supply within the stipulated period i.e. 07 days from date of receipt of purchase order from Superintendent, PRM MCH, Baripada. If the bidder fails to supply within the time the Superintendent reserves the right to cancel the order.	
10	The Superintendent PRM MCH, Baripada will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory completion of the job and submission of bill in that regard.	
11	The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract in the tender. The supply of items shall be made immediately according to volume after placing the supply order by the Office of Superintendent, PRM MCH, Baripada and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis.	
12	Under no circumstance shall the organization appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.	
13	Rates quoted against this tender notice shall remain valid up to 12 months after award of first contract and may be extendable up to next tender with due consent from both parties. No request for increase in rates, if any, will be allowed or entertained during this period.	

14	The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.
15	The tender should reach in prescribed format to the “Superintendent PRM MCH, Baripada, AT/Po. - Baripada PIN-757001” only through Speed Post/Regd. Post/courier on or before 15.05.2023 till (1 P.M) . The tender shall be opened on 16.05.2023 at 11.30 A.M. in the Committee Hall of PRM MCH, Baripada, Mayurbhanj in the presence of bidders or their authorized representative who may wish to be present. The envelope must super scribed with “TENDER FOR SUPPLY OF MISCELLANEOUS STATIONARY ITEMS”. IN REFERENCE TO ADVT. NO- _____ Dt. _____”
16	All legal disputes are subject to the jurisdiction of Court of District Judge Mayurbhanj only.
17	The Superintendent PRM MCH, Baripada, Mayurbhanj reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
18	The tender will be of composite in nature. The Firms/Agencies who don't quote the rates of at least 50 % of all items mentioned in Annexure III are liable to be rejected.


 Superintendent
 PRM MCH, Baripada

1. TECHNICAL BID:

Documents with support to point No. 01 to 07 of tender condition must be attached with technical bid otherwise bid will be rejected. The bid will be liable for rejection for any deviation in format and bid procedure as mentioned in tender document.

2. PRICE BID

- i. Hard Copy signed & sealed both in words and figures as per **Annexure - III.**
- ii. The Price bid of the technically qualified bidders will only be opened.
- iii. The quoted price should be both in figures and words. In case of difference in words and figures, words will be taken into consideration for evaluation.

3. EVALUATION :

The rates of the item quoted by the technically qualified bidders will be evaluated.

- **The bidder quoting lowest price will be selected. In case more than one agency quote the same price, then the agency which has quoted highest numbers of items will be given preference.**


24-4-23
Superintendent
PRM MCH, Baripada

TECHNICAL BID FOR MISCELLANEOUS STATIONARY ITEMS

Sl. No.	Particulars	Page No.
1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory	
4	DIC / MSME certificate, if any	
5	Detail of tender paper fee (nonrefundable) ₹.1,000/- (Rupees One thousand) (Non submission will liable for Rejection)	
6	Detail of EMD ₹. 5,000/- (Rupees Five thousand) (refundable) (Non submission will liable for Rejection)	
7	GST regd. Certificate (Photo copy Attached)	
8	PAN card (Photo copy Attached)	
9	All the documents signed by authorized signature	
10	Self-declaration that the organization agrees to abide by all terms & conditions of tender in Non-Judicial Stamp paper (Annexure-II)	
11	Income tax return acknowledgement for the F.Y. 2019-20, 2020-21 & 2021-22 (Photo copy be attached)	
12	Copy of Downloaded Tender Book duly signed by the bidder	

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 at any state, the Firm/Agency will be blacklisted and will not have any dealing with in future.

Place

Date


 Superintendent
 PRM MCH, Baripada

(Signature and seal of the authorized signature)

SELF DECLARATION FORM

(To be submitted by the Bidder in Non-judicial stamp paper)

[To be submitted in Technical Bid]

To

**The Superintendent, PRM MCH, Baripada
At/Po- Baripada-757001
Dist- Mayurbhanj**

Sub: Your Tender Ref. No. _____, Dated _____.

Dear Madam/Sir,

I / We hereby declare that our organization is having unblemished past record and was not under a declaration of ineligibility for corrupt and fraudulent practices issued by Government of India or any State Government/PSU in the country of India.

That the organization does not have any legal suit / criminal case pending against it.

That the tendering authority will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document.

We have also noted that Superintendent, Mayurbhanj reserves the right to consider/ reject any or all bids without assigning any reason thereof.

Date: _____/_____/2023

Authorised Signatory:

Name:

Designation:

Place:

Phone:

Email:


**Superintendent
PRM MCH, Baripada**

PRICE BID FOR STATIONERY ITEMS

Sl. No.	Name of the Item	Specification	Make/ Model	Unit Price Excluding GST
1	Alpine	100 Gm (T-Pin) Best Quality		
2	Arch File Card Board			
3	Arch File Plastic			
4	Binder Clip 19Mm			
5	White Board Marker			
6	Board Pin			
7	Brown Tape (For Packing)	2 " 65 Mtr.		
8	Bucket	15 Lt.		
9	Rubber Band for Office	Best quality		
10	Calculator	12 Digit		
11	Cash Register	100 Pages Legal Size		
12	Cash Register	40 Pages Legal Size		
13	Cash Register	50 Pages Legal Size		
14	Cello Tape	1" 20 Mtr.		
15	Colour Card Post Card Size	(Per 100 Card)		
16	Colin Spray	500 MI		
17	Correction Pen			
18	Cover File Poly Coated			
19	Cover File			
20	Pencil Cutter			
21	Cello Tape Dispenser			
22	Drawing Sheet			

23	Engagement Stand			
24	Envelope A3 Laminated (Brown) (For Each)	PRINTED		
25	Envelope A4 Laminated (Brown) (For Each)	PRINTED		
26	Envelope A4 Size Cloth Laminated (For Each)	PRINTED		
27	Envelope Size Standard (11X5) White 80 Gsm (For Each)	PRINTED		
28	Correction Fluid With Diluter	Best Quality		
29	Rubber Eraser	Best Quality		
30	Paper Flag – Coloured (Three Colors)	Best Quality		
31	Flip Chart	Best Quality		
32	Fly Leaf Printed With Two Eye Lid	Local		
33	Plastic Bottom Folder (Full Scape) With Single Bottom	Best Quality		
34	Folder Executive (Full Scape)	KEA (KW4021L)		
35	L Folder A4 (Foe Each)	Best Quality		
36	Gum Bottle 100 ML.	Best Quality		
37	Highlighter	Best Quality		
38	James Clip Plastic Coated (100 Clips)	Best Quality		
39	Letter Despatch/Receive Registers No. 40 (For Each)	Best Quality		
40	KEY Lock 7 Lever	Best Quality		
41	KEY Lock 9 Lever	Best Quality		
42	KEY Lock 11 Lever	Best Quality		
43	Permanent Marker	Best Quality		
44	Pen FOR Training Purpose	Best Quality		
45	Pen Gel	(MRP 10)		
46	Pencil	Best Quality		

47	Peon Book	Best Quality		
48	Punching Machine Double	Best Quality		
49	Punching Machine Single	Best Quality		
50	Register (No. 10) 70 Gsm Paper (Ruled) – Rate Should be per Register Rates	Best Quality		
51	Air Freshener (Spray)	300 MI		
52	Scale Steel 12”	Best Quality		
53	Stamp Pad 8Cmx12Cm	Best Quality		
54	Stapler Pin Medium 24/6 (20X50 Pack)	Best Quality		
55	Stapler Pin Small No10 1M (20X50 Pack)	Best Quality		
56	Stapler Medium Hd 45	Best Quality		
57	Stapler Small 10M	Best Quality		
58	Stapler Pin Big 26/10 (20x50) Pack	Best Quality		
59	Sticky Pad (3” X3”)	Best Quality		
60	Stock Register 360 Pages (Legal Size)	Best Quality		
61	File Tag (50 Nos) 5.5 inch White	Best Quality		
62	Towel For Chair (88X175) Cm	Best Quality		
63	Hand Towel (16”X24”)	Best Quality		
64	Writing Pad 5 Subject,	Pages 300 Size 14X21.6 Cm Spiral		
65	Writing Pad	160 Pages 70 Gsm Spiral Size 14X21.6 Cm		
66	Writing Pad Spiral 1/6	(100Pages)		
67	Writing Pad General 70 Gsm	20 Pages		
68	Copier Paper Legal Size 70 Gsm	(500 Sheets) XEROX		
69	Copier Paper A3, 70 Gsm –	500 Sheets XEROX		
70	Copier Paper A4, 70/75 Gsm –	500 Sheets XEROX		

71	Indelible Marker Pen	KORES		
72	Chalk colour	GENERAL		
73	Chalk White	GENERAL		
74	Match Box	1pkt (10 box)		
75	Paper Cuttar	Best Quality		
76	Naphthalene	Best Quality		
77	Carbon paper	A3		
78	Plain Paper	(Dista Paper)		
79	Torch (LED)	Rechargeable 3 Watt		
80	Tailor scissor	LARGE		
81	scissor	SMALL		
82	Carbon paper	A4		
83	Computer paper with carbon copy			
84	OT Floor MOP Stick			
85	Floor Mate Large Size			
86	Slipper - No -06	No -06		
87	Slipper- No- 07	No- 07		
88	Slipper No-08	No-08		
89	Slipper No-09	No-09		
90	OT Floor MOP Blade	LARGE		
91	SOAP	Rs. 10.00		
92	Register-	1008 pages (Cloth Binding)		
93	Gas Stove	Double burner		
94	Gamaxene powder	500 /pkt		
95	Examination board	Plastic		

96	Blade (shaving)	5/Pkt		
97	Jute twine	Roll		
98	Detergent powder	100 gm		
99	Hand wash	500 ml		
100	Pencil Battery			
101	Remote battery			
102	Torch battery	(Large)		
103	Torch battery	(Medium)		
104	Battery Wrist Watch			
105	Rat Killer			
106	Stamp pad ink			
107	Cello tape 1/2	65 MTR		
108	Cello tape 1	65 MTR		
109	Glue Stick			
110	Mug			
111	Water bottle	1 lit. Best Quality		
112	Pen Stand (for Table)	BIG		
113	Gas stove	Single burner		
114	Punch less file			
115	WHITE INK PEN			
116	Floor Cleaner	(1 Ltr.) Best Quality		
117	Office Try	Medium		
118	Plastic storage box	Large		
119	Pen (Red, Black, Blue Green)	(Use & Throw)		
120	duster			

121	Wall Clock	Large		
122	Stock Ledger			
123	Paper Weight			
124	Measuring Tap			
125	Harpic 500ml			
126	Emergency Light	Portable Rechargeable Led Lamp Cum Torch with Upto 4 Hrs Backup		
127	Dustbin	(Medium)		
128	Razor (Saving)	Normal		
129	Razor (Saving)	Use and Throw		
130	Hacksaw Blade	(1 inch width)		
131	Paper Clip	Best quality		
132	Push Pin	Best quality		
133	Binder Clip	Best quality		
134	Notice Board (3 ft x 2ft)			
135	Notice Board (4 ft x 3ft)			
136	Double Sided Tape			
137	Sketch Pen	Best quality		
138	Rubber Band for Office	Best quality		
139	Register 1008 pages (Cloth Binding) Ruled	Best quality		
140	Register 1008 pages (Cloth Binding) Un ruled	Best quality		
141	Register 500 pages (Cloth Binding) Ruled	Best quality		
142	Register 500 pages (Cloth Binding) Un ruled	Best quality		
143	Register 200 pages Ruled	Best quality		
144	Register 200 pages Un ruled	Best quality		

145	Notebook 250 pages Ruled	Best quality		
146	Notebook 250 pages Un-ruled	Best quality		
147	Notebook 100 pages Ruled	Best quality		
148	Notebook 100 pages Un-ruled	Best quality		
149	Notebook 50 pages Ruled	Best quality		
150	Notebook 50 pages Un-ruled	Best quality		
151	Notebook 500 pages Ruled	Best quality		
152	Notebook 500 pages Un-ruled	Best quality		
153	Laryngoscope Battery			
154	Pillow	Medium		
155	Photo Printer Paper			
156	Bathtub	Large		

- ❖ N.B:-Single price to be quoted per item.
- ❖ GST as applicable.

(Signature and seal of the authorized signatory)

Place:

Date:


 Superintendent
 PRM MCH, Baripada