



OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER: MAYURBHANJ

No 4942

Date 22/08/23

TENDER DOCUMENT FOR SUPPLY OF MISCELLANEOUS STATIONERY ITEMS UNDER ZSS, MAYURBHANJ.

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of miscellaneous stationery items to the CDM & PHO, Mayurbhanj for a period of one year on annual rate contract basis.
2. Interested bidders may obtain detail terms and conditions from the website for taking up this assignment. The interested bidder may download the tender document from the district website: www.mayurbhanj.nic.in
3. The tender should 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 Stationery Items**".

The tenders should be addressed to:

The CDM & PHO, Mayurbhanj,
District Head Quarter Hospital,
Baripada, Mayurbhanj, 757001.

The last date & time of submission of tender is 11th Sept' 2023, 11.00 AM. The tender will be opened on 12th Sept' 2023 at 01.00 PM. at NHM conference hall of CDM & PHO, Mayurbhanj in the presence of tenderers or their authorized representative who may wish to be present.

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 & PAN.
2. Tender document Cost of Rs.1,000/- (Nonrefundable) and EMD of Rs.20,000/- in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favor of ZSS NON NRHM Fund, Mayurbhanj payable at Baripada. 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.
3. The firm will have to submit an Affidavit (On original Stamp Paper of 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 GST or any other law.

- c) The CDM & PHO, Mayurbhanj 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 material if any will be replaced by our organization.
- d) Our organization agrees to abide by all terms & conditions of the Tender.
- e) Our organization will quote prices inclusive of all taxes.
4. In the technical bid the firm will also have to submit the photocopies of PAN, GST registration having GSTIN.
5. The bidders should not quote any other brand which are not mentioned in the list of items mentioned at Annexure I & II.
6. Evaluation Criteria of Financial Bid:
- (a) Particular brand wise evaluation shall be made to arrive at the lowest bidder of particular item(s) for Annexure-I items.
- (b) Particular item wise evaluation shall be made to arrive at the lowest bidder of particular item(s) for Annexure-II items.
7. The supplier selected shall have the responsibility to supply the Stationery items mentioned at Annexure-I & II as per supply order which is required for carrying out day to day official work of CDM & PHO, Mayurbhanj.
8. This rate will be applicable for purchase of the Stationery items for one Year from the date of signing of contract on an annual rate contract basis.
9. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
10. The supply of items shall be made as per the instructions mentioned in supply order from this Office of the CDM & PHO, Mayurbhanj and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
11. The approved supplier shall have to furnish a performance security of Rs.20,000/- in shape of demand draft in favor of ZSS NON NRHM Fund, Mayurbhanj which will be retained till successful completion of the rate contract period. However, the EMD of Rs.20,000/- 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.
12. 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, Mayurbhanj 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 either from the future payment against the supply order or the performance security deposit amount.
13. For any dispute, decision of CDM&PHO, Mayurbhanj, shall be final.
14. All legal disputes are subject to the jurisdiction of Baripada court only.
15. The CDM & PHO, Mayurbhanj reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason thereof.

Sd/-
CDM & PHO, Mayurbhanj



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/ Valid official email address.	
6	GST registration acknowledgement	(Photo copy to be attached)
7	GSTIN (GST identification number)	
8	PAN	(Photo copy to be attached)
9	Draft number and date of the Tender Document Cost of Rs.1,000/- (Non-Refundable)	(Draft to be submitted)
10	Draft number and date of the EMD of Rs.20,000/-	(Draft to be submitted)
11	Affidavit of declaration certified Notary that the organization does not have any legal suit / criminal case pending against it for violation of GST or any other law and agrees to abide by all terms & conditions of the tender.	(Affidavit in original stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clauseno.3 of the terms & conditions)
12	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)

SI No.	Name of the Items	BRAND-I	Rate (Rs.) inclusive GST	BRAND-II	Rate (Rs.) inclusive GST	BRAND-III	Rate (Rs.) inclusive GST
1	ALPIN 100gm Pkt	BELL		KORES		ODDY	
2	ALPIN MAGNETIC BOX	OMEGA		KORES		ODDY	
3	ARCH FILE CARD BOARD With Lever (14"x10") Per Piece	SKILLA		TRIO		RAJDOOT	
4	ARCH FILE PLASTIC 2-D Ring Binger (25MM) Per piece	SKILLA		TRIO		RAJDOOT	
5	BINDER CLIP25mmeach	ODDY		CORPORATE		CAMEL	
6	BINDER CLIP41 mm each	ODDY		CORPORATE		CAMEL	
7	WHITE BOARD MARKER per piece	REYNOLDS		CAMLIN		LUXOR	
8	BOARD PIN (Plastic top)100no's Box	VIKRANT		GORILLA		ODDY	
9	BUDKIN per piece	Local-1		Local-2		Local-3	
10	Calculator 12 Digit	CASIO		ORPAT		CITIZEN	
11	Cash Book-280 pages each	OXFORD		SANGAM		ANUPAM	
12	Cash Book-160 pages each	OXFORD		SANGAM		ANUPAM	
13	CELLOTAPE1" and 50mtr Per piece	PREMIER		CELLO		Hi-Tech	
14	CELLOTAPE 2"and 50mtr Per piece	PREMIER		CELLO		Hi-Tech	
15	Colour Card Post Card Size (Per100Card)	Local-1		Local-2		Local-3	
16	Cleaning Fluid Spray 500ML (Glass & House hold cleaner) each	P & G		HLL		Colin (Rekit)	
17	COPIER PAPER Legal Size70 GSM(500Sheets) Per Pkt	IMAGE		JK EASY		BILT	
18	COPIER PAPER A4 70GSM– 500 Sheets Per Pkt	IMAGE		JK		BILT	
19	Correction Fluid with Diluter each	KORES		CAMLIN		LUXOR	
20	Correction Pen per piece	LUXOR		KORES		Camlin	
21	Cover File Poly Coated per piece	ASHOKA		SWOSTI		LOTUS	
22	Pencil Cutter per piece	NATRAJ		CELLO		APSARA	
23	Cello tape Dispenser each	CELLO		OMEGA		KORES	
24	Drawing Sheet full size per piece	JK		IMAGE		Modi	
25	Engagement Stand (12"x8.5") Size (Acrylic Fiber Transparent) each	Omega		CELLO		PHILIPS	
26	Rubber ERASER per piece 33mmx17mmx10mm	NATRAJ		CELLO		APSARA	
27	Paper Flag (selfadhesive)- Colored(FourColors)Size 1"X3"(50x4colors) each pkt	KORES		Camlin		Trio	
28	Plastic Folder (Full Scape) with single bottom each	KOLORNINE		ARIS		Local-1	
29	Plastic Folder (Full Scape) Clear Bag with single bottom each	KOLOR		ARIS		Local-1	

SI No.	Name of the Items	BRAND-I	Rate (Rs.) inclusive GST	BRAND-II	Rate (Rs.) inclusive GST	BRAND-III	Rate (Rs.) inclusive GST
30	Plastic Folder Two Packet (Full Scape) with single Bottom each	NINEKN-412F		ARIS		Local-1	
31	Folder Executive (Full Scape) each	KOLORNINE		POLO		Local-1	
32	Executive Folder Leather Finish each	KOLOR		POLO		SAYA	
33	L FOLDER A4 each	Worldone		KEA		SAYA	
34	Glossy Paper for Photo Printing A4 (20Sheet 180GSM) each pkt	ODDY		KODAK		Local-1	
35	Glossy Paper for Photo Printing A4 (20 Sheet 220GSM) per pkt	ODDY		KODAK		Local-1	
36	GUM tube50ml. each	KORES		Fevigum		FEVICOL	
37	GUM Stick15gm each	ODDY		FEVISTIC		CAMEL	
38	Highlighter each	FABER CASTELL		FLAIR		LUXOR	
39	James Clip Plastic Coated(100CLIPS) per pkt	KORES		CAMEL		ODDY	
40	Letter Despatch / Receive Registers (80Nos) each	Anupam		Rajdhani		SETTS	
41	Mounting Tape (Double side foam tape)24mm each	KORES		ODDY		Local-1	
42	Paper Tray Plastic(Full Scape)each	M-PLATIC		CELLO		OMEGA	
42	Paper Weight glass (square Shape) each	Local-1		Local-2		OMEGA	
43	Permanent Marker (OHP) each	FLAIR		CAMLIN		LUXER	
44	PEN (MRP-5/-)	FLAIR		CELLO		ELKOS	
45	PEN (Use & Throw) per piece	LINC		Elkos		FLAIR	
46	PEN MRP 10/-	Reynold		CELLO		FLAIR	
47	PEN MRP 30/-	Reynold		CELLO		FLAIR	
48	Pen MRP 60/-	Reynold		CELLO		FLAIR	
49	Pencil (10 Pieces) Per Pkt	NATRAJ		CAMLIN		APSARA	
50	Pencil Battery AAA per piece	Duracell		Eveready		Nippo	
51	Pencil Battery AA per piece	Duracell		Eveready		Nippo	
52	Peon Book each	OXFORD		SWETA		Local-1	
53	Punching Machine Double each DP-700	KANGARO		KORES		KANGAROO	
54	Punching Machine Double HDP-2320	KANGARO		KORES		KANGAROO	
55	Punching Machine Single each	KANGARO		KORES		KANGAROO	
56	Room Air Freshner (Spray) 125gm/234mlper piece	ODONIL		Godrej Aer		TOBY	
57	Register (Ruled)- 100Pages per piece	Anupam		Krishna		NAVNEET	
58	Register (Ruled)- 200 Pages per piece	Anupam		Krishna		NAVNEET	
59	Scale Steel12 "Thickness Not Less Than 1MM per piece	NATRAJ		CELLO		AJANTA	
60	Scissors12" Plastic handle per piece	KANGARO		GORILLA		GODREJ	
61	Sketch Pen(12) per Pkt	LUXOR		FABER		CAMLIN	
62	Stamp Pad 8CMx12CMper piece	KORES		CAMEL		FABER	

SI No.	Name of the Items	BRAND-I	Rate (Rs.) inclusive GST	BRAND-II	Rate (Rs.) inclusive GST	BRAND-III	Rate (Rs.) inclusive GST
63	Stamp Pad INK 100mL per piece	KORES		CAMEL		FABER	
64	Stapler Pin MEDIUM 24/6 per pkt	KANGARO		KORES		Local-1	
65	Stapler Pin SMALL NO-10 MM per pkt	KANGARO		KORES		Local-1	
66	Stapler Pin BIG 23/24 per pkt	KANGARO		KORES		Local-1	
67	Stapler Heavy Duty DS-23S24FL each	KANGARO		KORES		Local-1	
68	Stapler Medium HP45 each	KANGARO		KORES		Local-1	
69	Stapler Small HP10 each	KANGARO		KORES		Local-1	
70	Stiky Pad (4"x4" 80 sheets) each	ODDY		TRIO		Local-1	
71	STOCK REGISTER 200Pages (Legal size) per piece	ANUPAM		SANGAM		OXFORD	
72	TAG (50Nos.) 5.5inch white thread each	Local-1		Local-2		Local-1-3	
73	Towel for Chair (88x175cm.) Color per piece	BOMBAY DYING		Khadi		Local-1	
74	Towel for Hand (16"x24") color per piece	BOMBAY DYING		Khadi		Local-1	
75	Writing Pad, Pages 300 70GSM size 14x21.6cm. Spiral per piece	NAVNEET		LUXOR		Local-1	
76	Writing pad, 160 pages 70GSM spiral size14x21.6cm.single ruled per piece	NAVNEET		LUXOR		Local-1	
77	Writing pad 100 pages 70 GSM spiral size25x17.6cm. single ruled per piece	NAVNEET		LUXOR		Local-1	
78	Writing Pad 70 pages spiral 70GSM size14.8x21cm single ruled per piece	NAVNEET		LUXOR		Local-1	
79	Writing Pad General 70GSM 40PAGES – General per piece	NAVNEET		LUXOR		Local-3	
80	Hard Board File with Lace per piece	Local-1		Local-2		Local-3	
81	Envelop 90 GSM White Paper with single colour printing (Size:12.5CMx28CM)per piece	Local-1		Local-2		Local-3	
82	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination(Size:25CMx30CM)per piece	Local-1		Local-2		Local-3	
83	Plastic Mugper piece	Local-1		Local-2		Local-3	
84	Hawaii Chapal (Child) Gents each Pair	Local-1		Local-2		Local-3	
85	Hawaii Chapal(Adult) Gents each pair	Local-1		Local-2		Local-3	
86	Hawaii Chapal(Child) Ladies each pair	Local-1		Local-2		Local-3	

SI No.	Name of the Items	BRAND-I	Rate (Rs.) inclusive GST	BRAND-II	Rate (Rs.) inclusive GST	BRAND-III	Rate (Rs.) inclusive GST
87	Hawaii Chapal(Adult) Ladies each pair	Local-1		Local-2		Local-3	
88	Carbon Paper (50 sheets) per pkt	KORES		Local-2		Local-3	
89	Color Paper (50 sheets) per pkt	Local-1		Local-2		Local-3	
90	Pen stand per piece	Local-1		Local-2		Local-3	
91	White Notice Board- 4'x6' each	Local-1		Local-2		Local-3	
92	Velvet Notice Board- 4'x6' each	Local-1		Local-2		Local-3	
93	Wall Clock per piece	Titan		Ajanta		Local-1	
94	White CHALK (100 no's) Per Pkt.	Local-1		Local-2		Local-3	
95	Multi-color CHALK(100 no's) Per Pkt	Local-1		Local-2		Local-3	
96	Envelope (Small) (100 no's) per Pkt	Local-1		Local-2		Local-3	
97	Envelope (Medium) (100 no's) per pkt	Local-1		Local-2		Local-3	
98	Envelope (Large) each	Local-1		Local-2		Local-3	
99	Envelope (A4 Size) each	Local-1		Local-2		Local-3	
100	Anti-virus- 1 User-1Year each	Quick Heal		AVG		NORTON	
101	Anti-virus- 2 User-1Year each	Quick Heal		AVG		NORTON	
102	Anti-virus- 3 User-1Year each	Quick Heal		AVG		NORTON	
103	Anti-virus- 5 User-1Year each	Quick Heal		AVG		NORTON	
104	Anti-virus- 10 User-1Year each	Quick Heal		AVG		NORTON	
105	Anti-virus Renewal 1 User each	Quick Heal		AVG		NORTON	
106	Anti-virus Renewal 2 User each	Quick Heal		AVG		NORTON	
107	Anti-virus Renewal 3 User each	Quick Heal		AVG		NORTON	
108	Anti-virus Renewal 5 User each	Quick Heal		AVG		NORTON	
109	Anti-virus Renewal 10 User each	Quick Heal		AVG		NORTON	
110	Cartridge (88A)						
111	Cartridge (12A)						
112	Cartridge {ML203-L(Samsung)}						
113	Cartridge (337)						
114	Cartridge (110A)						
115	Cartridge (Canon NPG-59)						
116	Computer Speaker each	Zebronics		Frontech		Local-1	
117	Web Camera each	Logitech		Fingers		Local-1	
118	UPS each	V-Guard		MICROTEK		APC	

Sl No.	Name of the Items	BRAND-I	Rate (Rs.) inclusive GST	BRAND-II	Rate (Rs.) inclusive GST	BRAND-III	Rate (Rs.) inclusive GST
119	MOUSE each	Logitech		Dell		HP	
120	Key Board each	Logitech		Dell		HP	
121	Pen Drive- 16 GB each	Sandisk		HP		Transcend	
122	Pen Drive-32 GB each	Sandisk		HP		Transcend	
123	Pen Drive-64 GB each	Sandisk		HP		Transcend	
124	Card Reader each	Sandisk		HP		Transcend	
125	Mouse Pad each	Local-1		Local-2		Local-3	
126	Headphone each	Philips		Zebronics		Frontech	
127	External Hard disk-1tb each	Seagate		HP		Western Digital	
128	External Hard disk-2tb each	Seagate		HP		Western Digital	
129	SSD (256GB M2) each	Consistent		Western Digital		Local	
130	SSD (512GB M2) each	Consistent		Western Digital		Local	
131	Fly Leaf Normal, with whole & printing of Name Logo, each	Local-1		Local-2		Local-3	
132	Fly Leaf Laminated with whole & printing of Name Logo each	Local-1		Local-2		Local-3	
133	Mask Triplyar each	Local-1		Local-2		Local-3	
134	Sanitizer Small 100 MLeach	Dettol		Lifebuoy		Toby	
135	Sanitizer 500 Ml each	Dettol		Lifebuoy		Toby	
136	Lace File each	Local-1		Local-2		Local-3	
137	Cash Book-6 no each	OXFORD		SANGAM		ANUPAM	
138	Cash Book-8 no each	OXFORD		SANGAM		ANUPAM	
139	Cash Book-10 no each	OXFORD		SANGAM		ANUPAM	
140	Ledger Book-4 no each	OXFORD		SANGAM		ANUPAM	
141	Ledger Book-6 no each	OXFORD		SANGAM		ANUPAM	
142	Ledger Book-8 no each	OXFORD		SANGAM		ANUPAM	
143	Ledger Book-2 no each	OXFORD		SANGAM		ANUPAM	
144	Indelible ink Marker Pen	KORES		CAMLIN		FIBRE CASTLE	

(Signature and seal of the authorized signatory)

Place:

Date:

ANNEXURE-II (Miscellaneous Stationery Items)

SL.	NAME OF ITEMS	BRAND	Rate(Rs.) incl GST
1	Acid for Sanitary use (1Lt.Bottle) each	Local	
2	Broom (Alandhu Jhadu) each	Local	
3	Broom big size (PhulJhadu) each	Local	
4	Broom big size (KhadikaJhadu) each	Local	
5	Bucket 15LT. each	ANKUR	
6	Calling Bell CordLess with remote each	Cona/Anchor	
7	Door Mat plasticGrass type (ratepersq.ft)	Local	
8	Dust bin 100 LT.with Swinging Cover(Plastic) each	Local	
9	Dust bin 10 LT.(Plastic) each	Local	
10	Dust bin 10 LT. with foot operated cover(Plastic) each	Local	
11	Detergent Powder (perKG)	Henko/Nirma/Tide	
12	Harpic 500ml. each	ReckittBenckiser	
13	Hit Spray 200ml each	Godrej	
14	Liquid soap 500ml (Bottle with spray) each	Detol/Lifebouy/Savlon	
15	Phenyl White(1ltr)each	Local	
16	Toilet Brush each	Local	
17	Liquid Hand Wash Refill Pouch (750ml) each	Detol/Lifebouy/Savlon/Yardley	
18	Lock 7 Leavers with 3Keys each	Godrej/Bolar	
19	Mosquito Repelling Liquid 60 days each	Good night Active/ Subhanidra	
20	Mosquito Repelling Machine each	Good night Active/ Subhanidra	
21	Naphthalene Ball	Pourhome/Odonil/Dazzler/Others	
22	Room Freshener Bar:Odonil/ Freshmoz-50gm. each	Pourhome/Odonil/Dazzler/Others	
23	Air Freshener:Glade Lemon Gel 70gm. each	Pourhome/Odonil/Dazzler/Others	
24	Phenyl (1LtBottle) each	Doctor(Black)/Others	
25	Power Switch (DP) for AC 32 Amp each	Cona/Anchor/Others	
26	Towel for vehicle color each	BombayDying/Others	
27	Water Bottle Plastic(1Lt.) decorative coloured each	MILTON(Pet)/ANKUR/Others	
28	Floor Wiper with Stick(5') each	Local	
29	Floor MOP (Pochha) with Stick(5') each	Local	
30	Latin hand brush plastic each	Local	
31	Basin Hand brush plastic each	Local	
32	Hand Wash Bottle (250 ml) each	Detol/Lifebouy/Savlon/Yardley	

(Signature and seal of the authorized signatory)

Place:

Date:

