



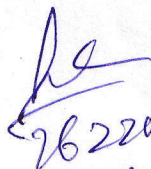
**PANDIT RAGHUNATH MURMU
MEDICAL COLLEGE & HOSPITAL,
BARIPADA, MAYURBHANJ**

Tender Reference no . 583 PRM MCH,/2021-22

26-02-2021

**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**


26/2/2021
Superintendent
PRM MCH, Baripada

NOTICE INVITING PROPOSAL

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

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers through **Registered post/ Speed post/ Courier only** for supply of miscellaneous stationary items to office of the Superintendent PRM MCH, Mayurbhanj for a period of one year on an 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.mayurbhanj.nic.in

Key Information:

Sl. No.	Particulars	Information
1	Start Date of availability of tender document in the official website of Mayurbhanj district	01.03.2021
2	Pre bid discussion	10.03.2021 at 11 AM At- Committee Hall, PRM MCH, Baripada.
3	Closing Date of availability of tender document in the official website & Last date and time for receipt of proposal	22.03.2021 (till 5.30 P.M)
4	Cost of tender Document (Non refundable)	Rs. 500.00
5	Opening of Bid	23.03.2021 at 11 AM
6	EMD in form of demand draft 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, 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 and as a consequence any change/s in the date/s of the subsequent activities will be informed through suitable media to all concerned.

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

**SUPERINTENDENT
PRM MCH, Baripada**

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26/2/2021
**Superintendent
PRM MCH, Baripada**

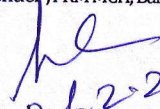
3. The tender will be in two parts i.e. **Technical bid (Cover-A)** and **price bid (Cover-B)**. The bidders should give their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelope super scribed as "**Tender for Supply of Miscellaneous Stationary Items on Annual Rate Contract Basis to PRM MCH, Baripada in reference to advt. No. 583**".

The last date & time of submission of tender is **22.03.2021, 05.30 PM**. The tender shall be opened on **dt.23.03.21 at 11 AM** at Committee Hall of PRM MCH, Baripada, Mayurbhanj in the presence of tenders or their authorized representative who may wish to be present. It is requested that tender indicating the rate for different items be furnished to enable this office to place the orders for supply from time to time on an annual rate contract basis.

TERMS & CONDITIONS

It may be noted that rates shall be quoted for each no of items separately in the table indicated below at Tender Format (Price Bid) Annexure -I. Rates should not be more than MRP.

1. The firm should have PAN
2. The firm should have Income tax return acknowledgement for the F.Y 2018-19
3. The firm should have registration with Sales tax officer (GST).
4. Tender paper cost Rs. 500.00 (Non refundable) in technical bid by way of demand draft, drawn on any Nationalized/Scheduled Bank in favour of Superintendent, PRM MCH, Baripada, Mayurbhanj Payable at Baripada.
5. Tender must be accompanied by **EMD of Rs. 5,000/-** in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favour of Superintendent PRM MCH, Mayurbhanj payable at Baripada. Tenders not accompanied by earnest money will be rejected. 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.
6. The Superintendent PRM MCH, Mayurbhanj 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 the agency.
7. The tender will be of composite in nature. Only those firms/ Agencies should participate in the tender who are willing to supply all the items mentioned in the Annexure I & II. Firms/Agencies who don't quote the rates for all items mentioned in Annexure I & II are liable to be rejected.
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 Superintendent PRM MCH, Mayurbhanj.


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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 Superintendent PRM MCH, Mayurbhanj and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
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 Superintendent PRM MCH, 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 the performance security deposit amount.
13. For any dispute, decision of Superintendent PRM MCH, Mayurbhanj shall be final.
14. The Superintendent PRM MCH, Mayurbhanj reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

TECHNICAL BID FOR PRINTING MATERIALS

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28/2/2024
Superintendent
PRM MCH, Baripada

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory	
4	Specimen signature of the authorized signatory	
5	Telephone number of authorized signatory	
6	GST Registration no (Photo copy to be attached)	
8	PAN (Photo copy to be attached)	
9	Draft number and date of the Paper Cost of Rs. 500/-	
10	Draft number and date of the EMD of Rs. 5,000/-	
11	Income tax return acknowledgement for the F.Y 2018-19 (Photo copy to be attached)	
12	Whether all documents are submitted and signed by the authorized signatory of the organization (Yes/ No)	

DECLARATION

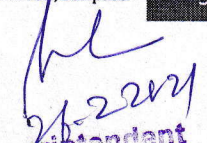
I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my /our knowledge. I / we understand that in case of any deviation in the above 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

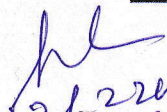
Seal


 Superintendent
 PRM MCH, Baripada

PRICE BID FOR PRINTING MATERIALS

Annexure-I

Sl. No.	Name of the Item	Specification	Unit Price Excluding GST	GST (%)	Total price
1	Alpin	100 Gm (T-Pin)			
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 " 50 Mtr			
8	Bucket	15 Lt.			
9	Budking				
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	CD	100 Nos Pack			
15	Cello Tape	1" 20 Mtr			
16	Colour Card Post Card Size	(Per 100 Card)			
17	Glass cleaner Spray	500 MI			
18	Correction Pen				
19	Cover File Poly Coated				
20	Cover File				
21	Pencil Cutter				
22	Cello Tape Dispenser				
23	Drawing Sheet				
24	Engagement Stand	(Acrylic Fibre)			
25	Envelope A3 Laminated (Brown) (For Each)				
26	Envelope A4 Laminated (Brown) (For Each)	PRINTED			
27	Envelope A4 Size Cloth Laminated (For Each)	PRINTED			
28	Envelope Size Standard (11X5) White 80 Gsm (For Each)				
29	Correction Fluid With Diluter				
30	Rubber Eraser				
31	Paper Flag - Coloured (Three Colors)				
32	Flip Chart				
33	Fly Leaf Printed With Two Eye Lid				
34	Plastic Bottom Folder (Full Scape) With Single Bottom				


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35	Folder Executive (Full Scape)				
36	L Folder A4 (Foe Each)				
37	Gum Bottle	100 MI.			
38	Highlighter				
39	James Clip Plastic Coated	(100 Clips)			
40	Letter Despatch/Receive Registers No. 40 (For Each)				
41	KEY Lock	7 Lever			
42	KEY Lock	5 lever			
43	KEY LOCK	8 Lever			
44	Permanent Marker				
45	Pen	Black			
46	Pen	Blue			
47	Pen	Red			
48	Pen	Green			
49	Pencil				
50	Peon Book				
51	Punching Machine	Double			
52	Punching Machine	Single			
53	Register	300 page 70 Gsm Paper (Ruled)-			
54	Register	300 page 70 Gsm Paper (un- Ruled)-			
55	Register O(Cloth Binding)	1040 page 70 Gsm Paper (Ruled)			
56	Register (Cloth Binding)	1040page 70 Gsm Paper (un- Ruled)-			
57	Register (Cloth Binding)	700Page 70 Gsm Paper (Ruled)			
58	Register (Cloth Binding)	700 page 70 Gsm Paper (un- Ruled)-			
59	Register (Cloth Binding)	500 page 70 gsm paper (Ruled)			
60	Register	200 page 70gsm paper (Ruled)			
61	Register	1040 page 70 Gsm Paper (Ruled)			
62	Room Freshener (Spray)	300 MI			
63	Scale Steel	12"			
64	Stamp Pad	8Cmx12Cm			
65	Stapler Pin Medium	24/6 (20X50 Pack)			
66	Stapler Pin	Small No 10 1M (20X50 Pack)			

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67	Stapler	Medium Hd 45			
68	Stapler	Small 10M			
69	Stapler Pin	Big 26/10 (20X50 Pack)			
70	Sticky Pad	(3" X3")			
71	Stock Register (cloth binding)	360 Pages (Legal Size)			
72	File Tag	(50 Nos) 5.5 Inch White			
73	Towel For Chair	(88X175) Cm			
74	Hand Towel	(16"X24")			
75	Writing Pad	5 Subject, Pages 300 Size 14X21.6 Cm Spiral			
76	Writing Pad	160 Pages 70 Gsm Spiral Size 14X21.6 Cm			
77	Writing Pad	Spiral 1/6 (100 Pages)			
78	Writing Pad	General 70 Gsm 20 Pages			
79	Copier Paper	Legal Size 70 Gsm (500 Sheets)			
80	Copier Paper	A3, 70 Gsm – 500 Sheets			
81	Copier Paper	A4, 70/75 Gsm – 500 Sheets			
82	Indelible Marker Pen				
83	Chalk colour	GENERAL			
84	Chalk White	GENERAL			
85	Match Box	1 pkt (10 box)			
86	Note Book (khata)	100 page (ruled)			
87	Note Book (khata)	100 page (unruled)			
88	Note Book (khata)	50 Page (ruled)			
89	Note Book (khata)	50 Page (unruled)			
90	Note Book (khata)	200 page (ruled)			
91	Note Book (khata)	200 page (unruled)			
92	Air freshener				
93	Naphthalene	ball			
94	Carbon paper				
95	Plain Paper	(Dista Paper)			
96	Torch (LED)	Rechargeable 3 Watt			
97	Battery Torch				
98	Pencil battery				
99	Tailor scissor	Big			
100	Carbon paper				
101	Computer paper with carbon copy				
102	Floor MOP Stick				
102	Floor Mate Large Size	Square Feet			
103	Slipper –	No -06			

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26-2-2021
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104	Slipper-	No- 07			
105	Slipper	No-08			
106	Floor MOP Blade				
107	SOAP	50 gm			
108	Register	1008 pages (
109	Gas Stove	Double burner			
110	Gamaxene	500 /pkt			
111	Examination board	Plastic			
112	Blade (shaving)	5/Pkt			
113	Jute twine	Roll			
114	Detergent powder	100 gm			
115	Hand wash	500 ml			
116	Pencil				
117	Remote battery				
118	Torch battery (Large)				
119	Watch Battery				
120	Rat Killer				
121	Water bottle	1 lit			
122	Pen Stand				
123	Scissor	small			
124	Gas stove	Single burner			

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

(Signature and seal of the authorized signatory)

Place:

Date:

[Handwritten Signature]
26.2.2024
Superintendent
PRM MCH, Baripada