



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

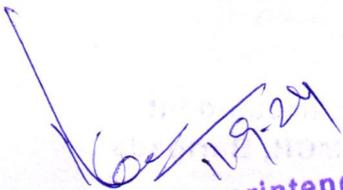
Tender Reference No. ⁵⁸⁴⁶ PRM MCH/2024-25 Dt. ^{11/09/2024}

**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**

Address for Communication:

Office of the
Superintendent, PRM MCH, Baripada
At/Po- Baripada, Dist- Mayurbhanj, Odisha, Pin- 757001
Email: superintendentprmmch@gmail.com / supdt@gmail.com,


11/9/24
Superintendent
PRM MCH, Baripada

**OFFICE OF THE SUPERINTENDENT
PANDIT RAGHUNATH MURMU MEDICAL COLLEGE & HOSPITAL
BARIPADA, MAYURBHANJ, 757001**

Email Id: superintendentprmmch@gmail.com , Landline Phone No. 06792257013

**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.odisha.gov.in. The cost of the tender document **Rs.2360.00 (2000+ 18% GST)** (Rupees One Thousand One Hundred Eight) only shall be submitted along with the proposal (Technical) in the form of Demand Draft in favor of SUPERINTENDENT, PRM MCH, Baripada payable at Baripada.

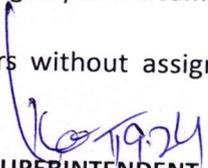
The proposals (both technical and financial) by eligible Bidders shall reach the Office of the under signed within due date and time (**i.e. Dt. 03.10.2024 till 5.30 PM**) in the prescribed format and manner. Proposals received after due date and time shall be rejected. There is no system of receipt of proposal through drop box or by hand. Proposals shall be received only through registered post/ speed post/ courier service only.

Key Information:

Sl. No.	Particulars	Information
1	Start Date of availability of tender document in the official website of Mayurbhanj district	12.09.2024
2	Pre bid discussion	19.09.2024 at 11.30 AM At- Chamber of the Superintendent of PRM MCH, Baripada.
3	Closing Date of availability of tender document in the official website & Last date and time for receipt of proposal	03.10.2024 (till 5.30 P.M)
4	Cost of tender Document (Non-refundable)	Rs.2,360.00
5	Opening of Bid	04.10.2024 at 11.30 AM
6	EMD in form of demand draft Receipt in favour of SUPERINTENDENT, PRM MCH, Baripada	Rs.10,000.00
7	Address for submission of Tender	OFFICE OF THE SUPERINTENDENT,PRM MCH, Baripada, Mayurbhanj Pin No:757001, Odisha
8	Address for opening of Tender	Chamber of the Superintendent, 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 reasons thereof.


SUPERINTENDENT
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Superintendent

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Terms and Conditions

1. Sale of Tender Papers/ Bid Documents:

The prospective bidder may download the complete sets of tender documents directly from the district website available at mayurbhanj.odisha.gov.in and submit the same to the Superintendent, PRM MCH, Baripada along with the Tender Paper cost (Application fees) for **Rs.2360.00.00(2000+ 18% GST)**(Non-refundable) (Rupees Two Thousand Three Hundred Sixty Only) should be submitted in shape of Demand Draft issued from a Nationalized Bank in favour of Superintendent, PRM MCH, Baripada payable at Baripada and EMD amount of **Rs.10,000.00** (Rupees Ten Thousand) only in shape of Demand Draft issued from a Nationalized Bank in favour of Superintendent, PRM MCH, Baripada payable at Baripada. The cost of Tender paper and EMD amount should be submitted separately in separate Demad Draft.

2. The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid, Financial Bid contains only the price bid and scheduled of requirement as per Annexure- II and Technical Bid contains all other documents as per the tender terms & conditions. Tender paper cost and all other documents as per eligibility criteria except price format. **The Technical Bid & price/Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as "Technical Bid for Supply of Miscellaneous Stationary articles to the Superintendent, PRM MCH, Baripada" and "Financial Bid for Supply of Stationary, Sanitary & Miscellaneous articles to the Superintendent, PRM MCH, Baripada" these two tender papers should be covered in a big envelop writing in the top that "Tender for Supply of Miscellaneous Stationary articles to the Superintendent, PRM MCH, Baripada with reference to Advertisement No. _____ & Date. _____.**
3. The Bid shall be for the full quantities of all items as per specification in Annexure -I (Form-A). The format of price bid is specified in Annexure -II (Form-B) which should be used at the time of submission of Bid/Tender.
4. Rates inclusive of customs duty, packing, forwarding, insurance, transportation charges, (door delivery) and exclusive of GST should be quoted for the Miscellaneous Stationary Items separately on door step delivery basis. (Annexure- II)
5. The bidders have to submitted the "Bid Security Declaration" as per Format at Annexure-VI.
6. The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it. The EMD amount of the

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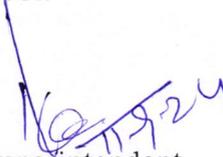
successful agency will return without interest only after successful completion of the work as per order along with financial invoice payment.

7. Eligibility criteria: Bidders shall furnish the following documents in Bid:
- a) Required Tender/ Bid processing fees.
 - b) Bid declaration certificate as per format at Annexure- VI
 - c) Self-attested copy of PAN Card.
 - d) Self-Attested copy of Valid GST registration certificate.
 - e) Self-attested copy of up-to-date GST return
 - f) The quotation should be as per price format at Annexure-II
 - g) Past performance as per Annexure -III
 - h) Last year IT returns copy (for the year 2022-23)
 - i) Undertaking as per Annexure- V
 - j) Average annual turnover should not be less than ₹.30.00 lakhs for last 3 financial years. [i.e 2020-21, 2021-22 & 2022-23] Annexure-IV
8. The bidder will submit the above required documents along with tender paper cost in the technical bid: otherwise, the technical bid will be rejected if any of the above conditions are not complied with.
9. Issue of Supply:
- Hard copy signed & sealed both in words and figures as per Annexure II.
 - **The price bid of the technically qualifier bidders will only be opened in same day.**
 - **The lowest price quoted for each item shall be selected L1 and the bidder quoting such price shall be awarded contract for supplying that particular article.**
 - **In case more than one agency quote the same price, then the bidder having the highest average annual turnover of the last three years will be selected L1.**
 - Quantities may be increased/decreased by the tender inviting authority as per the requirement.
 - Any effort by a bidder to influence the purchase in its decision on bid evaluation or replacement of purchase order may result rejection of the bidder's officer.
10. Each Bidder shall submit only one price bid for each package, alternative offer will be rejected.
11. 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 II are liable to be rejected.
12. Notwithstanding the above, the purchaser reserves the right to accept or reject and modify any bid and to cancel the Bidding process and reject all quotations at any time prior to the issue of purchase order.
13. The delivery should be completed within 15 days from the date of receipt of supply order.

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14. The bidder must have local office in Baripada with contact address and Contact number.
15. The supply of Miscellaneous Stationary articles should be completed within the allowed time as per order. Any delay by the supplier in the delivery of the items shall render the supplier liable to be charged liquidated damages @0.5% per week or part thereof, subject to maximum of 10% of purchase order value which will be deducted from the total payment due.
16. The payment will be made after delivery of Miscellaneous Stationary materials as per supply order.
17. All documents furnishing bidder should be type written or computerized as per tender requirement.
18. The tender documents should be numbered and arranged as per the check list specified at Annexure- VII.
19. If the selected firm fails to execute the agreement, the performance security/EMD amount will be forfeited and the firm will be debarred from supplying materials to PRM MCH, Baripada for three years.
20. The offer submitted by the Bidders shall be valid for minimum period of 180 days from the date of last date of submission of Tender Paper.
21. Bidders/ their representative may remain present during the opening of tender at time 11.30 AM on Date.04.10.2024. In case the day will be a Govt. Holiday the tender will be opened in the next working day at same time at mentioned venue. No request for change of time, date or venue will be entertained on any ground from bidders. Even if no bidder or their representative remains present in the scheduled time, the Bid will be opened & no complain/ objection will be entertained.
22. Any legal dispute arising out of this, said matter will be confined to jurisdiction of Mayurbahnj district only.
23. The authority reserves the right to accept/reject, cancel or modify all the bids or any part thereof without assigning any reason thereof.


Superintendent
PRM MCH, Baripada

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FORM – A: Technical Bid

Annexure-I

Application for supply of Miscellaneous Stationary Items

Sl. No.	Name of Items Sanitary Items	Specification	Accounting Unit
01	Hand Wash	200 ml	Per Bottle
02	Phenyl	1 Liter	Per Bottle
03	Room Freshener	200 ml	Per Bottle
04	Detergent powder	100 gm	Per Packet
05	Dettol	100 ml	Per Bottle
06	Odonil	100 gms	Per Packet
07	Colin Spray	500 ML	Per Bottle
08	Hand Sanitizer	120 ml	Per Bottle
09	Karpool Goli	1 kg	Per Packet
10	Plastic Bucket Big	20 liters	Per Piece
11	Plastic Bucket Medium	16 Liters	Per Piece
12	Papoch (Big)	6 feet	Per Piece
13	Papoch (Medium)	4 feet	Per Piece
14	Papoch (Small)	3 feet	Per Piece
15	Mosquito Liquid	50 ml	Per Piece
16	Mosquito Hit Spray	120 ml	Per Bottle
17	Mopper Dry Big	2 feet	Per Piece
18	Mopper Dry Medium	1.5 feet	Per Piece
19	Mopper Wet	1.5 feet	Per Piece
20	Soap Small	Small size	Per Piece
21	PhulaJhadu	Steel Handle	Per Piece
22	Slipper	Size No. 06, 07, 08, 09 & 10	Per Piece
23	Turkish Towel	Normal Size	Per Piece
24	Napkin	Normal Size	Per Piece
25	Toilet Cleaner	500 ml	Per Bottle
26	Plastic Mug	Big Size	Per Piece
27	Basin Brush	Normal Size	Per Piece
28	Steel Drum	50 Liters	Per Piece
29	Khadika Jhadu	(1 mt) Normal Size	Per Piece
30	Wiper	(1.2 ft) Normal Size	Per Piece
31	Toilet Brush	Normal Size	Per Piece
32	Dustbin Big Size	60 Liters	Per Piece
33	Dustbin Small Size	25 Liters	Per Piece
34	Dustbin Big Size	120 Liters	Per Piece
35	Plastic Tray	Big Size	Per Piece
36	Plastic Tray	Small Size	Per Piece
37	Boric Powder	250 gm	Per Bottle
38	Jala Jhadu	Normal Size	Per Piece
39	Plastic Apron	Free size	Per Piece
40	Disposable Poly Apron	25GSM	Per Piece
41	Acid Bottle	1 Liter	Per Piece
42	Black Phenyl	1 Liter	Per Piece
43	Steel Bucket	18 Liter	Per Piece
44	Mosquito Liquid with Machine	45 ml	Per Piece
45	Mosquito Coil	10 coil per Packet	Per Packet
46	Dish Washing Liquid	500 ml	Per Bottle
47	Plastic Spray Bottle	1 Liter	Per Piece
48	Sodium Hypo Chloride	5 Liter	Per Bottle/ Jar

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	Solution		
49	GlutalDehyde Solution	5 Liter	Per Bottle/ Jar
50	Hand Wash Big	750 ml	Per Bottle
51	Glass Jar for Post-Mortem Centre	2000 ml	Per Bottle
52	Lyzol	1 Liter	Per Bottle
53	Black Polythine for Dustbin	19 X 21 inches	Per Kg
54	Foot Pedal Dustbin Small	30 Liter	Per Piece
55	Foot Pedal Dustbin Big	60 Liter	Per Piece
56	Plastic Tub	40 Liter	Per Piece
57	Bleaching Powder	01 Kg	Per Kg
58	Floor Cleaner Liquid	05 Kg	Per Bottle/Jar
59	Sponges for Cleaning	05 inch	Per Kg
60	Scrubbing Brush Hard	10 cm length	Per Piece
61	Kata Brush	10 cm length	Per Piece
62	Nylon Scrubber	05 inch length	Per Piece
63	Glass Wiper	Small Handle	Per Piece
64	Glass Wiper	Long Handle	Per Piece
65	Kentucky Mop		Per Piece
66	Disinfectant Floor Cleaner Liquid	01 Liter	Per Bottle
67	Scrub Pad	6X4 inch, 600-800 GSM	Per Piece
68	Dust Pan	Plastic	Per Piece
69	Fan Cleaner	Long Handle	Per Piece
70	Urinal Cubes	80 gm	Per Piece
71	Use & Throw Dot Pen	Black, Blue, Red & Green	Per Piece
72	Register (Long)ruled	50 pages	Per Piece
73	Register (Long) un ruled	50 Pages	Per Piece
74	Register (Long) ruled	100 Pages	Per Piece
75	Register (Long) un ruled	100 Pages	Per Piece
76	Register (Long) ruled	200 Pages	Per Piece
77	Register (Long) un ruled	200 Pages	Per Piece
78	Register (Cloth Binding, Long) ruled	500 Pages	Per Piece
79	Register (Cloth Binding, Long) un ruled	500 Pages	Per Piece
80	Register (Cloth Binding, Long) ruled	1008 Pages	Per Piece
81	Register (Cloth Binding, Long) un ruled	1008 Pages	Per Piece
82	Notebook 50 pages Ruled	50 pages	Per Piece
83	Notebook 50 pages Un-Ruled	50 Pages	Per Piece
84	Notebook 100 pages Ruled	100 pages	Per Piece
85	Notebook 100 pages Un-Ruled	100 Pages	Per Piece
86	Notebook 250 pages Ruled	250 pages	Per Piece
87	Notebook 250 pages Un-Ruled	250 Pages	Per Piece

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88	Notebook 500 pages Ruled	500 pages	Per Piece
89	Notebook 500 pages Un-Ruled	500 Pages	Per Piece
90	Laryngoscope Battery	2 x C Size Battery	Per Piece
91	Bright Tag File	Different Color	Per Piece
92	Long Tag	Fifty Nos.	Per Bundle
93	Fly Leaf	Brown Color	Per Piece
94	Cover File (Four-Fold File)	38.1L x 27.9W x 22.9Th Centimeters	Per Piece
95	Cover File Poly Coated	10X14 inch	Per Piece
96	Flat File	Size- 14"X10"	Per Piece
97	Voucher Guard File with Clip	Big	Per Piece
98	T Alpin	100gm	Per Packet
99	Stapler Machine Big Size (24/6)	Big Size (24/6)	Per Piece
100	Stapler Machine Small Size (N-10)	Small Size (N-10)	Per Piece
101	Single Punching Machine	Paper punching	Per Piece
102	Double punching Machine	Paper punching	Per Piece
103	Stapler Pin N-10	N-10	Per Packet
104	Stapler Pin 26/6	24/6	Per Packet
105	Stapler Pin 23/17	23/17	Per Packet
106	Stapler Pin 23/20	23/20	Per Packet
107	Stapler Pin 23/15	23/15	Per Packet
108	A4 Paper	70 GSM	Per Packet
109	A3 Paper	75 GSM	Per Packet
110	Legal Paper	70 GSM	Per Packet
111	Eraser	Rubber	Per Piece
112	Whitener (Eraser)	Tube	Per Piece
113	Highlighter Pen	Different Color	Per Piece
114	Envelope A4 size	A4 Size	Per Piece
115	Envelope Legal Size	Brown/Yellow	Per Piece
116	Envelope Legal Size (Cloth)	Brown/Yellow	Per Piece
117	Envelope Mad Size	11cm/27cm	Per Piece
118	Pencil	Soft	Per Piece
119	Plastic File Folder	310x220mm	Per Piece
120	Marker Pen (White Board Marker)	Black/Blue	Per Piece
121	Permanent Marker Pen	Black/ Blue	Per Piece

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122	White Board Duster	Plastic Made	Per Piece
123	Clip Pin	100 nos.	Per Packet
124	Stamp Pad (Big)	Size 15.7 x 9.6 cm	Per Piece
125	Stamp Pad (Small)	Size: 110mm x 69 mm	Per Piece
126	Stamp Pad Ink	100 ml	Per Bottle
127	Paper Cutting Scissor	08" inch	Per Piece
128	Attendance Register (for Govt. Office)	Brown color	Per Piece
129	Issue Register (for Govt. Office)		Per Piece
130	Received Register (for Govt. Office)		Per Piece
131	Peon Book (for Govt. Office)		Per Piece
132	Notice Board (Big)	6 ft. x 4 ft.	Per Piece
133	Notice Board (Small)	2 ft. x 3 ft.	Per Piece
134	Calculator	12 Digit/150 steps Check	Per Piece
135	AC Battery	AAA	Per Piece
136	Watch Battery	AA	Per Piece
137	Glucometer Battery	CR2032 (3V)	Per Piece
138	Adhesive Gum	200 ml	Per Piece
139	Stick gum	Medium Size	
140	Carbon Paper	A4 Size	Per Piece
141	Carbon Paper	A3 Size	Per Piece
142	Phodani		Per Piece
143	Paper Weight Plastic	Plastic 6x6 cm	Per Piece
144	Extension Board	4 Universal Sockets, 3-meter-long cord, 1500 watts, 6 Amp	Per Piece
145	Lock & Key 7 Lever	7 Lever	Per Piece
146	Lock & Key 9 Level	9 Level	Per Piece
147	Lock & Key 11 Level	11 Level	Per Piece
148	Plain Rough Register	400 Pages	Per Piece
149	Touch Light	LED, 3500-4000 lux	Per Piece
150	Cello Tape	2" inch	Per Piece
151	Cello Tap	1" inch	Per Piece
152	Cello Tape Dispenser	2" inch	Per Piece
153	Double Added Tape	1 " inch	Per Piece
154	Examination Board	Wooden Board	Per Piece
155	Guard File	Voucher Pasting File	Per Piece
156	Duster Cloth		Per Meter

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157	Office Pen Stand	Material-Acrylic	Per Piece
158	Match Box	30 nos. of Stick	Per Packet
159	File Flake (Colourful)	120 Pages	Per Packet
160	Stick File	Different Colour	Per Piece
161	L. Folder	Different Colour	Per Piece
162	Notepad (Big Size)	40 Pages	Per Piece
163	Notepad (small Size)	20 pages	Per Piece
164	Steel Scale	18 inch	Per Piece
165	Steel Scale	12 inch	Per Piece
166	Yellow A4 Paper	70 GSM	Per Piece
167	Name Plate (Plastic)	Size- 2x8 inch Acrylic	Per Piece
168	Kobra File	RP 1000 DLX	Per Piece
169	Self Adhesive Sticker	A4 Size (30 Sticker/Sheet) 39x47.5 mm	Per Piece
170	Wireless Calling Bell	Electric	Per Piece
171	Arch File for Officer Record	36x36 cm	Per Piece
172	Cash Book No. 30	600 pages	Per Piece
173	Cash Book No. 18	360 pages	Per Piece
174	Cash Book	Leather Binding	Per Piece
175	Ball Pen		Per Piece
176	Vehicle Log Book	Hard Bound – 21x17 cm, 40 pages , 75 GSM	Per Piece
177	Rechargeable Battery	AA and AAA	Per Piece
178	Charging Adaptor for Rechargeable Battery	Compatible with AA and AAA type Battery	Per Piece
179	Binder Clip	51 mm	Per Piece
180	Binder Clip	25 mm	Per Piece
181	Gel Pen	Black, Blue, Red & Green	Per Piece
182	Notice Board Pin	50 nos.	Per Packet
183	Pencil Sharpener		Per Piece
184	Rubber Band	1 inch (500gm)	Per Packet
185	Water Bottle Plastic	01 Liter	Per Bottle
186	Water Bottle Steel	01 Liter	Per Bottle
187	Sutuli	Jute Rope	Per Kg
188	Bath Tube	Large	Per Piece
189	Emergency Light	Portable Rechargeable Led Lamp Cum Torch with Upto 4 Hrs Backup	Per Piece
190	Razor (Saving)	Normal	Per Piece

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191	Razor (Saving)	Use & Throw	Per Piece
192	Hacksaw Blade Single side	1 inch width	Per Piece
193	Drawing Sheet		Per Piece
194	Gammoxene powder	500gm /pkt	Per Pkt
195	Sticky Pad	(3" X3")	Per Pkt
196	Writing Pad 5 Subject,	Pages 300 Size 14X21.6 Cm Spiral	Per Piece
197	Writing Pad	160 Pages 70 Gsm Spiral Size 14X21.6 Cm	Per Piece
198	Writing Pad Spiral 1/6	(100Pages)	Per Piece
199	Writing Pad General 70 Gsm	20 Pages	Per Piece
200	Indelible Marker Pen		Per Pkt
201	Match Box	1pkt (10 box)	Per Pkt
202	Plain Paper	(Dista Paper)	
203	Torch (LED)	Rechargeable 3 Watt	Per Piece
204	Tailor scissor	LARGE	Per Piece
205	Computer paper with carbon copy		Per Pkt
206	Floor Mate Large Size		
207	Gas Stove	Double burner	Per Piece
208	Examination board	Plastic	Per Piece
209	Pencil Battery		Per Piece
210	Remote battery		Per Piece
211	Torch battery	(Large)	Per Piece
212	Torch battery	(Medium)	Per Piece
213	Battery Wrist Watch		Per Piece
214	Rat Killer		Per Piece
215	Wall Clock	Large	Per Piece
216	Measuring Tap	5 meter	Per Piece
217	Harpic 500ml		Per Piece
218	Sketch Pen	Best quality	Per Piece
219	Soap	Small	Per Piece
220	Hand Towel (16"X24")	Best Quality	Per Piece
221	Towel For Chair (88X175) Cm	Best Quality	Per Piece
222	Punching Machine Double	Best Quality	Per Piece
223	Punching Machine Single	Best Quality	Per Piece

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224	James Clip Plastic Coated (100 Clips)		Per Piece
225	L Folder A4 (Foe Each)	Best Quality	Per Piece
226	Flip Chart	Best Quality	Per Piece
227	Fly Leaf Printed With Two Eye Lid	Local	Per Piece
228	Plastic Bottom Folder (Full Scape) With Single Bottom	Best Quality	Per Piece
229	Folder Executive (Full Scape)	KEA (KW4021L)	Per Piece
230	L Folder A4 (Foe Each)	Best Quality	Per Piece
231	Brown Tape (For Packing)	2 " 65 Mtr.	Per Piece
232	Pen FOR Training Purpose	Best Quality	Per Piece
233	Magnifying Glass	10X	Per Piece


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Annexure-II

FORM-B: FINANCIAL BID

Financial Bid for Supply of Miscellaneous Stationary Items

Sl. No.	Name of Items Sanitary Items	Specification	Accounting Unit	Unit Price Excluding GST
01	Hand Wash	200 ml	Per Bottle	
02	Phenyl	1 Liter	Per Bottle	
03	Room Freshener	200 ml	Per Bottle	
04	Detergent powder	100 gm	Per Packet	
05	Dettol	100 ml	Per Bottle	
06	Odonil	100 gms	Per Packet	
07	Colin Spray	500 ML	Per Bottle	
08	Hand Sanitizer	120 ml	Per Bottle	
09	Karpoor Goli	1 kg	Per Packet	
10	Plastic Bucket Big	20 liters	Per Piece	
11	Plastic Bucket Medium	16 Liters	Per Piece	
12	Papoch (Big)	6 feet	Per Piece	
13	Papoch (Medium)	4 feet	Per Piece	
14	Papoch (Small)	3 feet	Per Piece	
15	Mosquito Liquid	50 ml	Per Piece	
16	Mosquito Hit Spray	120 ml	Per Bottle	
17	Mopper Dry Big	2 feet	Per Piece	
18	Mopper Dry Medium	1.5 feet	Per Piece	
19	Mopper Wet	1.5 feet	Per Piece	
20	Soap Small	Small size	Per Piece	
21	PhulaJhadu	Steel Handle	Per Piece	
22	Slipper	Size No. 06, 07, 08, 09 & 10	Per Piece	
23	Turkish Towel	Normal Size	Per Piece	
24	Napkin	Normal Size	Per Piece	
25	Toilet Cleaner	500 ml	Per Bottle	
26	Plastic Mug	Big Size	Per Piece	
27	Basin Brush	Normal Size	Per Piece	
28	Steel Drum	50 Liters	Per Piece	
29	Khadika Jhadu	(1 mt) Normal Size	Per Piece	
30	Wiper	(1.2 ft) Normal Size	Per Piece	
31	Toilet Brush	Normal Size	Per Piece	
32	Dustbin Big Size	60 Liters	Per Piece	
33	Dustbin Small Size	25 Liters	Per Piece	
34	Dustbin Big Size	120 Liters	Per Piece	
35	Plastic Tray	Big Size	Per Piece	
36	Plastic Tray	Small Size	Per Piece	
37	Boric Powder	250 gm	Per Bottle	
38	Jala Jhadu	Normal Size	Per Piece	
39	Plastic Apron	Free size	Per Piece	
40	Disposable Poly Apron	25GSM	Per Piece	
41	Acid Bottle	1 Liter	Per Piece	
42	Black Phenyl	1 Liter	Per Piece	
43	Steel Bucket	18 Liter	Per Piece	
44	Mosquito Liquid with Machine	45 ml	Per Piece	
45	Mosquito Coil	10 coil per Packet	Per Packet	
46	Dish Washing Liquid	500 ml	Per Bottle	

**OFFICE OF THE SUPERINTENDENT
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47	Plastic Spray Bottle	1 Liter	Per Piece
48	Sodium Hypo Chloride Solution	5 Liter	Per Bottle/ Jar
49	Glutaldehyde Solution	5 Liter	Per Bottle/ Jar
50	Hand Wash Big	750 ml	Per Bottle
51	Glass Jar for Post-Mortem Centre	2000 ml	Per Bottle
52	Lyzol	1 Liter	Per Bottle
53	Black Polythine for Dustbin	19 X 21 inches	Per Kg
54	Foot Pedal Dustbin Small	30 Liter	Per Piece
55	Foot Pedal Dustbin Big	60 Liter	Per Piece
56	Plastic Tub	40 Liter	Per Piece
57	Bleaching Powder	01 Kg	Per Kg
58	Floor Cleaner Liquid	05 Kg	Per Bottle/Jar
59	Sponges for Cleaning	05 inch	Per Kg
60	Scrubbing Brush Hard	10 cm length	Per Piece
61	Kata Brush	10 cm length	Per Piece
62	Nylon Scrubber	05 inch length	Per Piece
63	Glass Wiper	Small Handle	Per Piece
64	Glass Wiper	Long Handle	Per Piece
65	Kentucky Mop		Per Piece
66	Disinfectant Cleaner Liquid Floor	01 Liter	Per Bottle
67	Scrub Pad	6X4 inch, 600-800 GSM	Per Piece
68	Dust Pan	Plastic	Per Piece
69	Fan Cleaner	Long Handle	Per Piece
70	Urinal Cubes	80 gm	Per Piece
71	Use & Throw Dot Pen	Black, Blue, Red & Green	Per Piece
72	Register (Long)ruled	50 pages	Per Piece
73	Register (Long) un ruled	50 Pages	Per Piece
74	Register (Long) ruled	100 Pages	Per Piece
75	Register (Long) un ruled	100 Pages	Per Piece
76	Register (Long) ruled	200 Pages	Per Piece
77	Register (Long) un ruled	200 Pages	Per Piece
78	Register (Cloth Binding, Long) ruled	500 Pages	Per Piece
79	Register (Cloth Binding, Long) un ruled	500 Pages	Per Piece
80	Register (Cloth Binding, Long) ruled	1008 Pages	Per Piece
81	Register (Cloth Binding, Long) un ruled	1008 Pages	Per Piece
82	Notebook 50 pages Ruled	50 pages	Per Piece
83	Notebook 50 pages Un-Ruled	50 Pages	Per Piece
84	Notebook 100 pages Ruled	100 pages	Per Piece

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85	Notebook 100 pages Un-Ruled	100 Pages	Per Piece	
86	Notebook 250 pages Ruled	250 pages	Per Piece	
87	Notebook 250 pages Un-Ruled	250 Pages	Per Piece	
88	Notebook 500 pages Ruled	500 pages	Per Piece	
89	Notebook 500 pages Un-Ruled	500 Pages	Per Piece	
90	Laryngoscope Battery	2 x C Size Battery	Per Piece	
91	Bright Tag File	Different Color	Per Piece	
92	Long Tag	Fifty Nos.	Per Bundle	
93	Fly Leaf	Brown Color	Per Piece	
94	Cover File (Four-Fold File)	38.1L x 27.9W x 22.9Th Centimeters	Per Piece	
95	Cover File Poly Coated	10X14 inch	Per Piece	
96	Flat File	Size- 14"X10"	Per Piece	
97	Voucher Guard File with Clip	Big	Per Piece	
98	T Alpin	100gm	Per Packet	
99	Stepler Machine Big Size (24/6)	Big Size (24/6)	Per Piece	
100	Stepler Machine Small Size (N-10)	Small Size (N-10)	Per Piece	
101	Single Punching Machine	Paper punching	Per Piece	
102	Double punching Machine	Paper punching	Per Piece	
103	Stepler Pin N-10	N-10	Per Packet	
104	Stapler Pin 26/6	24/6	Per Packet	
105	Stapler Pin 23/17	23/17	Per Packet	
106	Stapler Pin 23/20	23/20	Per Packet	
107	Stapler Pin 23/15	23/15	Per Packet	
108	A4 Paper	70 GSM	Per Packet	
109	A3 Paper	75 GSM	Per Packet	
110	Legal Paper	70 GSM	Per Packet	
111	Eraser	Rubber	Per Piece	
112	Whitener (Eraser)	Tube	Per Piece	
113	Highlighter Pen	Different Color	Per Piece	
114	Envelope A4 size	A4 Size	Per Piece	
115	Envelope Legal Size	Brown/Yellow	Per Piece	
116	Envelope Legal Size (Cloth)	Brown/Yellow	Per Piece	
117	Envelope Mad Size	11cm/27cm	Per Piece	

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118	Pencil	Soft	Per Piece	
119	Plastic File Folder	310x220mm	Per Piece	
120	Marker Pen (White Board Marker)	Black/Blue	Per Piece	
121	Permanent Marker Pen	Black/ Blue	Per Piece	
122	White Board Duster	Plastic Made	Per Piece	
123	Clip Pin	100 nos.	Per Packet	
124	Stamp Pad (Big)	Size 15.7 x 9.6 cm	Per Piece	
125	Stamp Pad (Small)	Size: 110mm x 69 mm	Per Piece	
126	Stamp Pad Ink	100 ml	Per Bottle	
127	Paper Cutting Scissor	08" inch	Per Piece	
128	Attendance Register (for Govt. Office)	Brown color	Per Piece	
129	Issue Register (for Govt. Office)		Per Piece	
130	Received Register (for Govt. Office)		Per Piece	
131	Peon Book (for Govt. Office)		Per Piece	
132	Notice Board (Big)	6 ft. x 4 ft.	Per Piece	
133	Notice Board (Small)	2 ft. x 3 ft.	Per Piece	
134	Calculator	12 Digit/150 steps Check	Per Piece	
135	AC Battery	AAA	Per Piece	
136	Watch Battery	AA	Per Piece	
137	Glucometer Battery	CR2032 (3V)	Per Piece	
138	Adhesive Gum	200 ml	Per Piece	
139	Stick gum	Medium Size		
140	Carbon Paper	A4 Size	Per Piece	
141	Carbon Paper	A3 Size	Per Piece	
142	Phodani		Per Piece	
143	Paper Weight Plastic	Plastic 6x6 cm	Per Piece	
144	Extension Board	4 Universal Sockets, 3-meter-long cord, 1500 watts, 6 Amp	Per Piece	
145	Lock & Key 7 Lever	7 Lever	Per Piece	
146	Lock & Key 9 Level	9 Level	Per Piece	
147	Lock & Key 11 Level	11 Level	Per Piece	
148	Plain Rough Register	400 Pages	Per Piece	
149	Touch Light	LED, 3500-4000 lux	Per Piece	
150	Cello Tape	2" inch	Per Piece	
151	Cello Tap	1" inch	Per Piece	

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152	Cello Tape Dispenser	2" inch	Per Piece	
153	Double Added Tape	1 " inch	Per Piece	
154	Examination Board	Wooden Board	Per Piece	
155	Guard File	Voucher Pasting File	Per Piece	
156	Duster Cloth		Per Meter	
157	Office Pen Stand	Material-Acrylic	Per Piece	
158	Match Box	30 nos. of Stick	Per Packet	
159	File Flake (Colourful)	120 Pages	Per Packet	
160	Stick File	Different Colour	Per Piece	
161	L. Folder	Different Colour	Per Piece	
162	Notepad (Big Size)	40 Pages	Per Piece	
163	Notepad (small Size)	20 pages	Per Piece	
164	Steel Scale	18 inch	Per Piece	
165	Steel Scale	12 inch	Per Piece	
166	Yellow A4 Paper	70 GSM	Per Piece	
167	Name Plate (Plastic)	Size- 2x8 inch Acylic	Per Piece	
168	Kobra File	RP 1000 DLX	Per Piece	
169	Self-Adhesive Sticker	A4 Size (30 Sticker/Sheet) 39x47.5 mm	Per Piece	
170	Wireless Calling Bell	Electric	Per Piece	
171	Arch File for Officer Record	36x36 cm	Per Piece	
172	Cash Book No. 30	600 pages	Per Piece	
173	Cash Book No. 18	360 pages	Per Piece	
174	Cash Book	Leather Binding	Per Piece	
175	Ball Pen		Per Piece	
176	Vehicle Log Book	Hard Bound – 21x17 cm, 40 pages , 75 GSM	Per Piece	
177	Rechargeable Battery	AA and AAA	Per Piece	
178	Charging Adaptor for Rechargeable Battery	Compatible with AA and AAA type Battery	Per Piece	
179	Binder Clip	51 mm	Per Piece	
180	Binder Clip	25 mm	Per Piece	
181	Gel Pen	Black, Blue, Red & Green	Per Piece	
182	Notice Board Pin	50 nos.	Per Packet	
183	Pencil Sharpener		Per Piece	
184	Rubber Band	1 inch (500gm)	Per Packet	
185	Water Bottle Plastic	01 Liter	Per Bottle	
186	Water Bottle Steel	01 Liter	Per Bottle	

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187	Sutuli	Jute Rope	Per Kg	
188	Bath Tube	Large	Per Piece	
189	Emergency Light	Portable Rechargeable Led Lamp Cum Torch with Upto 4 Hrs Backup	Per Piece	
190	Razor (Saving)	Normal	Per Piece	
191	Razor (Saving)	Use & Throw	Per Piece	
192	Hacksaw Blade Single side	1 inch width	Per Piece	
193	Drawing Sheet		Per Piece	
194	Gamaxene powder	500gm /pkt	Per Pkt	
195	Sticky Pad	(3" X3")	Per Pkt	
196	Writing Pad 5 Subject,	Pages 300 Size 14X21.6 Cm Spiral	Per Piece	
197	Writing Pad	160 Pages 70 Gsm Spiral Size 14X21.6 Cm	Per Piece	
198	Writing Pad Spiral 1/6	(100Pages)	Per Piece	
199	Writing Pad General 70 Gsm	20 Pages	Per Piece	
200	Indelible Marker Pen		Per Pkt	
201	Match Box	1pkt (10 box)	Per Pkt	
202	Plain Paper	(Dista Paper)		
203	Torch (LED)	Rechargeable 3 Watt	Per Piece	
204	Tailor scissor	LARGE	Per Piece	
205	Computer paper with carbon copy		Per Pkt	
206	Floor Mate Large Size			
207	Gas Stove	Double burner	Per Piece	
208	Examination board	Plastic	Per Piece	
209	Pencil Battery		Per Piece	
210	Remote battery		Per Piece	
211	Torch battery	(Large)	Per Piece	
212	Torch battery	(Medium)	Per Piece	
213	Battery Wrist Watch		Per Piece	
214	Rat Killer		Per Piece	
215	Wall Clock	Large	Per Piece	
216	Measuring Tap	5 meter	Per Piece	

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217	Harpic 500ml		Per bottle	
218	Sketch Pen	Best quality	Per Piece	
219	Soap	Small	Per Piece	
220	Hand Towel (16"X24")	Best Quality	Per Piece	
221	Towel For Chair (88X175) Cm	Best Quality	Per Piece	
222	Punching Machine Double	Best Quality	Per Piece	
223	Punching Machine Single	Best Quality	Per Piece	
224	James Clip Plastic Coated (100 Clips)		Per Piece	
225	L Folder A4 (Foe Each)	Best Quality	Per Piece	
226	Flip Chart	Best Quality	Per Piece	
227	Fly Leaf Printed With Two Eye Lid	Local	Per Piece	
228	Plastic Bottom Folder (Full Scape) With Single Bottom	Best Quality	Per Piece	
229	Folder Executive (Full Scape)	KEA (KW4021L)	Per Piece	
230	L Folder A4 (Foe Each)	Best Quality	Per Piece	
231	Brown Tape (For Packing)	2 " 65 Mtr.	Per Piece	
232	Pen FOR Training Purpose	Best Quality	Per Piece	
233	Magnifying Glass	10X	Per Piece	



**Superintendent
PRM MCH, Baripada**

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Annexure-III

Format for submission of past performance

Sl. No.	Year	Order No. & Date	Order Value (Rs.)	Name of the Organization	Order copy Page Ref. No.

Date:

Place:


Superintendent
PRM MCH, Baripada

Signature of the Bidder
Name & Business Address

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ANNEXURE – IV

(To be submitted in **Cover A -Technical Bid**)
(To be furnished in the **letter head** of the Auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Average Turnover for the 2020-21, 2021-22 & 2022-23 of M/s _____ who is a Manufacturer /Distributor/supplier (Pl. tick whichever is applicable) are given below and certified that the statement is true and correct.

Sl.No.	Year	Turnover in (Rs.)
1.	2020 – 2021 (FY)	-
2.	2021 – 2022 (FY)	-
3.	2022 - 2023 (FY)	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date:
Place:

(Name in Capital)

Signature of Auditor/
Chartered Accountant

Seal

Membership No.-
Registration No. of Firm

Note:

- a) To be issued in the **letter head** of the Auditor/Chartered Accountant mentioning the Membership no.


**Superintendent
PRM MCH, Baripada**

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(To be submitted in Technical Bid) **Annexure-V**

UNDERTAKING/ DECLARATION FORM

I/ We Having my / our
..... office at
Do declare that I/We have carefully read all the terms & condition of the
tender of the Superintendent, PRM Medical College & Hospital, Baripada
for Supply of Miscellaneous Stationary Items. The approved rate will
remain valid for a period of One Year from the date of approval. I will
abide with all the terms & conditions set forth in the Tender reference
No. _____ Date ____/____/2024.

I do hereby declare I/ We have been de-recognized/ black listed by
any state Govt./ Union Territory/ Govt. of India/ Govt. organization /
Govt. Health Institutions for supply of inferior quality materials/ non-
supply.

I/We agree that the Tender inviting Authority can forfeit the
Earnest money deposit and or performance security Deposit and
blacklisted me/ us for a period of 03 years if, any information furnished
by us proved to be false at the time of inspection/ verification and not
complying with the tender terms & conditions.

I/ We Do hereby declare that I/We will
supply the Miscellaneous Stationary Items to Superintendent, PRM
MC&H, Baripada as per the specification as well as Terms & Conditions
of the above Tender document.

Date:

Place:

Seal with signature of the bidder


Superintendent
PRM MCH, Baripada

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BARIPADA, MAYURBHANJ, 757001**

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Annexure-VI

Bid Security Declaration Format

(On letter Head of the Bidder)

This is to inform you that M/s _____
(Agency Name) shall not withdraw or modify its bid till the validity period of 180days as mentioned in tender notice advertisement No. _____
Date _____. We may debar from being considered/ to participate in future for a period of 03 years at "Superintendent, PRM Medical College & Hospital, Baripada from the date of debarred notice in the following circumstances: (a) If withdraw the bid during the bid validity period of 180 days. (b) If do not respond to request for clarification of the bid submitted by us. (c) If fail to cooperate in bid evaluation process and in case being successful bidder, if fails to sign the agreement in time to furnished performance security/ guarantee.

Name of the Authorized signatory: _____

Designation: _____

Official Seal: _____

Seal with signature of the bidder


Superintendent
PRM MCH, Baripada

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ANNEXURE-VII

CHECK LIST

Firm Name:- _____

Address: _____

Contact Number _____

e-mail: _____

Sl. No.	Name of Document	Submitted (Yes/No)	Page No.
01	Tender Paper Cost Rs.2360.00.00(2000+ 18% GST) (Non-refundable)		
02	EMD Amount Rs.10,000.00		
03	Self-attested copy of GST Registration certificate		
04	Self-attested copy of up-to- date GST Return		
05	Self-attested copy of PAN Card		
06	Price sheet as per price format as per Annexure-II		
07	Proof copy of past experience as per Annexure - III		
08	Average annual turnover should not be less than ₹.30.00 lakhs for last 3 financial years. [i.e 2020-21, 2021-22 & 2022-23] Annexure-IV		
09	Copy of Income Tax Return of last Assessment years (2022- 23)		
10	Bid Security declaration as per Annexure - VI		
11	Undertaking Annexure - V		
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 my /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:

(Signature and seal of the authorized signature)