

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, KENDRAPARA

Advertisement No: 11597

Date: 01.09.23

Short Tender Call Notice

Sealed tenders are invited from registered suppliers/agencies for supply of **Office Stationery** to CDM& PHO cum District Mission Director, Kendrapara for a period of one year on annual rate contact basis. Details regarding the items , terms& conditions and formats may be downloaded from the website **www.kendrapara.nic.in**. All tenders should be applied & must be super scribed as "**Tender for supply of Office Stationery**" The tender should reach to the office of the undersigned by 15.09.2023 (till 3.00P.M.) through speed post/Regd. Post/Courier service. Tender will be opened at 11.30 AM. on dt.16.09.2023 The undersigned reserves the right to reject any or all the tenders without assigning any reasons thereof.

A. Pattnaik
Chief District Medical & PHO cum
District Mission Director, Kendrapara
01.09.2023

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, Kendrapara 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: www.kendrapara.nic.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 envelopes superscribed as **"Tender for Supply of Miscellaneous Stationary Items on Annual Rate Contract Basis to CDM & PHO Kendrapara to advt. No- 11297 dtd. 01.09.2023"**.

The tenders should be addressed to:

The Chief District Medical & Public Health Officer,
National Health Mission
Kendrapara
Pin Code- 754211

The last date & time of submission of tender is 15/09/23 till 3.00 P.M.. The tender shall be opened on 16/09/2023 at 11.30 A.M. in the office chamber of CDM&PHO, Kendrapara in the presence of bidders or their authorized representative who may wish to present. The tender document is to be submitted by Regd.post/Speed 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

1. 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.
2. 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, Kendrapara payable at Kendrapara. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidder will be retained & will be refunded on successful completion of the job without interest.
3. The firm will have to submit an **Affidavit basing on:** (On original Stamp Paper of relevant value) **(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 VAT/ST/CST Act/GST or any other law. **(C)**Our organization agrees to abide by all terms & conditions of tender **(D)**Our organization will quote prices inclusive of all taxes and transportation.
4. The CDM & PHO, Kendrapara will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place


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- in good condition. The defective or damaged material if any will be replaced & new material will be provided by the agency.
5. In the technical bid the firm will also have to submit the photocopies of PAN& GST registration certificate.
 6. Copy of GST clearance is to be placed for the month of March-2023.
 7. Firms/ Agencies **should participate in the tender with mentioning brand name & the rate of the item against each brand. Committee will decide to accept the brand on the basis of cost cum quality.**
 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 the CDM & PHO, Kendrapara.
 9. This rate will be applicable for purchase of the stationary items for **One year** on an annual rate contract basis, however committee will hike the rate on the basis of suppliers request if any maximum hike on previous MRP of any item quoted.
 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, Kendrapara 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 Non-NRHM, Kendrapara** payable at Kendrapara 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 Directorate 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, Kendrapara shall be final.
 15. All legal disputes are subject to the jurisdiction of Kendrapara court only.
 16. The CDM & PHO, Kendrapara reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.


CDM & PHO, Kendrapara
 Chief District Medical & Public Health Officer
 Cum-District Mission Director, Kendrapara
 28/03/2023

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	GST registration acknowledgement	(Photo copy to be attached)
7	Copy of GST clearance is to be placed for the month of March-2023	(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	Income Tax Return acknowledgement copy for the FY i.e, 2021-22	(Photo copy to be attached)
12	Affidavit basing on: (On original Stamp Paper of relevant value) (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 VAT/ST/CST Act/GST or any other law. (C) Our organization agrees to abide by all terms & conditions of tender (D) Our organization will quote prices inclusive of all taxes	(Affidavit in original stamp paper certified by Notary with clauses as mentioned in clause no. 4 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)	

Chief District Medical & Public Health Officer
Cum-District Mission Director, Kendrapara

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

Chief District Officer
District Mission Director, Kendrapara

TENDER FORMAT Part -II(Price Bid) - Cover B(to be furnished in Cover B-Price Bid)Annexure-I (Office Stationary Items)

SL. No.	Name of the Items	BRAND-I	Rate (Rs.) inclusive of all taxes	BRAND - II	Rate(Rs.) inclusive of all taxes	BRAND-III	Rate(Rs.) inclusive of all taxes
1	COPIER PAPER A472 GSM (500 SHEETS)						
2	COPIER PAPER A4 75 GSM(500 SHEETS)						
3	ARCH FILE CARD BOARD WITH LIVER (14"XL0")						
4	ARCH FILE PLASTIC 2-D RING BINGER (25 MM)						
5	CASH REGISTER LEGAL SIZE (NUMBER WISE)						
6	CORRECTION PEN						
7	COVER FILE POLY COATED						
8	FLIP CHART (25 SHEETS , 25 MM GRID RULE)						
9	PLASTIC FOLDER (FULL SCAPE) WITH SINGLE BOTTOM						
10	PLASTIC FOLDER (FULL SCAPE) CLEAR BAG WITH SINGLE BOTTOM						
11	PLASTIC FOLDER TWO PACKET (FULL SCAPE) WITH SINGLE BOTTOM						
12	FOLDER EXECUTIVE (FULL SCAPE)						
13	EXECUTIVE FOLDER LEATHER FINISH						
14	L FOLDER A4						
16	PARMANET MARKER (OHP)						
17	PEN (MRP- 5/-)						
18	PEN (USE & TROUGH)						
19	PEN MRP 10/-						
20	PEN MRP 30/-						
21	PEN MRP 60/-						
22	PEON BOOK						
23	PUNCHING MACHINE DOUBLE						
24	PUNCHING MACHINE DOUBLE HEAVE DUTY						
25	PUNCHING MACHINE SINGLE						

26	REGISTER (RULLED) NUMBER WISE						
27	SKETCH PEN (PKT. OF 10)						
28	STAMP PAD 8 CMXL2CM						
29	STAMP PAD INK LOOML						
30	STAPPLER PIN MEDIUM 24/6						
31	STAPPLER PIN SMALL NO- 10 1M						
32	STAPPLER PIN BIG 26/10						
33	STAPPLER HEAVY DUTY						
34	STAPPLER MIDUIM HD 45						
35	STAPPLER SMALL 10M						
36	STOCK REGISTER 360 PAGES (LEGAL SIZE)						
37	WRITING PAD 5 SUBJECT, PAGES 300 SIZE 14X21.6 CM SPIRAL						
38	WRITING PAD 160 PAGES 70 GSM SPIRAL SIZE 14X21.6 CM SINGLE						
39	WRITING PAD SPIRAL 1/6 (L00 PAGES)						
40	WRITING PAD GENERAL 70 GSM 40 PAGES						
41	WRITING PAD GENERAL 70 GSM 20 PAGES						
41	TOWEL FOR EXECUTIVE CHAIR						
42	HAND TOWEL						
43	COBRA FILE						
44	FILE FLAG						

Pl. Mention the % of GST included in the above price:

Note: The bidder have quote for all Items (may not be for all brands)

N.B.: While preparing the pricebid for Office stationeries (PART A), please see that , you maintain the same "serial number as in Annexure-I (Page No.7)"

Non response items may be marked as "-----" to maintain same seriality. That means the bidder has to maintained all items irrespective of bided or not.

(Signature and seal of the authorized signatory)

Place :

Date :

Officer
Cum-District Mission Director, Kendrapara