

# TENDER DOCUMENT



## SUPPLY OF OFFICE STATIONERY & CONSUMABLES ON ANNUAL RATE CONTRACT BASIS

CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
O/o CDM & PHO, BHADRAK



ZILLA SWASTHYA SAMITI, BHADRAK  
DISTRICT PROGRAMME MANAGEMENT UNIT,  
O/O- CDM&PHO, BHADRAK, DIST- BHADRAK



Advertisement No. 15/2023 TENDER CALL NOTICE

Date: 08/12/2023

Sealed tenders are invited from registered local firms/suppliers / agencies (having up to date GST registration certificate) adequate experience in taking up of work for supply of office stationery & consumables to the O/o CDM & Public Health Officer, Bhadrak for a period of one year on annual rate contract basis. Details regarding the items, terms & conditions, format for submission of tender may be downloaded from the district website [www.bhadrak.nic.in](http://www.bhadrak.nic.in). The tender document should reach to the office of the undersigned latest by **22.12.2023 up to 5.00 PM** through Speed Post/ Registered Post only. The tender will be opened at 4.00 PM onwards on **26.12.2023**. The undersigned reserves the right to accept or reject any/all bids without assigning any reason thereof. The undersigned will not be held responsible for any postal delay.

  
Chief District Medical & Public Health Officer,  
Bhadrak

**Supply of Office Stationery & Consumables on Annual Rate Contract Basis**

1. Sealed tender are invited from registered local firms/ suppliers / agencies (having up to date GST Registration certificate) having adequate experiences in taking up the works for supply of office stationery & consumables at different location of the district & block level.
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 the district website i.e. [www.bhadrak.nic.in](http://www.bhadrak.nic.in).
3. The tender will have to be submitted in two parts i.e. technical bid (cover-A) and financial bid (cover-B). The bidders should submit their technical and financial bid separately in two sealed envelopes clearly marked as "Technical Bid" and "Financial Bid". And those two envelopes should be put into another outer sealed envelope superscribed as "Tender for Supply of Office Stationery & Consumables" in reference to the Advt No. \_\_\_\_\_".
4. The tender should be addressed to:

The Chief District Medical & Public Health Officer,  
District Headquarter Hospital, Nuabazar,  
Bhadrak, PIN: 756 100, Odisha.

5. The tender document should reach to the office of undersigned latest by 22.12.2023 up to 5.00 PM through Speed Post/ Registered Post only. The tender will be opened at 4.00 PM onwards on 26.12.2023 at DHH Conference Hall, O/o CDM & Public Health Officer, Bhadrak in presence of tenderers or/and their authorized representatives who may wish to be present.
6. It is requested that tender indicating the rate for different office stationery & consumables should be furnished in the specified format as mentioned in the format.
7. The bidder must have a registered/branch office in the Bhadrak District. Affidavit in this respect is to be submitted along with the bid.
8. Bidders who qualify in technical bid their financial proposal shall only be opened.
9. The authority reserves the right to accept or reject the tender without assigning any reason thereof.

NB:-

1. The rate should be inclusive of GST & transportation cost.
2. Material is to be delivered at different institution at district & block level as per the purchase order.
3. Delivery schedule: Within 7 days from the date of issue of purchase order.
4. Consignee: Chief District Medical & Public Health Officer Bhadrak.

  
Chief District Medical & Public Health Officer,  
Bhadrak.

NOTICE INVITING PROPOSAL

RFP No. 15 /2023

Dated:- 08 / 12 /2023

1	Period of Availability of RFP Document	<b>From 08/12/2023 to 22/12/2023</b> (Downloadable from website: ( <a href="http://www.bhadrak.nic.in">www.bhadrak.nic.in</a> ))
2	Last date for submission of Proposal	<b>Date:- 22/12/ 2023, Time: 5.00 PM</b> <b>Address: O/o The CDM &amp; Public Health Officer, Bhadrak</b> <b><i>NB: Proposals should be submitted through Speed post / Registered post only.</i></b>
3	Date, time and place of opening of Proposal and presentation	<b>a) Technical Proposal (Part A) opening : 26.12.2023, Time: 4.00 PM at O/o The CDM &amp; PHO, Bhadrak</b> <b>b) Financial Proposal (Part B):</b> <i>The date of opening of financial proposals will be intimated by the CDM&amp;PHO, Bhadrak to the agency found successful in the technical proposal evaluation.</i> <b><i>(Bidders / authorized representative may remain present at the time of opening of proposal)</i></b>

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## TERMS AND CONDITIONS

01. The organization should be a bonafied registered body.
02. The organization should have PAN & up to date GST Registration certificate.
03. The organization should be registered under Shop & Establishment Act.
04. The organizations will have to submit the Affidavit (on original stamp paper of relevant value) with 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 Act or any other law.
  - c. The CDM&PHO, Bhadrak Office 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 at institution level. The defective or damaged material if any will be replaced by the organization.
  - d. That the organization agrees to abide by all terms & conditions of tender.
  - e. The organization will quote prices inclusive of all taxes.
05. The tender must be accompanied by EMD of Rs. 6,000/- in shape of Demand Draft drawn on any Nationalized / Scheduled Bank in favour of Rogi Kalyan Samiti, Bhadrak, payable at Bhadrak. Tenders not accompanied by EMD will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful bidders will be retained & will be refunded on successful completion of the job without interest.
06. The rate will be applicable for supply of items as per the specifications mentioned in the technical bid for one year on an annual rate contract basis. No request for increase in rates, if any, will be allowed or entertained during this period.
07. Supplier shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract. The supply of the item shall be made immediately (within 7 days) after placement of supply order against the place mentioned in the supply order and supplier shall submit the bill for payment at the approved rate in respect to quantity of items supplied.
08. Conditional tenders are liable to be rejected. In the event of acceptance, CDM&PHO decision will be final. The tender, which is not as per our required specifications, will not be considered.
09. If the successful bidder fails to supply within the stipulated period i.e. 7 days, liquidated damage @ 5% of the tender value, per week of delay shall be deducted from the final payment. Deduction shall be made till 4% of purchase order rate. If the bidder still fails to supply his order stand cancelled.
10. The CDM&PHO, Bhadrak 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. All information, documents and data coming in the possession of the organization as a result of execution of the job shall at all time remain the property of the CDM&PHO Bhadrak. The organization shall not make or allow any of his employee or agents etc. To make an unauthorized copy, use, access or other utilization of this material commercially or otherwise, directly or indirectly except as agreed to by the Office. The organization shall also ensure complete confidentiality of the information and data provided to it in the course of carrying out the job.
12. Bidder must have sound knowledge of latest intellectual and property right. The authority who assigns the work is no way responsible for any deviation made by the supplier in this regard.
13. Under no circumstances 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.
14. The head of the organization (bidder) should submit an authorization and specimen signature of their authorized signatory.



15. In case there is a tie in rate quoted by the firms, the firms found to be L1 bidder for maximum number of items will be offered to supply the said item. If the firm disagrees / fails to supply the item the L2 bidder will be offered to supply the said item at the L1 price.
16. In case of failure on part of the approved supplier to supply the item as per the supply order within stipulated period, the CDM & PHO, Bhadrak shall have the liberty to purchase those items from other sources and the approved suppliers shall be liable to pay the excess amount which this office may have to incur being the difference of actual amount of purchase minus the amount of approved rate. Accordingly, the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
17. For any dispute decision of CDM & PHO, Bhadrak shall be final.
18. All legal disputes are subject to the jurisdiction of Bhadrak Court only.

The CDM&PHO reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.



**TENDER FORMAT**  
**PART – I**  
**(TECHNICAL BID) COVER – A**  
**(To be furnished in Cover – A Technical Bid)**

01	Name of the Organization	
02	Address of the organization	
03	Name of authorized signatory (in Capital Letter)	
04	Authorization and specimen signature of the authorized signatory	
05	Telephone number of authorized signatory/ Organization with E-mail ID	
06	GST Registration Certificate	(Self-Attested photocopy of certificate to be attached)
07	Shop & Establishment Act Registration Certificate	(Self-Attested photocopy of certificate to be attached)
08	PAN	(Self-Attested photocopy of certificate to be attached)
09	Annual turnover certificate duly signed by Chattered Accountant submitted for last 3 years (2020-21, 2021-22, and 2022-23). The average annual turnover should be Rs. 1,00,000/- (Rupees One Lakh) only during the above last 3 years.	(Self-Attested photocopy of certificate to be attached)
10	Filing of GSTR-9 Annual Return for last financial year 2022-23	(Self-Attested photocopy of the annual return to be attached)
11	Bank Name, Draft number and date of the EMD of Rs 6,000/-	
12	Affidavit of declaration that the Organization does not have any legal suit/criminal case pending against it for violation of GST Act or any other law and agree to abide by all terms and conditions of tender.	Affidavit in original stamp paper certified by notary with clauses as mentioned in clause No. 03 of the terms and conditions.
13	Affidavit of declaration that the organization has a registered/branch office in the Bhadrak District.	Affidavit in original stamp paper certified by notary to be attached)
14	Whether all documents submitted 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 at any state, the Firm/Agency will be blacklisted and will not have any dealing with our organization in future.

Place:

Date:

(Signature and seal of the authorized signature)



**PART – II**  
**(PRICE BID) – COVER-B**  
**(To be furnished in Cover – B – Price Bid)**  
**Annexure – I (List of Items with Specification)**

Sl. No.	Name of Items	Specification	Unit Cost (Amount in Rs.) Inclusive of all Taxes
1	White Copier Paper	Size: A4, Quality: 70 GSM, No. Of Sheets in a Pack: 500 sheets	
2	White Copier Paper	Size: A3, Quality: 70 GSM, No. Of Sheets in a Pack: 500 sheets	
3	Office Register	No. Of Pages: 100-150 GSM: 80-120 Binding Type: Hard Card Board Binding Shape: Rectangular Line Type: Single Line, No Left Margin Dimension: 345 x 215 mm	
4	Office Register	No. Of Pages: 151-200 GSM: 80-120 Binding Type: Hard Card Board Binding Shape: Rectangular Line Type: Single Line, No Left Margin Dimension: 345 x 215 mm	
5	Compatible Cartridge for Printer (New)	Model: HP 1802 Laser Printer Type: Single Function (Black)	
		Model: HP 1020 Laser Printer Type: Single Function (Black)	
		Model: HP M1005 Laser Jet Printer Type: Multi Functional (Black)	
6	Compatible Cartridge for Printer (Refilling)	Model: HP 1802 Laser Printer Type: Single Function (Black)	
		Model: HP 1020 Laser Printer Type: Single Function (Black)	
		Model: HP M1005 Laser Jet Printer Type: Multi Functional (Black)	
		Model: EPSON L361 Ink Tank Printer Type: Multi Functional (Colour)	

Place:

Date:



Signature of the Authorized signatory