

# TENDER DOCUMENT



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

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

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

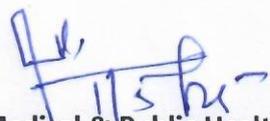
1. Sealed tender are invited from registered local firms/ suppliers / agencies (having valid GST Registration certificate) having adequate experiences in taking up the works for supply of office stationery & consumables at different location of the district & block level.
2. The firm should have existence in last three Preceding Financial Years (i.e. 2021-22, 2022-23 and 2023-24).
3. 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.odisha.gov.in](http://www.bhadrak.odisha.gov.in). 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. 04/2025".
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 the office of undersigned latest by 21.05.2025 up to 1.00 PM through Speed Post/ Registered Post only. The tender will be opened at 11.30 AM onwards on 22.05.2025 at office chamber of CDM & Public Health Officer, Bhadrak by the purchase committee 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. Bidders who qualify in technical bid their financial proposal shall only be opened.
8. 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 health institution of district & block level as per the purchase order.
3. Delivery schedule: Within 5 days from the date of issue of purchase order. In case of urgency the bidder must supply the required item within 48 hrs from the date of place of the order.
4. Consignee: Chief District Medical & Public Health Officer Bhadrak.

  
**Chief District Medical & Public Health Officer,  
Bhadrak.**

## NOTICE INVITING PROPOSAL

RFP No. 04 /2025

Dated:- 01 / 05 /2025

1	Period of Availability of RFP Document	<b>From</b> <u>01.05.2025 to 21.05.2025</u> (Downloadable from website: ( <a href="http://www.bhadrak.odisha.gov.in">www.bhadrak.odisha.gov.in</a> .)
2	Last date for submission of Proposal	<b>Date:-</b> <u>21.05.2025</u> , <b>Time:</b> 1.00 PM <b>Address:</b> O/o The CDM & Public Health Officer, Bhadrak <b>NB: Proposals should be submitted through Speed post / Registered post only.</b>
3	Date, time and place of opening of Proposal and presentation	<b>a) Technical Proposal (Part A) opening :</b> <u>22.05.2025</u> , <b>Time:</b> 11.30 AM at O/o The CDM & PHO, Bhadrak <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>(Bidders / authorized representative may remain present at the time of opening of proposal)</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 organizations will have to submit the Affidavit (on original stamp paper of Rs. 100/-) with following clauses:
  - a. Our organization has not been blacklisted by any Government Organization.
  - b. The firm should have existence in last three Preceding Financial years (i.e. 2021-22, 2022-23 and 2023-24).
  - c. Our organization does not have any legal suit / criminal case pending against it for violation of GST Act or any other law.
  - d. 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 selected member.
  - e. That the organization agrees to abide by all terms & conditions of tender.
  - f. The organization will quote prices inclusive of all taxes.
04. 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 ZSS Non NHM Fund, Bhadrak, payable at Bhadrak. Tenders not accompanied by EMD will be rejected. 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.
05. 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.
06. 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 5 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.
07. Conditional tenders are liable to be rejected.
08. If the successful bidder fails to supply within the stipulated period i.e. 5 days, liquidated damage @ 5% of the purchase order value, per week of delay shall be deducted from the final payment.
09. The CDM&PHO, Bhadrak will not pay any advance payment to the organization. The selected bidder 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.
10. 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.
11. 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.
12. 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.
13. Bid/tender found incomplete in any respect will be rejected.
14. 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.



15. 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.
16. For any dispute decision of CDM & PHO, Bhadrak shall be final.
17. 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	PAN	(Self-Attested photocopy of certificate to be attached)
08	GST Annual Return for last three financial year (2021-22, 2022-23 and 2023-24)as per the GST Act.	(Self-Attested photocopy of the annual return to be attached)
09	Bank Name, Draft number and date of the EMD of Rs 6,000/-	
10	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.
11	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 the Items	Rate Per Unit	Rate of Discount from unit price. (%)
1	ALPIN 100 gm		
2	ALPIN MAGNETIC BOX		
3	ARCH FILE CARD BOARD with Liver (14"x10")		
4	ARCH FILE PLASTIC 2-D Ring Binger ( 25 MM)		
5	BINDER CLIP 19 mm		
6	BINDER CLIP 25 mm		
7	BINDER CLIP 41 mm		
8	BINDER CLIP 51 mm		
9	WHITE BOARD MARKER		
10	BOARD PIN (Plastic top)		
11	BROWN TAPE (for PACKING) 2 " and 50 mtr		
12	CALCULATOR 12 DIGIT with Warranty		
13	Cash Register Legal size (number wise)		
14	CELLO TAPE 1" and 50 mtr		
15	CELLO TAPE 2" and 50 mtr		
17	COOLIN SPRAY 500 ML		
19	COPIER PAPER Legal Size 70 GSM (500 Sheets)		
20	COPIER PAPER A4 75 GSM – 500 Sheets		
21	Correction Fluid with Diluter		
22	CORRECTION PEN		
23	COVER FILE POLY COATED		
24	PENCIL CUTTER		
25	CELLO TAPE DISPENSER		
26	DRAWING SHEET full size		
27	Rubber ERASER 33mm x 17mmx 10mm		
28	Paper Flag (self adhesive )- Colored (Four Colors) Size 1"X3 " ( 50x4 colors)		
29	Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"X3 " ( 50x4 colors)		
30	FLIP CHART (25 Sheets , 25 mm Grid rule)		
31	Plastic Folder (Full Scape) with single bottom		
32	Plastic Folder (Full Scape) Clear Bag with single bottom		
33	Plastic Folder Two Packet (Full Scape) with single bottom		
34	Folder Executive (Full Scape)		
35	Executive Folder Leather Finish		
36	L FOLDER A4		
37	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)		
38	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)		
39	GUM tube 50 ml.		

40	GUM STICK 15gm		
41	HIGHLIGHTER		
44	Mounting Tape ( Double side foam tape) 24mm		
45	File Packing Cloth Markin ( red) per 1 Mtr		
46	PAPER CUTTER MRP 10/-		
47	PAPER TRAY PLASTIC (Full Scape)		
48	PAPER WEIGHT glass (square Shape)		
49	PAPER WEIGHT Fiber (square Shape)		
50	PARMANET MARKER ( OHP)		
51	PEN ( MRP- 5/-)		
52	PEN ( Use & Trough)		
53	PEN MRP 10/-		
54	PEN MRP 30/-		
55	Pen MRP 60/-		
56	Pencil		
57	PENCIL BATTARY		
58	MICROPHONE BATTERY		
60	PUNCHING MACHINE DOUBLE		
61	PUNCHING MACHINE SINGLE		
62	ROOM AIR FRESHNER (Spray) 125 gm / 234 ml		
63	Rubber ring elastic 100 gm Pkt 2"		
64	Register (Rulled) number wise		
65	SCALE STEEL 12" THIKNESS NOT LESS THAN 1 MM		
66	SCISSORS 12" Plastic handle		
67	SCISSORS 6" Plastic handle		
68	SKETCH PEN (Pkt. of 10)		
70	STAMP PAD 8 CMx12CM		
71	STAMP PAD INK 100mL		
72	STAPPLER PIN MEDIUM 24/6		
73	STAPPLER PIN SMALL NO-10 1M		
74	STAPPLER PIN BIG 26/10		
75	STAPPLER HEAVY DUTY		
76	STAPPLER MIDIUH HD 45		
77	STAPPLER SMALL 10M		
78	STIKY PAD ( 3" x3")		
79	STIKY PAD ( 4" x4")		
80	STOCK REGISTER 360 Pages (Legal size)		
81	TAG ( 50 Nos.) 5.5 inch white thread		
82	Towel for Chair (88X175) CM		
83	Towel Hand ( 16"x24")		
85	Writing Pad 5 subject , Pages 300 size 14x21.6 CM Spiral		
86	Writing pad 160 pages 70 GSM spiral size 14x21.6 CM single ruled		
87	WRITING PAD SPIRAL 1/6 ( 100pages)		
88	WRITING PAD GENERAL 70 GSM 40 PAGES		

89	HARD BOARD FILE WITH LACE		
90	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)		
91	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size:25 CM x 30 CM)		
92	Compatible Cartridge for Printer (New) Model: HP 1802 Laser Printer Type: Single Function (Black)		
93	Compatible Cartridge for Printer (New) Model: HP 1020 Laser Printer Type: Single Function (Black)		
94	Compatible Cartridge for Printer (New) Model: HP M1005 Laser Jet Printer Type: Multi-Functional (Black)		
95	Compatible Cartridge for Printer (Refilling) Model: HP 1802 Laser Printer Type: Single Function (Black)		
96	Compatible Cartridge for Printer (Refilling) Model: HP 1020 Laser Printer Type: Single Function (Black)		
97	Compatible Cartridge for Printer (Refilling) Model: HP M1005 Laser Jet Printer Type: Multi-Functional (Black)		
99	Compatible Cartridge for Printer (New) Model: HP MFP 136nw Laser Jet Printer Type: Multi-Functional (Black)		
100	Compatible Cartridge for Printer (New) Model: HP MFP 136nw Laser jet Printer Type: Single Function (Black)		
101	Compatible Cartridge for Printer (New) Model: HP P1108 Laser Jet Printer Type: Multi-Functional (Black)		
102	Compatible Cartridge for Printer (Refilling) Model: HP P1108 Laser Printer Type: Single Function (Black)		
103	Compatible Cartridge for Printer (New) Model: HP M202dw Laser pro Jet Printer Type: Multi-Functional (Black)		
104	Compatible Cartridge for Printer (Refilling) Model: HP M202dw Laser pro Jet Printer Type: Single Function (Black)		
105	Epson M 200 ink (Black)		
106	Compatible Cartridge for Printer (Refilling) Model: Konika Moleta BIZHUB 226 Type: Single Function (Black)		
107	Compatible Cartridge for Printer (New) Model: Brother HL – B2000D Type: Single Function (Black)		

Place:

Date:

(Signature and seal of the authorized signatory)

## Part-III

## (Price Bid)–Cover B

(To be furnished in Cover B-Price Bid)

## Cleaning Materials under NIRMAL

SL.	NAME OF ITEMS	Qty	Rate Per Unit (including GST)	Rate of Discount from unit price. (%)
1	Glass & plastic surface cleaning liquid(500 ml)	1 Bot		
2	Floor Polish 500 ml( Wooden )	1 Bot.		
3	Door Mat plastic Grass type (rate per sq.)	1 square feet		
4	Detergent Powder (per KG)	1 Kg		
5	Liquid toilet cleaner 1Liter each	1 Ltr		
6	Hit Spray 200ml each	1 bot		
7	Liquid soap 500ml (Bottle with spray) each	1 Bot.		
8	Floor cleaning liquid / Phenyl 5 Litre	5 Ltr		
9	Drain Opener (Large & Small)	1 Pkt		
10	Liquid Hand Wash Refill Pouch (750ml) each	1 Pkt		
11	Acid (Toilet Cleaning Acid Grade) 1 Litre	1 Bot.		
12	Mosquito Repelling Liquid 60 days each	1 Pkt		
13	Mosquito Repelling Machine each	1 pkt		
14	Naphthalene balls	1 Pkt		
15	Room Freshener :	1 Pc		
16	Air Freshener: Glade Lemon Gel 70gm. each	1 Pc		
17	Hospital grade Phenyle	1 Ltr		
18	Urinal Cubes	1 Pkt		
19	Floor/dish cleaner 1 Litre	1 Ltr		
20	Multipurpose cleaning liquid 1 Litre	1 Ltr		

Place:

Date:

(Signature and seal of the authorized signatory)

