

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

District Head Quarters Hospital Campus,
Dhenkanal - 759013 - Email- nrhmdkl@gmail.com

TENDER CALL NOTICE

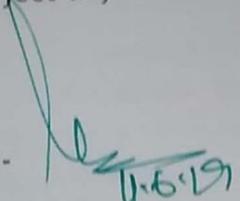
Advt No:- 1365 /19-20/Office Stationary-CDMO, Dhenkanal dated 11.06.2019

Sealed tenders are invited from the reputed firms/Authorized suppliers within Dhenkanal District having valid GSTIN/PAN and Vat clearance certificate for supply of following items to the office of CDMO cum DMD, Dhenkanal on annual rate contract basis.

I. Supply of OFFICE STATIONARY.

The sealed tenders should reach at O/o CDMO, Dhenkanal in any working day by 24.06.2019 till 5 P.M along with all required documents by Speed post/Regd. post only by super scribing on the top of the envelop "TENDER FOR Office Stationary", DHENKANAL". The tender will be opened on 25.06.2019 at 3.00 P.M in the office of the undersigned in presence of the bidders/ authorised representative of the Bidders. Details regarding items and terms & conditions may be download from www.Dhenkanal.nic.in. The undersigned reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

Sd/-


CDM & Public Health Officer,
Dhenkanal
Chief District Medical &
Public Health Officer
Dhenkanal

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

TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

1. **Sale of tender paper:** The prospective bidders may download the complete set of the tender documents directly from the website www.dhenkanal.nic.in and submit the same to CDM & PHO, Dhenkanal along with the cost of the tender paper of Rs.1000/- (Rupees One Thousand) only (non-refundable) in shape of Demand Draft from any Nationalized/ Scheduled Bank in favour of ZSS –Non –NRHM Account., payable at Dhenkanal. The cost of the tender paper and EMD amount should be submitted separately in separate Demand Drafts. In case of any bid amendment and clarification, responsibility lies with the bidders to collect the same from the Office notice board of CDM & PHO, Dhenkanal or download from the above mentioned websites before last date & time of submitting the tender document.

2. The tender should reach the office of CDM & PHO, Dhenkanal by 24.06.2019 at 5.00 P.M. and the tenders will be opened at 25.06.2019 3 P.M. on the same day.

3. Bidders may be present in person or through their representative (s) during the opening of tender

4. The financial bids of those bidders shall be opened whose technical bids are found to be qualified.

5. Bid Price:

a) The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid. The Financial Bid shall contain only the Price Bid and the Technical Bid shall contain all other documents as per the tender terms along with EMD & Tender paper cost except Price Format. The Technical Bid & Financial Bid should be covered in two separate envelopes clearly writing on the top of the envelop as Technical Bid & Financial Bid respectively and these two bids shall be covered in a Big envelop writing on the top of that "Tender for Office Stationery in reference to Advertisement No.-----dt.-----".

b) The tender is for all the items as mentioned in the Price Format of the Financial Bid. The list of items along with format of quotation is placed at Annexure-I, which should be used.

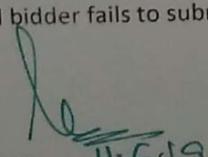
c) The quoted rates shall include duties, taxes and all other charges.

d) The price quoted shall remain unchanged for a period of one year from the date of signing of contract.

e) The quantity mentioned may vary at the time of procurement.

6. Bid Security/ EMD:

The bidder shall furnish bid security/ EMD of Rs. 5,000/- in shape of Demand Draft in favour of ZSS Non NRHM Account., payable at Dhenkanal. Any bid not secured with bid security will be rejected. The above bid security will be forfeited if (i) a bidder withdraws its bid during the period of bid validity or (ii) the successful bidder fails to submit the Performance Security.


Chief District Medical &
Public Health Officer
Dhenkanal

7. The bidder shall submit the original **tender document with seal and signature on each page** within the stipulated period as a token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.

8. Each bidder shall submit only one bid.

9. The bidder shall furnish attested photocopies of GST certificate.

10. Notwithstanding the above, the Purchaser reserves the right to accept or reject any or all bids and to cancel the bidding process at any time prior to the issue of Purchase Order.

11. Order will be placed in a phased manner for a period of one year.

12. Supply of material should be completed within 15 days from the date of receipt of the Order otherwise Liquidated Damage will be charged @ 1% per week or part thereof on the value of delayed Goods, subject to a maximum of 4% of Purchase Order value, which will be deducted from the payment due.

13. Eligibility Criteria

The Bidders must fulfill the following eligibility criteria to participate in the tendering process -

a) Must have supplied office stationery to at least two Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. 2015-16, 2016-17 & 2017-18 (Self-attested copies of Purchase Orders received from Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. 2015-16, 2016-17 & 2017-18 are to be furnished along with information in Annexure -II.)

b) Minimum Average Annual Turnover of Rs.5 Lakh during each of the last 3 Financial Years i.e. 2015-16, 2016-17 & 2017-18. (Self-attested copies are to be furnished.

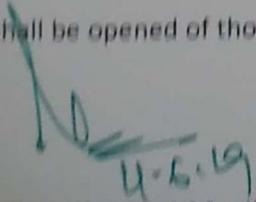
Apart from above, the Bidders shall also furnish the following documents-

- ✓ Self-attested copy of PAN Card.
- ✓ Self-attested copy of GST Registration Certificate.
- ✓ Required EMD.
- ✓ Required Tender Paper Cost
- ✓ Quotation in the prescribed Format.
- ✓ Undertaking that the firm has not been blacklisted by any Govt. Organization.

14. Evaluation and Selection

a) The bids shall be evaluated in two stages i.e. technical evaluation and financial evaluation.

b) The Financial Bids shall be opened of those bidders who will qualify in the technical evaluation.


4-6-19
Chief District Medical &
Public Health Officer
Dhenkanal

c) Financial Bids shall be opened in the presence of the technically qualified bidders' representatives, who choose to attend in person at the Tender Opening Meeting.

15. Issue of Purchase Order:

17.1 The Purchase Order will be placed on the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.

17.2 Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of purchase order may result in rejection of the bidder's offer.

17.3 Any legal dispute arising out of this is subject to Dhenkanal jurisdiction only.

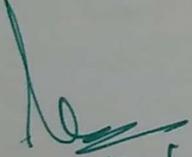
16. Payment:

18.1 Payment will be made after completion of full supply as per order.

18.2 In case any defect is noticed while using the items, the same will be replaced by the Supplier immediately and no payment will be made for the defective items.

Sd/-

Chief Dist. Medical & Pubic Health Officer,
Dhenkanal


11-6-19

Chief District Medical &
Public Health Officer
Dhenkanal

FINANCIAL BID

| Sl. No. | Name of the Item | Unit | Unit Rate inclusive of all Taxes (Rs.) |
|---------|-----------------------------------------------------------------|------|----------------------------------------|
| 1 | Arch File Card Board with Liver (14" x 10") | No. | |
| 2 | Cover File Polly-Coated | No. | |
| 3 | Hard Board File with Lace | No. | |
| 4 | Flat file / Spring file | No. | |
| 5 | Fly leaf (Thick) | No. | |
| 6 | Fly leaf | No. | |
| 7 | James Clip Plastic Coated (100 Clips) | Set | |
| 8 | Binder Clips(32mm) | No. | |
| 9 | Binder Clip 25 mm | No. | |
| 10 | White Board Marker | No. | |
| 11 | Permanent Marker | No. | |
| 12 | Highlighter | No. | |
| 13 | White Board Duster | No. | |
| 14 | Paper Cutter (Blade 0.5 mm Thick) | No. | |
| 15 | Calculator 12 Digit with Warranty | No. | |
| 16 | Paper Weight (Fiber) Square Shape | No. | |
| 17 | Cello Tape 1" and 50 mtr. | No. | |
| 18 | Cello Tape 2" and 50 mtr. | No. | |
| 19 | Punching Machine - Single hole | No. | |
| 20 | Punching Machine - Double | No. | |
| 21 | Correction Pen | No. | |
| 22 | Envelops White (10 x 4 1/2) | No. | |
| 23 | Cello Tape Dispenser | No. | |
| 24 | Drawing Sheet | No. | |
| 25 | Gum Stick 15 gm. | No. | |
| 26 | Gum bottle(150ml) | No. | |
| 27 | Pen - MRP Rs.5/- | No. | |
| 28 | Pen - MRP Rs.10/- | No. | |
| 29 | Pen - MRP Rs.20/- | No. | |
| 30 | Pen - MRP Rs.30/- | No. | |
| 31 | Executive Pen - MRP Rs.50/- | No. | |
| 32 | Pencil Writing (HB Non-Toxic) | No. | |
| 33 | Pencil Eraser (Non-Dust) | No. | |
| 34 | Pencil Sharpener | No. | |
| 35 | Plastic Folder - Normal | No. | |
| 36 | Plastic Bottom Folder (Full Scape) with Single Bottom | Set | |
| 37 | Folder Executive (Full Scape) | No. | |
| 38 | Paper Flag-Colored (Four Colours) Size 1" x 3" (50 x 4 Colours) | Set | |
| 39 | Flip Chart (25 Sheets, 25 mm Grid rule) | Set | |

11-6-19
 Chief District Medical &
 Public Health Officer
 Benkanal

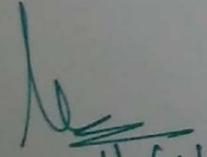
| | | | |
|----|--------------------------------------------------|-----|--|
| 40 | Register -2 quire | No. | |
| 41 | Register- 4 quire | No. | |
| 42 | Register- 6 quire | No. | |
| 43 | Register- 8 quire | No. | |
| 44 | Scale Steel 12" Good Quality | No. | |
| 45 | Scissor 12" Plastic Handle | No. | |
| 46 | Scissor 6" Plastic Handle | No. | |
| 47 | Sketch Pen (Pkt. of 10) | No. | |
| 48 | Stamp Pad 8 cm x 12 cm (Camel) | No. | |
| 49 | Stamp Pad Ink 100ml. (Camel) | No. | |
| 50 | Stapler Pin Medium 24/6 | No. | |
| 51 | Stapler Pin Small No.-10 M | No. | |
| 52 | Stapler Pin Medium HD 45 | No. | |
| 53 | Stapler Small 10M | No. | |
| 54 | Stapler Pin Big 26/10 (20 x 50 Pack) | No. | |
| 55 | Paper Pin (Alpin) Net Wt – 60 gm | No. | |
| 56 | Pin cushion | No. | |
| 57 | Sticky Pad (3" x 3") | No. | |
| 58 | Stock Register 360 Pages (Legal Size) | No. | |
| 59 | File Tag (50 Nos.) 5.5" White Thread | Set | |
| 60 | Towel for Chair (88 x 175) CM | No. | |
| 61 | Hand Towel (16" x 24") | No. | |
| 62 | Writing Pad Spiral 1/6 (100 Pages) | No. | |
| 63 | Writing Pad General 70 GSM 40 Pages | No. | |
| 64 | Writing Pad General 70 GSM 30 Pages | No. | |
| 65 | Writing Pad General 70 GSM 20 Pages | No. | |
| 66 | Copier Paper A4 75 GSM – 500 Sheets | Set | |
| 67 | Door Mat Plastic Grass Type (Rate per Sq. Ft.) | No. | |
| 68 | Extension Cord 5 mtr. With 5 Sockets | No. | |
| 69 | Computer extension cord (having four plug point) | No. | |
| 70 | Rat Killer | No. | |
| 71 | Mosquito Repelling Machine | No. | |
| 72 | Mosquito Liquid | No. | |
| 73 | Towel for Vehicle | No. | |
| 74 | Room freshener | No. | |
| 75 | Flask | Pc | |
| 76 | Xerox per Page | No. | |

We agree to supply the above items as per specification for a period of one year with the price mentioned above and the price will be remained unchanged for a period of one year.

Date:

Place:

Signature of the Bidder
Name & Business Address:


11.6.19
Chief District Medical &
Public Health Officer
Dhenkanal

Annexure-II

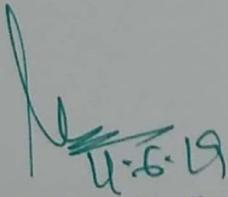
Format for submission of past performance

| Sl. No. | Year | Order No. with Date | Order value | Name of the Organization |
|---------|---------|---------------------|-------------|--------------------------|
| 1. | 2015-16 | | | |
| 2. | 2016-17 | | | |
| 3. | 2017-18 | | | |
| TOTAL | | | | |

Date:

Place:

Signature of the bidder
Name and Address of the Bidder



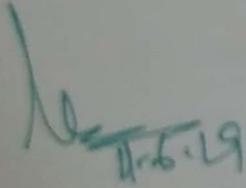
Chief District Medical &
Public Health Officer
Dhenkanal

CHECK LIST

Name of Document Submitted (Yes/ No) Page No.

1. Earnest Money Deposit (EMD) :
2. Tender Paper Cost :
3. Self-Attested copy of GST Registration Certificate :
4. Self-Attested copy of PAN Card :
5. Price Sheet as per price format :
6. Self-Attested Proof Copy of Past Experience :
7. Undertaking that the firm has not been blacklisted by any Govt. Organization :

Seal with Signature of the Bidder


11.6.19

Chief District Medical &
Public Health Officer
Dhenkanal