

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

RFP No- 2032./ 2022-23 CDM&PHO Dhenkanal dated-

**TENDER DOCUMENTS FOR SUPPLY OF OFFICE STATIONARY /
CONTINGENCIES UNDER THE ADMINISTRATIVE OF CDM &
PUBLIC HEALTH OFFICER OF DHENKANAL.**

- Date of Commencement of sale/
Available of tender documents :- 03.08.2022 through website
I,e www.dhenkanal.nic.in
- Date and time of sale / available of
Tender documents :- 03.08.2022 through website
I,e www.dhenkanal.nic.in
- Date and time of closing
of tender box :- **23.08.2022 till 5.30 pm**
- Date and time of opening
Of tender (Technical Bid) :- **24.08.2022, 11 AM**
- Date and time of opening
Of tender (Financial Bid) :- Same
- Place of Opening of tender :- O/O- CDM & PHO, Dhenkanal, First Floor
District Head Quarters Hospital, Kalikanagar,
Dhakinakali Dhenkanal- 759013
- Address for Communication :- O/O- CDM & PHO, Dhenkanal, First Floor
District Head Quarters Hospital, Kalikanagar,
Dhakinakali Dhenkanal- 759013

Email -nhmdkl@gmail.com



TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

1. Sealed tenders are invited from reputed registered firms/ agencies/ dealers having adequate experience in taking up the works for supply of stationaries in the Government/ Semi-Government/ Public Sector Undertakings.
2. 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.
3. Bidders may be present in person or through their representative (s) with a fresh authorization during the opening of tender
4. The financial bids of those bidders shall be opened who will qualify in technical bid.

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. 2032 dt. 01.08.2022**".

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. 10,000/- 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. The MSME registered firms are exempted from Bid security / EMD.



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 or may be extended for another one year on basis of performance.

12. Supply of material should be completed within 07 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 Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. 2019-20, 2020-21 & 2021-22{(Self-attested copies of Purchase Orders received from Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years are to be furnished along with information in (Annexure -B))}.

b) Minimum Annual Turnover of Rs.10 Lakhs during each of the last 3 Financial Years i.e. 2018-19, 2019-20 & 2020-21. (As per **Annexure-C**).

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.
- ✓ The bidder should submit a declaration that the firm has not been blacklisted by any Govt. Organization from a **Notary Public (Annexure - A)**.
- ✓ Past performance certificate as per the format in **Annexure-B**.
- ✓ IT return of last three financial years i.e 2018-19, 2019-20 & 2020-21



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.
- 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 & Public Health Officer,
Dhenkanal



FINANCIAL BID

Sl. No.	Name of the Item	Brand Name	Unit	Actual MRP in Rs.	Price(in Rs.) at which the bidder will provide
1	Arch File Card Board with Lever (14" x 10")	Lotus	No.		
		Hi-Tech	No.		
2	Cover File Polly-Coated	Lotus	No.		
		Hi-Tech	No.		
3	Hard Board File with Lace	Lotus	No.		
		Hi-Tech	No.		
4	Flat file / Spring file	Lotus	No.		
		Hi-Tech	No.		
5	Fly leaf (Thick)	Lotus	No.		
		Hi-Tech	No.		
6	Fly leaf	Lotus	No.		
		Hi-Tech	No.		
7	James Clip Plastic Coated (100 Clips)	Grapes	Set		
		Aerotix	Set		
8	Binder Clips(32mm)	Aerotix	No.		
		Music-555	No.		
9	Binder Clip 25 mm	Aerotix	No.		
		Music-555	No.		
10	White Board Marker	Cello	No.		
		Kores	No.		
		Artline	No.		
11	Permanent Marker	Cello	No.		
		Kores	No.		
		Artline	No.		
12	Highlighter	Cello	No.		
		Kores	No.		
		Artline	No.		
13	White Board Duster	Kores	No.		
14	Paper Cutter (Blade 0.5 mm Thick)	Nataraj	No.		
15	Calculator 12 Digit with Warranty	Casio	No.		
		Oreva	No.		
16	Paper Weight (Fiber) Square Shape	Astro	No.		
17	Cello Tape 1" and 50 mtr.	Wonder	No.		
18	Cello Tape 2" and 50 mtr.	Wonder	No.		
19	Punching Machine - Single hole	Kangaroo	No.		
20	Punching Machine - Double	Kangaroo	No.		
21	Correction Pen	Cello	No.		
		Kores	No.		
		Artline	No.		
22	Envelope White (10 x 4 1/2)	Andra Maplitho	No.		

23	Cello Tape Dispenser	Polo	No.		
24	Drawing Sheet	JK paper	No.		
25	Gum Stick 15 gm.	Kores	No.		
		Fevicol	No.		
		Artline	No.		
		Fevistick	No.		
26	Gum bottle(150ml)	Kores	No.		
		Camlin	No.		
27	Pen - MRP Rs.5/-	Cello, Win, Hauser, Goldex	No.		
28	Pen - MRP Rs.10/-	Cello, Win, Hauser, Goldex	No.		
29	Pen - MRP Rs.20/-	Cello, Win, Hauser, Goldex	No.		
30	Pen - MRP Rs.30/-	Cello, Win, Hauser, Goldex	No.		
31	Executive Pen - MRP Rs.50/-	Cello, Win, Hauser, Goldex, Luxor, Reynolds	No.		
32	Pencil Writing (HB Non-Toxic)	Nataraj	No.		
		Faber Castell	No.		
		Doms	No.		
		Apsara	No.		
33	Pencil Eraser (Non-Dust)	Nataraj	No.		
		Faber Castell	No.		
		Doms	No.		
		Apsara	No.		
34	Pencil Sharpener	Nataraj	No.		
		Faber Castell	No.		
		Doms	No.		
		Apsara	No.		
35	Plastic Folder - Normal	Filemax	No.		
		Worldone	No.		
36	Plastic Bottom Folder (Full Scape) with Single Bottom	Filemax	Set		
		Worldone	Set		
37	Folder Executive (Full Scape)	Filemax	No.		
		Worldone	No.		
38	Paper Flag-Colored (Four Colours) Size 1" x 3" (50 x 4 Colours)	Music-555	Set		
		Claro	Set		
39	Flip Chart (25 Sheets, 25 mm Grid rule)	Anupam	Set		
40	Register -2 quire	Bindoo	No.		
		Sabya	No.		
41	Register- 4 quire	Bindoo	No.		
		Sabya	No.		
42	Register- 6 quire	Bindoo	No.		
		Sabya	No.		
43	Register- 8 quire	Bindoo	No.		
		Sabya	No.		

44	Scale Steel 12" Good Quality	Nataraj	No.		
		Cello	No.		
		Navneet	No.		
45	Scissor 12" Plastic Handle	Aerotix	No.		
		Kangaroo	No.		
46	Scissor 6" Plastic Handle	Aerotix	No.		
		Kangaroo	No.		
47	Sketch Pen (Pkt. of 10)	Doms	No.		
		Nataraj	No.		
		Win	No.		
48	Stamp Pad 8 cm x 12 cm (Camel)	Kores	No.		
		Camel	No.		
		Faber Castell	No.		
49	Stamp Pad Ink 100ml. (Camel)	Kores	No.		
		Camel	No.		
		Faber Castell	No.		
50	Stapler Pin Medium 24/6	Kangaroo	No.		
51	Stapler Pin Small No.-10 M	Kangaroo	No.		
52	Stapler Pin Medium HD 45	Kangaroo	No.		
53	Stapler Small 10M	Kangaroo	No.		
54	Stapler Pin Big 26/10 (20 x 50 Pack)	Kangaroo	No.		
55	Paper Pin (Alpin) Net Wt - 60 gm	Aerotix	No.		
		Worldone	No.		
56	Pin cushion	Aerotix	No.		
		Worldone	No.		
57	Sticky Pad (3" x 3")	Aerotix	No.		
		Worldone	No.		
58	Stock Register 360 Pages (Legal Size)	Bindoo	No.		
		Sabya	No.		
59	File Tag (50 Nos.) 5.5" White Thread	Grapes	No.		
60	Towel for Chair (88 x 175) CM	Raymond	No.		
		Bombay Dyeing	No.		
61	Hand Towel (16" x 24")	Raymond	No.		
		Bombay Dyeing	No.		
		Trident	No.		
62	Writing Pad Spiral 1/6 (100 Pages)	Success	No.		
		Worldone	No.		
		Luxor	No.		
63	Writing Pad General 70 GSM 40 Pages	Success	No.		
		Worldone	No.		
		Luxor	No.		
64	Writing Pad General 70 GSM 30 Pages	Success	No.		
		Worldone	No.		
		Luxor	No.		
65	Writing Pad General 70 GSM 20 Pages	Success	No.		
		Worldone	No.		

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		Luxor	No.		
66	Copier Paper A4 75 GSM - 500 Sheets	JK Paper	Packet		
67	Door Mat Plastic Grass Type (Rate per Sq. Ft.)	Unbranded	No.		
68	Extension Cord 5 mtr. With 5 Sockets	Cona	No.		
		Anchor	No.		
69	Computer extension cord (having four plug point)	Cona	No.		
		Anchor	No.		
70	Rat Killer	Mortein	No.		
		Hit	No.		
71	Mosquito Repelling Machine	Good Knight	No.		
		Mortein	No.		
72	Mosquito Liquid	Good Knight	No.		
		Mortein	No.		
73	Towel for Vehicle	Raymond	No.		
		Bombay Dyeing	No.		
		Trident	No.		
74	Room freshener	Oscar	No.		
		Godrej Aer	No.		
75	Flask	Cello	Pc		
		Milton	Pc		
76	Xerox per Page	In 75 GSM JK Paper	No.		
77	Key Board for computer	Dell	No.		
		HP	No.		
78	Mouse for Computer	Dell	No.		
		HP	No.		
79	Cartridge Refilling	HP & Cannon	No.		
80	LED Bulb	Orient	No.		
		Phillips	No.		
81	LED Tube Light	Orient	No.		
		Phillips	No.		
82	Wall Clock	Ajanta	No.		
		Titan	No.		
83	Hand Wash-750 ml pouch	Lifebuoy	No.		
		Dettol	No.		
84	Pencil Battery-AA	Eveready	No.		
		Duracell	No.		
85	Pencil Battery-AAA	Eveready	No.		
		Duracell	No.		
86	Lock-Small	Godrej	No.		
		Mobaj	No.		
87	Lock-big	Godrej	No.		
		Mobaj	No.		
88	Calling Bell	Cona	No.		
		Anchor	No.		
89	Battery-Big	Eveready	No.		

		Duracell	No.		
90	CD Marker	Cello	No.		
		Artline	No.		
91	Guard File	Unbranded	No.		
92	Exam Board	Navneet	No.		
		Classmate	No.		
93	Pendrive-16 GB	HP	No.		
		Sandisk	No.		
		Transcend	No.		
94	Pendrive-32 GB	HP	No.		
		Sandisk	No.		
		Transcend	No.		
95	Pendrive-64 GB	HP	No.		
		Sandisk	No.		
		Transcend	No.		
96	Dustbin-Plain	Cello	No.		
		Ankur	No.		
97	Dustbin-Pedal	Cello	No.		
		Ankur	No.		
98	Soap-125 gm	Lifebuoy	No.		
		Dettol	No.		
99	Cotton Towel-1.5' x 1.5'	Unbranded	No.		
100	Plastic Tub-30 litre	Cello	No.		
		Ankur	No.		
101	Plastic Mug-1 litre	Cello	No.		
		Ankur	No.		
102	White Board-4' x 3' with stand	Kores	No.		
103	White Board-4' x 3' without stand	Kores	No.		
104	Notice Board-4' x 3'	Kores	No.		
105	Microphone Battery	Hi-Watt (HW)	No.		
		Duracell	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:



DECLARATION

(Filled by the Notary)

I / We _____ do hereby declare that I / We have **not been de-recognized / black listed** by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of **Not of Standard Quality Items / non-supply.**

I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me / us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Seal & Signature of the Notary



Annexure-B

Format for submission of past performance

Sl. No.	Year	Order No. with Date	Order value	Name of the Organization
1.	2019-20			
2.	2020-21			
3.	2021-22			
TOTAL				

Date:

Signature of the bidder

Place:



Annexure-C

(To be furnished in the letter head of the Auditor/ Chartered Account mentioning the Membership no. along with the UDIN)

ANNUAL TURNOVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ who is a Manufacturer / 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.	2018 - 2019 -	
2.	2019 - 2020 -	
3.	2020 - 2021 -	

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

Date:
Place:

Signature of Auditor/
Chartered Accountant
(Name in Capital)

