



**OFFICE OF THE DISTRICT MEDICAL OFFICER (MEDICAL SERVICES)-CUM-SUPERINTENDENT, DHH DHENKANAL (ODISHA, 759001)**



**Email:-admomeddkl@gmail.com/hdttdhenkanal@gmail.com**

Letter No: 2664

Date: 10.09.25

TO,  
The Information & Public Department, Odisha  
Bhubaneswar

Sub- Publication of advertisement Supply of Office Stationery & contingency to DHH, Dhenkanal.

Sir,

With reference to above cited subject, you are requested to the advertisement for ~~supply of office stationery & contingency to DHH, Dhenkanal~~ in two esteemed widely circulated Daily Odia News Paper in all Odisha edition one time on 12.09.2025 issue only with minimum space the draft copy of the advertisement is mentioned below.



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

**ROGI KALYANI SAMITI, DHH, DHENKANAL**

Notice No. 2664 Date:- 10.09.25

**(SHORT TENDER NOTICE)**

Invites Sealed tenders will be invited from firms/dealers of Odisha having valid GST registration for **Supply of Office Stationery & contingency to DHH, Dhenkanal**. The detailed terms and conditions along with list of items are available on the website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in), which may be downloaded for reference. Interested parties may submit their offers in sealed covers super-scribing as "Tender for Office Stationery & Contingency to DHH Dhenkanal" through registered post/speed post/courier only, which should reach on or before 5.00 P.M. of 03/10/2025 positively. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

Chief District Medical & Public Health Officer  
Dhenkanal

Therefore, you are requested to publish the advertisement by utilizing minimum space as per the approved I & PR Govt. of Odisha rate. The bill will be paid by departmentally.

Memo No. 2665

Chief District Medical & Public Health Officer  
Dhenkanal

Dt. 10.09.25

Copy to District Information Officer, NIC, Dhenkanal for favour of kind information with a request to upload the notice in District Web Site for wide circulation.

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

## SHORT TENDER NOTICE FOR SUPPLY OF OFFICE STATIONERY & CONTINGENCY

Sealed tenders will be invited from firms/dealers of Odisha having valid GST registration for **Supply of Office Stationery & contingency to DHH, Dhenkanal**. The detailed terms and conditions along with list of items are available on the website [www.dhenkanal.nic.in](http://www.dhenkanal.nic.in), which may be downloaded for reference. Interested parties may submit their offers in sealed covers super-scribing as "Tender for Office Stationery & Contingency to DHH Dhenkanal" through registered post/speed post/courier only, which should reach on or before 5.00 P.M. of 03/10/2025 positively and the same will be opened on dt.04/10/2025 at 11.30 A.M. by a District Purchase Committee at In the 4th floor meeting hall , DHH Dhenkanal. In presence of the Participants, who wish to attend the Tender Opening Meeting. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

Chief District Medical & Public Health Officer  
Dhenkanal



  
Chief District Medical &  
Public Health Officer  
Dhenkanal

**IMPORTANT INFORMATION TO THE BIDDERS**

1	Availability of Tender	<a href="http://www.dhenkanal.nic.in">www.dhenkanal.nic.in</a>
2	Address/Date & Time for submission of the tender document by Speed Post / Registered Post/ Courier.	The tender should be address to the "CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, DHH, DAKHINKALI ROAD, DHENKANAL-759001" Last Date - 03/10/2025 by 5.00P.M. (During the office hour)
3	Tender Paper Cost (Non-refundable)	Rs.1000/- (One Thousand)
4	Earnest Money Deposit	Rs. 10,000/- (Ten Thousand)
5	Opening of the Tender i) Technical Bid ii) Financial Bid  iii) Venue	i) Date 04/10/2025 Time 11.30 AM ii) Financial bids of the bidders who would qualify in technical bid shall be opened. iii) In the 4th floor meeting hall , DHH Dhenkanal
6	Supply of all intended materials	The materials are to be supplied within 5 (five) days from the date of placement of order failing which indent will automatically cancelled and EMD so deposited will be forfeited. The payment will be made by the concerned authority after full supply as per order.

Chief District Medical & Public Health Officer  
Dhenkanal

Chief District Medical &  
Public Health Officer  
Dhenkanal

## **TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY& CONTINGENCY**

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](http://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/ Pay Order from any Nationalized/ Scheduled Bank in favour of **"ROGI KALYAN SAMITI, DHH, DHENKANAL"** payable at Dhenkanal. The cost of the tender paper and EMD amount should be submitted in separate Demand Draft/ Pay Order. 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 sealed tender should reach the office of CDM & PHO, Dhenkanal by 03/10/2025 by 5.00P.M. Through Regd. Post / Speed Post / Courier only and the sealed tenders will be opened on dt.04/10/2025 at 11.30 A.M..
3. Bidders may be present in person or through their authorized representative 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 Process:**

a) The tender shall be submitted in two bid system i.e. Technical Bid & Financial Bid. The Financial Bid (Format -B)(Copy enclosed) shall contain only the Price Bid and the Technical Bid (Format -A)(Copy enclosed) 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 those two envelops should be put into another outer envelope super scribed as "for Supply of Office Stationery & contingency to DHH, Dhenkanal". The tender should be address to the "CHIEF

DISTRICT MEDICAL & PUBLIC HEALTH OFFICER, DHH, DAKHINKALI ROAD,  
DHENKANAL-759001”

**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 is placed at Format-B, which should be used.

- 6. Bid Security/ EMD:** The bidder shall furnish bid security/ EMD of Rs.10,000/- (Ten thousand) only in shape of Demand Draft/ Pay Order in favour of “**ROGI KALYAN SAMITI, DHH, DHENKANAL**” payable at Dhenkanal. Any Bid received without bid security/EMD 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.
- 7.** The bidder shall submit the original tender document with all self attested documents 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.** Non-refundable tender paper cost of Rs.1000/- (one thousand) only in shape of Demand Draft payable in favour of “**ROGI KALYAN SAMITI, DHH, DHENKANAL**” should be attached in the Technical Bid. Without the DD of Rs.1000/- only the tender paper shall not be accepted and liable to be rejected.
- 9.** The authority will not be responsible for the postal delay or missing of tender papers. The incomplete tender paper or received after the scheduled date and time shall not be accepted and liable to rejected.
- 10.** Each bidder will submit only one bid.
- 11.** The bidder will furnish self attested photocopy of GST certificate.
- 12.** The Authority 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.
- 13.** Order will be placed in a phased manner for a period of one year first. It may be extended another one year by the mutual understanding of the both party.
- 14.** The quoted rate is inclusive of taxes, transportation and all other charges. The price quoted shall remain unchanged for a period of one year from the date of

signing of contract. it may be extended to another one year by the mutual understanding of the both party.

15. The articles should be delivered in full and good condition to DHH Dhenkanal.
16. Supply of material should be completed within 5 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 5% of Purchase Order value, which will be deducted from the payment due.

**17. Performance Security:**

a) The successful Bidder will submit Performance Security for Rs.20,000/- (Rupees twenty Thousand) only in shape of Account payee Demand Draft/Pay Order from any Nationalized/ Scheduled Bank in favour of **“ROGI KALYAN SAMITI, DHH, DHENKANAL”** payable at Dhenkanal. The EMD submitted in technical bid may be adjusted against the performance security.

b) The EMD of all unsuccessful Bidders shall be returned immediately after the successful Bidder submits the performance security as per the Order. If the successful Bidder fails to submit the Performance Security, the EMD of that Bidder will be forfeited, Order will be cancelled.

c) The Performance Security of the successful Bidder will be returned to the Bidder without any interest only after completion of the terms of contract, subject to satisfactory completion of the job during the contract period.

18. If the successful Bidder fails to execute the order, the performance security will be forfeited and action will be taken to blacklist the firm. In such case, CDM & PHO, Dhenkanal shall have the liberty to purchase those items from other sources and the excess amount which CDM & PHO, Dhenkanal may have to incur on account of purchase of the items from other sources shall be recovered from the successful bidder by forfeiting the Performance Security deposited by the successful bidder.

**19. Eligibility Criteria**

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

a) The Bidders/firms/dealers of Odisha having valid GST registration for Supply of Office Stationery & contingency to DHH, Dhenkanal.

b) Must have supplied office stationery to at least three Government/ Semi-Government/ Public Sector Undertaking Clients during last three Financial Years i.e. 2021-22, 2022-23 & 2023-24 (Self-attested copies of Purchase Orders received from Government/ Semi-Government/ Public Sector Undertaking Clients are to be furnished along with information in *Annexure -I*)

c) Minimum Average Annual Turnover of the bidder must be  $\geq$  Rs.10 Lakh in last three Financial Years i.e. 2021-22, 2022-23 & 2023-24.(Self-attested copies of Audited Profit & Loss Accounts and Balance Sheets are to be furnished. Provisional Profit & Loss Accounts and Balance Sheets shall not be considered.)

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
- Financial Bid in the prescribed Format.
- Undertaking for not been blacklisted by any Govt. Organization.
- Declaration in Format -C.

**20. Tender Validity** – The tender shall remain valid for **90 days** from the date of opening of bids.

**21. 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 / representative of the bidders, who choose to attend in person at the Tender Opening Meeting.

● **22. Issue of Purchase Order:**

The purchase order will be placed with the bidder whose bid is determined to be substantially responsive and who has quoted the lowest evaluated price.

- a. If two or more bidders quote the same price for any item/items, preference will be given to the bidder having the **highest average annual turnover**.
- b. If there is still a tie in price and turnover, preference shall be given to the bidder having higher past experience of supply to Government institutions.
- c. If still unresolved, the selection shall be finalized through a **transparent draw of lots in presence of committee members**, duly recorded in the proceedings.

**23. Period of Empanelment** – The empanelled dealer shall remain valid for a period of **one year**, extendable based on satisfactory performance and requirement.

**24. Quality Assurance** – All supplies must be of standard quality. Any defective or substandard items shall be replaced by the supplier at no additional cost.

**25. Payment Terms** – Payment shall be made within **30 days of successful supply and verification** of items by the concerned authority.

**26. Blacklisting Clause** – In case of non-performance, delay in supply, or supply of substandard items, the firm may be blacklisted and the security deposit forfeited.

**27. Legal Jurisdiction** – Any dispute arising out of the tender process or contract shall be subject to the jurisdiction of Dhenkanal courts.

**28. Transparency Clause** – The tender process shall strictly adhere to Odisha General Financial Rules (OGFR) and relevant Finance Department guidelines.

**29. Payment:**

- a) Payment will be made after completion of full supply as per order.
- b) 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.

**FORMAT- A**

<b>TECHNICAL BID</b>		
01	Name of the Bidder	
02	Full address	
03	Name & Contact no. of Authorized Person	
04	Details of Tender Paper Cost (Rs.1000/-)	No. _____ Dt. _____ (Draft to be submitted)
05	Details of EMD (Rs.10,000/-)	No. _____ Dt. _____ (Draft to be submitted)
06	Registration certificate of GST	YES / NO (Photocopy to be attached)
07	Permanent Account No	YES / NO (Photocopy to be attached)
08	Annual Turnover (of last three Financial Years i.e. 2021-22, 2022-23 & 2023-24)	YES / NO (Photocopy to be attached)
09	Experience in Govt. Supply	YES / NO (Annexure –I To be attached)
10	Bank Account number (Pass book front page copy / Crossed cheque)	YES / NO (Photocopy to be attached)
11	Affidavit of declaration certified by Notary that the organization does not have any legal suit/ criminal case pending against it for violation of GST or any other law and agrees to abide by all terms & conditions of the tender	Affidavit in original in Rs.20/- Non-Judicial Stamp paper.
12	Declaration as per Format-C	YES / NO

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature with seal of the Authorized Signatory

Name :

Designation :

**FORMAT -B**

Sl. No.	Name of the Item	Unit	Rate per Unit (Including all taxases , transportation and other charges) (In Rs.)
1	Arch File (14" x 10")	No.	
2	Cover File Polly-Coated	No.	
3	Cover File Cloth coated	No.	
4	Board File with Lace	No.	
5	Flat file / Spring file	No.	
6	Fly leaf Colour	No.	
7	Fly leaf (folder file thick )	No.	
8	Fly leaf Brown	No.	
9	James Clip Plastic Coated (100 Clips)	Set	
10	Binder Clips(32mm)	No.	
11	Binder Clip 25 mm	No.	
12	White Board Marker -2 m/m	No.	
13	Permanent Marker	No.	
14	Highlighter	No.	
15	White Board Duster	No.	
16	Paper Cutter (Blade 0.5 mm Thick)	No.	
17	Calulator 12 Digit with Warranty	No.	
18	Paper Weight (Fiber) Square Shape	No.	
19	Cello Tape 1" and 50 mtr.	No.	
20	Cello Tape 2" and 50 mtr.	No.	
21	Punching Machine - Single hole	No.	
22	Punching Machine - Double	No.	
23	Correction Pen	No.	
24	Envelops White (10 x 4 1/2)	No.	
25	Cello Tape Dispenser	No.	
26	Drawing Sheet	No.	
27	Gum Stick 15 gm	No.	
28	Gum bottle(200ml)	No.	
29	Pen – MRP Rs.5/-	No.	
30	Pen – MRP Rs.10/-	No.	
31	Pen – MRP Rs.20/-	No.	
32	Pen – MRP Rs.30/-	No.	
33	Executive Pen - MRP Rs.50/-	No.	
34	Pencil Writing (HB Non-Toxic)	No.	
35	Pencil Eraser (Non-Dust)	No.	

36	Pencil Sharpener	No.	
37	Plastic Folder - Normal	No.	
38	Plastic Bottom Folder (Full Scape) with Single Bottom	Set	
39	Folder Executive (Full Scape)	No.	
40	Paper Flag-Coloured (Four Colours) Size 1" x 3" (50 x 4 Colors)	Set	
41	Flip Chart (25 Sheets, 25 mm Grid rule)	Set	
42	Register -8Nos with hard binding	No.	
43	Register- 12Nos with hard binding	No.	
44	Register- 20 Nos with hard binding	No.	
45	Register- 40 Nos with hard binding	No.	
46	Register- 30 Nos with hard binding	No.	
47	Scale Steel 12" Good Quality	No.	
48	Scissor 12" Plastic Handle	No.	
49	Scissor 6" Plastic Handle	No.	
50	Sketch Pen (Pkt. of 10)	No.	
51	Stamp Pad 8 cm x 12 cm	No.	
52	Stamp Pad Ink 100ml.	No.	
53	Stapler Pin Medium 24/6	No.	
54	Stapler Pin Small No.-10 M	No.	
55	Stapler Pin Medium HD 45	No.	
56	Stapler Small 10M	No.	
57	Stapler Pin Big 26/10 (20 x 50 Pack)	No.	
58	Paper Pin (Alpin) Net Wt – 60 gm	No.	
59	Pin cushion	No.	
60	Sticky Pad (3" x 3")	No.	
61	Stock Register 12.Nos Pages (Legal Size)	No.	
62	File Tag (50 Nos.) 5.5" White Thread	Set	
63	Towel for Chair (88 x 175) CM	No.	
64	Hand Towel (16" x 24")	No.	
65	Writing Pad Spiral 1/6 (100 Pages)	No.	
66	Writing Pad General 70 GSM 40 Pages	No.	
67	Writing Pad General 70 GSM 30 Pages	No.	
68	Writing Pad General 70 GSM 20 Pages	No.	
69	Copier Paper A4 75 GSM – 500 Sheets	Set	
70	Door Mat Plastic Grass Type (Rate per Sq. Ft.) (Noodle mat type )	No.	
71	Extension Cord 5 mtr. With 5 Sockets	No.	
72	Computer extension cord (having four plug	No.	

	point)		
73	Rat Killer	No	
74	Mosquito Repelling Machine- 25" x 3.74" x 11"	No	
75	Mosquito Liquid	No	
76	Tube Light 40 Watt	No.	
77	Water Bottle Plastic (1 ltr.) Decorative Coloured	No.	
78	Toner/Printer Cartridge Black for HP LaserJet Printer ( 88 A)	No.	
79	Toner/Printer Cartridge Black for HP LaserJet Printer ( 12 A)	No.	
80	Toner/Printer Cartridge Black for HP LaserJet Printer ( 137a)		
81	Printer Cartridge Black for HP LaserJet Printer ( 88 A) refill charges	No.	
82	Printer Cartridge Black for HP LaserJet Printer ( 12 A) & 137 A refill charges	Pc	
83	Mouse pad (Good Quality)	Pc	
84	CD Album A4 Size 100 CD	Set	
85	Room freshener -220ml	No.	
86	Flask 1 Ltr	Pc	
87	Dust Bin -15ltr with Pedal	No	
88	Dust Bin (Plastic) 30 Ltr with Pedal	No	
89	Dust Bin (Plastic) 50 Ltr with Pedal	No	
90	Dust Bin (Plastic) 240 Ltr with Pedal	No	
91	Slipper Size (7 / 8 /9) with Pedal	No	
92	Shoe Stand steel with - 3Ft x 4Ft	No	
93	Plastic Bucket 16 ltr	No	
94	Mug 1ltr capacity	No	
95	Plastic Trey- (length -45cm ,width 32 cm , height -9cm )	No	
96	Plastic Box (No.77)	No	
97	Water Bottle 1 ltr -plastic / Steel	No	
98	Hand Wash 200ml	No	
99	White Phenyle 1 Ltr	No	
100	Black Phenyle 1 Ltr	No	
101	Harpic 1 Ltr	No	
102	Plastic Broom	No	
103	Toilet Brush (Common shapes include hockey,)	No	

104	Basin Brush Nylon sink	No	
105	Mop plain	No	
106	Mop Flat- Cotton Dust Mop - 24" X 5" Wide Mop steel frame	No	
107	Floor Wiper-(steel frame width -19inch, height 51 inch)	No	
108	Detergent powder -1kg	No	
109	Soap 100gm(Dettol ,lifebuoy )	No	
110	Pencil Battery AA	No	
111	Remote Battery AAA	No	
112	Big Battery (Torch)	No	
113	Lock No-21	No	
114	Lock No.-31	No	
115	Lock-Big	No	
116	Scrabber	No	
117	VIM Liquid 1 Ltr	No	
118	Dettol 1 Ltr	No	
119	Toilet Acid 1 Ltr	No	
120	Colin1 Ltr	Pcs	
121	Urinal cubes -300gm	pkt	
122	Floor cleaning liquid (scented Phenyl)-5 ltr	jar	
123	Raw Phenyl (Black) - 5 ltr	jar	
124	Naphthalene Ball 500 gram	pkt	
125	Glass & plastic surface cleaning liquid -5ltr	jar	
126	Acid (Toilet Cleaning Acid ) 5 liter	jar	
127	Drain clean powder 250 gram	pkt	
128	X- ray Envelop 12x10 cover	pcs	
129	X –ray Envelop 10x 08 cover	pcs	
130	X –ray Envelop 16x 12 cover	pcs	
131	Gluco meter Battery (2032)	pcs	
132	LR 44 Battery	pcs	
133	Hand wash -5ltr (per jar)	jar	
134	Patient bed mattress rexine cover with Zip system -(72 x 35 x 4inch )	pcs	
135	Paper cover roll 8 meter	pcs	
136	Stainless steel notice board pin -20nos	pkt	
137	Barcode Paper -50 x 25 MM (2A) Qty- 4000nos	roll	
138	Barcode Carbon paper-	roll	
140	Black polythene (Dead Body cover )-2.5 mtr	Pcs	

141	White Cloth -(Dead Body cover )2.5 mtr	Pcs	
142	Sealing wax	Pkt	
143	Candle	Pkt	
144	CD /DVD Marker	Pcs	
145	Attendance Register A3 Size -100 pgs	Set	

**N.B – The rate coated by agencies this format only against each item.**

Signature with seal of the Authorized Signatory

Place: \_\_\_\_\_

Name :

Date: \_\_\_\_\_

Designation :

  
 Chief District Medical &  
 Public Health Officer  
 Dhenkanal

DECLARATION

1. I /We \_\_\_\_\_ Proprietor / Authorized signatory of the bidders mentioned above are competent to sign. this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the Tender and undertake to abide by them.
3. The information/Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any state besides liabilities procession under appropriate law.
4. I also undertake that our organization has not been blacklisted by the Central / State Govt./Board/Corporation/Autonomous body under administrative control of Central/ State Govt. also.
5. This is also certified that neither I nor organization will indulge in any corrupt practice so far as this bidding is concerned.

Signature with seal of the Authorized Signatory

Place: \_\_\_\_\_

Name :

Date: \_\_\_\_\_

Designation :

**Format for submission of past performance**

Sl. No.	Year	Order No. with Date	Order value	Name of the Organization
1.	2021-22			
2.	2022-23			
3.	2023-24			
<b>TOTAL</b>				

NB : if more than one order in a year please add separate sheet.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature with seal of the Authorized Signatory

Name :

Designation :

  
Chief District Medical &  
Public Health Officer  
Dhenkanal