

**TENDER DOCUMENT - C**  
**EMPANELMENT FOR PROVIDING COMPUTER CONSUMABLES**  
**& OFFICE STATIONERY**

- Sealed tenders/bids are hereby invited for authorised Supplier regarding empanelment for providing computer consumables & office stationery for different Trainings/Workshops/Meetings/ Events / Office work of DPMU, NHM, Nuapada on annual rate Contract basis for a period of one year.
- 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 district website [www.Nuapada.nic.in](http://www.Nuapada.nic.in).
- The tender documents can be downloaded from the district website from 03.06.2022 to 28.06.2022.
- The last date of submission of the bid is 28.06.2022 till 5 P.M through Speed Post/ Registered Post or courier only.
- Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Nuapada.
- The Proposal shall be in two parts i.e. Cover-A and Cover-B. “Cover-A” shall contain the Technical Proposal and “Cover-B” shall contain the Financial Proposal.
- Technical and Financial Proposal shall be submitted separately in sealed covers with clear inscription as “TECHNICAL/ FINANCIAL PROPOSAL” on top of respective covers and both the sealed envelopes shall be sealed in a third envelop and it should be super scribed as **‘PROVIDING OF COMPUTER CONSUMABLES & OFFICE STATIONERY ON ANNUAL RATE CONTRACT BASIS’**
- Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
- The tender will be opened on 29.06.2022 **at 11 AM** in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
- Any legal dispute arising out of this subject to jurisdiction of Nuapada Only.
- The CDM & PHO, Nuapada reserves its right to accept or reject any or all quotations or any part thereof without any liability to communicate any reason.

**TERMS & CONDITIONS**

**Clause 1: General Terms and Conditions**

- The period of empanelment would initially be for one year from the date of finalization of the tender which can be renewed for further one year or lesser period depending on the satisfactory service delivery on same or new terms and conditions. The bidders shall quote the price and other components of price as per the format for financial offer attached. The rates quoted shall be most competitive in terms of rates and prices prevalent in the market.
- No seasonal revision in rate shall be allowed during the period of empanelment.
- The prospective bidders should have the compliance of all the relevant Laws, Acts and regulations as applicable from time to time.
- CDM & PHO, Nuapada shall have exclusive rights to cancel / terminate the empanelled agency at any time and without any notice at its own discretion without assigning any reason thereof.

**Clause 2: Terms of Payments**

- The bills shall be accompanied with a copy of the supply order duly issued by authorized signatory of CDM & PHO at the time of payment.
- No advance payment will be released.
- As far as possible, payment of bills will be made to the agencies within fifteen days of submitting of the bills to the CDM & PHO Office.

**Clause 3: Eligibility Criteria for Bidders**

In order to become eligible, the bidders should fulfill following qualifications:

- Registration for GST.
- Registration for PAN

**Clause 4: Documents to be attached**

The financial offer should be accompanied with the following documents duly self attested:

- A non-refundable fee of Rs. 2240/- in the shape of Demand Draft
- EMD of Rs. 5,000/- through D.D. / Pay order
- Photo Copy of GST Registration certificate in the name of registered owner
- Photo Copy of PAN certificate in the name of registered owner
- Affidavit (Form-B) of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & The Firm/agency agrees to abide by all terms& conditions of tender

**TENDER FORM - A**  
**Technical Bid**

1	Name of the Supplier	
2	Address of the Supplier	
3	Name of authorized Signatory <b>(in capital letters)</b>	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration & upto date return till last quarter (Photo copy to be attached)	
7	PAN (Photo Copy to be Attached)	
8	Draft number and date of the Processing Fee of Rs.2240/-	
9	Draft number and date of the EMD of Rs.5,000/-	
10	Affidavit of declaration that the Firm/agency does not have any legal suit / criminal case pending against it for violation of Act or any other law. & The Firm/agency agrees to abide by all terms& conditions of tender.(form-B)	
11	Whether all documents submitted signed by the authorized signatory of the Firm/agency ( 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, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**



**TENDER FORM – B**  
**Financial bid – For Computer Consumable**

Sl. No.	Item	Amount (Rs.) (Inclusive of Tax, Transportation)
1	Canon laserjet Catridge 328 (Original)	
2	Canon Laserjet catridge 328 (Compatible)	
3	HP Laserjet catridge 88A ( Original)	
4	HP Laserjet catridge 12A (Original)	
5	HP Laserjet catridge 88A (Compatible)	
6	HP Laserjet catridge 12A (Compatible)	
7	Refilling of HP Laserjet catridge 88A	
8	Refilling of HP Laserjet catridge 12A	
9	Refilling of Canon Laserjet catridge 328	
10	Cartridge for Photocopier ( Canon Image Runner 2004 N – Original)	
11	UPS (Luminous/Umax/Equivalent).	
12	UPS Battery (Luminous/Umax/Equivalent).	
13	Parts required for refilling of catridge like drum, blade should be quoted extra)	
	1	
	2	
	3	
	4	
	5	
	6	

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**

**TENDER FORM - B**  
**Financial bid – For Stationeries and contingencies**

Sl. No.	Item	Unit	Specification	Amount (Rs.) (Inclusive of Tax, Transportation)
1	Plain Paper (A4)	Pkt	JK brand(Red)- 75 GSM or equivalent	
2	Plain Paper (A4)	Pkt	JK brand(Green)- 70 GSM or equivalent	
3	Plain Paper (A4)	Pkt	Image Copier brand- 75 GSM	
4	Plain Paper (legal)	Pkt	JK brand(Red)- 75 GSM	
5	Plain Paper (legal)	Pkt	JK brand(Green)- 70 GSM	
6	Plain Paper (legal)	Pkt	Image Copier brand- 75 GSM	
7	Note Sheet	No	½ full size scape 90 GSM thick ness	
8	Lever Arch file	No	Best Quality	
9	Guard file with hole	No	Best Quality	
9	Adhesive Flag	No	Corporate/Oddy/Equivalent	
10	Alpin	Packet	Corporate/oddy/Equivalent	
11	Tag	packet	Best quality	
12	Guard File	No	Mention company name	
13	File Board	No	Mention company name	
14	Stapler 10	No	Kangaro/Max/Chrome/Equivalent	
15	Stapler 20	No	Kangaro/Max/Chrome/Equivalent	
16	Stapler 45D	No	Kangaro/Max/Chrome/Equivalent	
17	Stapler pin -10	Pkt	Kangaro/Max/Chrome/Equivalent	
18	Stapler pin -20	Pkt	Kangaro/Max/Chrome/Equivalent	
19	Stapler Pin 45D	Pkt	Kangaro/Max/Chrome/Equivalent	
20	Gum Tube	No	Mention company name	
21	Cello Tape (big)	No	Transparent	
22	Cello tape ( small)	No	Transparent	
23	Cello Tape (big)	No	Colour	
24	Cello tape ( small)	No	Colour	
25	Envelop ( 4" x 8")	No	White/color	
26	Envelop ( 4" x 11")	No	White/color	
27	Envelop ( A4)	No	Plain/Cloth coating with printing	
28	Stamp Pad	no	Ashoka/Supreme/Camel/Equivalent	
29	Marker	No	Mention Brand	
30	Highlighter	No	Mention Brand	
31	Correction Pen	No	Camlin/ best quality brand	
32	Pen (Roller Ball)	No	Uniball/Pilot/Phoenix/Equivalent	
33	Pen Ball Point	No	Cello/Flair/Reynolds/Equivalent	
34	Pen Gel	No	Trimax/Cello/Flair/Equivalent	
35	Conference Pad (15x21 cm) (20 pgs)	No	N.G/Shipra/Equivalent	
36	Spiral pad(50 sheets - 21 x 15 cm)	No	N.G/Shipra/Equivalent	
37	Spiral pad no. 33	No	N.G/Shipra/Equivalent	
38	Spiral pad no. 66	No	N.G/Shipra/Equivalent	
39	Plastic Folder - Normal	No	N.G/Solo/Word One	
40	Plastic Folder solo (101)	No	N.G/Solo/Word One/Equivalent	
41	Scissor (Stainless Steel 16 cms)	No	Kebica/Saya/SPI/Equivalent	
42	Calulator(12digit)	No	Casio/Citizen/Equivalent	
43	Pen stand	No	Kebica/Solo/equivalent	

Sl.No	Item	Unit	Specification	Amount (Rs.) (Inclusive of Tax, Transportation)
44	Pencil Eraser (Non-Dust)	No	Natraj/Apsara/Equivalent	
45	Pencil Sharpener	No	Natraj/Apsara/Equivalent	
46	Permanent Marker	No	Luxor/Reynolds/Pik/Equivalent	
47	Paper Punch Double No.280	No	Kangaro/Max/Rapid/Equivalent	
48	Paper Punch Double No.800	No	Kangaro/Max/Rapid/Equivalent	
49	Paper Punch (Single Hole)	No	Kangaro/Max/Rapid/Equivalent	
50	Register -2 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
51	Register -4 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
52	Register -6 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
53	Register -8 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
54	Sketch Pen	No	Luxor/Reynolds/Equivalent	
55	White Board Marker	No	Luxor/Reynolds/Equivalent	
56	Jute Bag (With Printing)	No		
57	Jute Bag (Without printing)	No		
58	Pencil	No	Natraj/Apsara/Equivalent	
59	Dust Bin (Plastic)		Wonder/Royal Touch/Equivalent	
60	Duster white(24"x24")		J.K/P.K/Equivalent	
61	Room freshener		Air Wick/Premium/Godrej	
62	White Board 3' x 2'		Citizen/JP/ Equivalent	
63	White Board 5' x 3'		Citizen/JP/ Equivalent	
64	Photocopy training materials		A4 size 70 GSM, Single side minimum 30 pages <b>(rate should be quoted per 30 pages)</b>	
65	Photocopy training materials		A4 size 70 GSM, both side minimum 30 pages <b>(rate should be quoted per 30 pages)</b>	