



OFFICE OF THE CDM & PHO cum DMD, NUAPADA
DISTRICT PROGRAMME MANAGEMENT UNIT, NHM

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Letter No: 404 /DPMU/NHM/20

Date: 31/1/2020

NOTICE INVITING TENDER

Sealed tenders/bids are hereby invited for registered Caterers / Hotels / Agencies regarding empanelment for following services to office of the CDM & PHO, Nuapada on annual rate Contract basis for different Trainings/Workshops/Meetings/ Events of ZSS, Nuapada.

- Tender A - Empanelment for supply of lunch, tea and snacks.
- Tender B – Empanelment for providing Lodging and Boarding services.
- Tender C – Empanelment for providing Computer Consumables & Stationary items.

Details terms and conditions may be downloaded from www.nuapada.nic.in. The sealed tender should reach the office of the undersigned on or before 12.02.2020 till 5 P.M along with the required documents. The tender will be opened on 13.02.2020 at 4 PM in the office chamber of the undersigned .The undersigned reserves the right to reject any or all the quotation without assigning any reason thereof. Bidders have to apply separately for each tender if applying for more than one tender.


CDM & PHO cum DMD
Nuapada

Memo No: 405 / DPMU/NHM/20

Date: 31/1/2020

Copy to Joint Director (Advertisement), I & PR Department, Govt. of Odisha, Bhubaneswar with a request to publish the above tender in the leading news papers (Two Odia Dailies) for wide circulation and submit a copy to the undersigned for official record.


CDM & PHO cum DMD
Nuapada

Memo No: 406 / DPMU/NHM/20

Date: 31/1/2020

Copy to DIO, NIC, Nuapada for information and with a request to upload the softcopy of the tender for wide circulation and information.


CDM & PHO cum DMD
Nuapada

**TENDER DOCUMENT - A
EMPANELMENT FOR SUPPLY OF
LUNCH, TEA AND SNACKS
ON ANNUAL RATE CONTRACT
BASIS**

TENDER DOCUMENT - A
EMPANELMENT FOR SUPPLY OF LUNCH, TEA AND SNACKS
ON ANNUAL RATE CONTRACT BASIS

1. Sealed tenders/bids are hereby invited for registered Caterers / Hotels / Agencies regarding empanelment for supplying of Lunch, Tea & Snacks for different Trainings/Workshops/Meetings/ Events of ZSS, Nuapada on annual rate Contract basis to CDM & PHO, Nuapada for a period of one year.
2. 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.
3. The tender documents can be downloaded from the district website from 01.02.2020 to 12.02.2020.
4. The last date of submission of the bid is 12.02.2020 till 5 P.M through Speed Post/ Registered Post or courier only.
5. Interested eligible bidder may submit the bid to CDM & PHO, AT/PO/Dist- Nuapada.
6. 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.
7. 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 "SUPPLY OF LUNCH, TEA AND SNACKS ON ANNUAL RATE CONTRACT BASIS"
8. Those applicants who shall qualify in the technical evaluation shall be eligible for participation in Financial Proposal Opening.
9. The tender will be opened on 13.02.2020 at 4 PM in the office chamber of the CDM & PHO. Bidder/ authorised representative may present during opening of bid documents If they wish.
10. Any legal dispute arising out of this subject to jurisdiction of Nuapada Only.
11. 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

- The Firm should have up to date valid Food licence.
- The firm should have registered under GST and have valid GST certificate.
- The firm should have valid PAN card.
- Tender must be accompanied by Processing fee of Rs. 1,000/-(Non refundable) & Earnest Money of Rs.5,000/-(Refundable) by way of demand draft, drawn on any Nationalized Bank in favour of **ZSS, Non NRHM A/C** payable at Nuapada. Tenders not accompanied by Processing Fee & Earnest money will not be considered. EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded after expiry of the contract.
- The firm should have adequate manpower to supply the food in time.
- The firm will supply the food as per the order and payment will be made after completion of the programme within 7-15 days of receipt of bill.
- After completion of the programme the firm should submit the bill along with a copy of the supply order.
- The firm shall supply the food at the designated venue at his own cost. No extra charges will be made for transportation.
- The quality of the food should be very good, delicious, tasty and hygienic and if found any type of food poisoning the payment will be stopped and legal proceedings will be initiated.
- The food should not contain maggots/insects/stones etc. If found, no payment will be made for that supply. All the food items should be served in fresh condition and should not be stale. Lunch, breakfast and tea will be served in buffet system.
- Ice cream, mineral Water, Soft drinks and Snacks etc should be provided by the bidder at the market price and should not more than MRP.

- Oil, Spices & Condiments of branded company should be used.
- The total average price of all items in Sl. No 1 to 14 will be (taking the average of each items) shall be taken into account for arriving the L1 Price.
- The rates quoted per plate (highest rate quoted in each Sl. No.) should not exceed Rs.190/- only (exclusive of GST) .
- Order may be placed meal wise or item wise.
- The selected firm have to execute an agreement with CDM & PHO, Nuapada for a period of One year. The Contract may be extended for further period of one year with existing terms and conditions subject to satisfactory performance and mutual consent.

Place
Date

(Signature and seal of the authorized signatory)

DOCUMENTS TO BE SUBMITTED WITH THE BID

The firm/supplier have to submit the following documents along with Technical Bid (Tender Form A.)

1. Photo copy of PAN/TIN &
2. GST registration certificate.
3. Valid Food License.
4. Tender must be accompanied by Rs 1000/- (Rupees One Thousand) Only (Non refundable as processing fees and Rs 5000/- (Rupees Five Thousand) Only (refundable) as EMD by way of Demand Draft (Must be submitted), drawn on any Nationalized Bank in favour of **ZSS Non NRHM A/c payable at Nuapada.**

Place
Date

Signature and seal of the authorized signatory

TENDER FORM - A
Technical Bid

1	Name of the Firm/agency	
2	Address of the Firm/agency	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory.	
5	Telephone number of authorized signatory / Firm/agency	
6	GST registration (Photo copy to be attached)	
7	TIN/ PAN (Photo Copy to be Attached)	
8	Valid Food License (Photo Copy to be attached)	
9	Draft number and date of the Processing Fee of Rs.1,000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
11	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.	
12	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

Format I - Veg Meal with Tea & Snacks

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	200 gm			
	Zeera Rice	200 gm			
	Veg Fried Rice	200 gm			
2	Plain Dal	200 gm			
	Dal Fry	200 gm			
3	Veg Curry(Mix veg)	200 gm			
	Veg Curry(Navratana Kurma)	200 gm			
	Veg Curry(Potal Kurma)	200 gm			
	Veg Curry(Fulkobi Kasa)	200 gm			
4	Spl. Veg (Paneer) Curry/Chilli	200 gm			
	Spl. Veg (Mushroom) Curry/Chilli	200 gm			
5	Chips(veg)	200 gm			
	Bharta (Patato/brinjal)	200 gm			
6	Khata (Tamato&Khajra)	200 gm			
	Khata (Dahi Baigan)	200 gm			
	Khata (Dahi Bundi)	200 gm			
	Khata (Pineapple)	200 gm			
7	Salad & Papad	200 gm			
8	Sweet (Rasgolla)	200 gm			
	Sweet(Zalebi)	200 gm			
	Sweet(Golab Jamun)	200 gm			
09	Payas	200 gm			
	Sweet Curd	200 gm			
10	Tea /Coffee(Two Times)	65 ml			
11	Ice Cream (Spl. Brand, cup)	100 gm			
12	Snacks – Samosa/Bada/Aluchap (2pc)& sweet (1 Pc)	Per Plate			
	Snacks – Kaju(6Pc), Mungdal(50gm), Biscuit(2pc) & Sweet(1pc)	Per Plate			
13	Soup (Veg) -	100ml cup			
14	Water Bottle	500 ml			
**Total Price per plate (taking the highest price of items in each sl.no) (Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 14)					

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

** Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 190/- (Excluding of taxes).

*** In case of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

(Signature and seal of the authorized signatory)

TENDER FORM – B

Financial Bid

Format II - Non Veg Meal with Tea & Snacks

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	Average Price (Rs) of each item Sl.No	% of Tax
1	Plain Rice	200 gm			
	Zeera Rice	200 gm			
	Veg Fried Rice	200 gm			
2	Plain Dal	200 gm			
	Dal Fry	200 gm			
3	Veg Curry(Mix veg)	200 gm			
	Veg Curry(Navratana Kurma)	200 gm			
	Veg Curry(Potal Kurma)	200 gm			
	Veg Curry(Fulkobi Kasa)	200 gm			
4	Fish Curry/Kasa	200 gm			
	Chicken Curry/Kasa	200 gm			
5	Chips(veg)	200 gm			
	Bharta (Potato/brinjal)	200 gm			
6	Khata (Tamato&Khajra)	200 gm			
	Khata (Dahi Baigan)	200 gm			
	Khata (Dahi Bundi)	200 gm			
	Khata (Pineapple)	200 gm			
7	Salad & Papad	200 gm			
8	Sweet (Rasgolla)	200 gm			
	Sweet(Zalebi)	200 gm			
	Sweet(Golab Jamun)	200 gm			
09	Payas	200 gm			
	Sweet Curd	200 gm			
10	Tea /Coffee(Two Times)				
11	Ice Cream (Spl. Brand, cup)	100 gm			
12	Snacks – Samosa /Bada/Aluchap (2pc)& sweet (1 Pc)	Per Plate			
13	Snacks – Kaju(6Pc), Mungdal(50gm), Biscuit(2pc) & Sweet(1pc)	Per Plate			
14	Soup (Veg) -	100ml cup			
15	Water Bottle	500 ml			
**Total Price per plate (taking the highest price of items in each sl.no) (Sum of highest prices of items from 1 to 14)					
***Total Average Price per plate (taking the average of items in each sl.no) (Sum of average prices of items from 1 to 14)					

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

** Total Price quoted per plate (taking the highest price of items in each sl.no) should not exceed Rs. 190/- (Excluding of taxes).

*** In case of L1 price quoted by different bidders for different items, the total average price per plate will be (taking the average of each items) shall be taken into account for arriving the L1 Price.

Place:

Date:

(Signature and seal of the authorized signatory)

TENDER FORM – B
Financial Bid

Format III - Rate of some other Items

Sl.No	Name of the Item	Quantity Approx per plate	Price(Rs) Item Wise(Excl of Taxes)	% of Tax
1	Chicken Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. (Kachumber complementary)	500 gm		
2	Mutton Biryani having zeera rice with Chicken, cashew nuts, Elaichi, cloves, green mutter, Beet & Carrot. (Kachumber complementary)	500 gm		
3	Veg Biryani having zeera rice with panner, cashew nuts, Elaichi, cloves, green mutter, Beet & carot. (Kachumber complementary)	500 gm		
4	Mutton Curry/Kasa	200gm		
5	Chilly Chicken -	200 gm		
6	Egg Curry/ Kasa (2 pieces)	Per Plate		
7	Fish Fry (2 pieces excluding head portion)	200 gm		
8	Roti	Per Piece		
9	Paratha	Per Piece		

*The price should include transportation cost with crockery, serving dishes, manpower and taxes if any. Plz. Mention % of taxes included in the price quoted.

Place:

Date:

(Signature and seal of the authorized signatory)

**TENDER DOCUMENT - B
EMPANELMENT FOR PROVIDING SERVICES
FOR LODGING & BOARDING
FOR DIFFERENT MEETINGS/WORKSHOP**

TENDER DOCUMENT - B
EMPANELMENT FOR PROVIDING SERVICES FOR LODGING & BOARDING
FOR DIFFERENT MEETINGS/WORKSHOP

- Sealed tenders/bids are hereby invited for registered Hotels/ Agencies regarding empanelment for providing services for Lodging and Boarding for different Trainings/Workshops/Meetings/ Events of ZSS, Nuapada on annual rate Contract basis to CDM & PHO, Nuapada 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.
- The tender documents can be downloaded from the district website from 01.02.2020 to 12.02.2020.
- The last date of submission of the bid is 12.02.2020 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 SERVICES FOR LODGING & BOARDING 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 13.02.2020 at 4 PM 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 of Hotel Services would initially be for one year from the date of signing of contract 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 w.r.t. hotel services 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.
- After opening the financial offer, a committee will visit the hotels to check/inspect the facilities provided by each one. On the basis of the report of the committee, the offers will be shortlisted and empanelled as per rules.
- The empanelled hotel shall be responsible to make hotel booking on the request of the authorized officer/Programme organizers.
- The Hotels should have the capacity to provide minimum 10-15 nos. of rooms at a time.

- All the rooms should be well ventilated and furnished with single bed/double bed, attached toilet with modern fittings, cupboard, geyser, complementary toiletries, mobile/laptop charging points, TV with cable channels, study table chair etc.
- Lenin and towels in the rooms should be absolutely clean or hygienic.
- The Hotel should have 24 hrs. room service and power back-up system. The hotel shall also provide the local transit facility to the guests from hotel to the training/workshop if located outside Nuapada.
- The hotel will provide the required service as per the highest quality standards and in case of any lapse found, Hotel Management shall be held responsible. In case of breach.
- If more than one hotel quotes the same rate, the empanelment shall be made based on the report of the committee keeping in view the overall facilities and distance.
- 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 raised by the Hotel shall clearly mention the billing components (basic tariff, taxes and levies etc.).
- The bills of the hotel shall be accompanied with a copy of the booking order duly issued by authorized signatory of CDM & PHO at the time of payment.
- No advance payment will be released.
- The Hotel will raise the bill as per the number of rooms actually occupied. The payment will be made as per related laws/rules.
- As far as possible, payment of bills will be made to the hotel/hotelier within one month of submitting of the bills to the CDM & PHO Office.

Clause 3: Eligibility Criteria for Bidders

In order to become eligible, the Hotels/Hotelier should fulfill following qualifications:

- Registration of ownership
- 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. 1000/- in the shape of Demand Draft
- EMD of Rs. 5,000/- through D.D. / Pay order
- Photo Copy of the ownership certificate
- Photo Copy of GST Registration certificate in the name of registered owner
- Photo Copy of PAN certificate in the name of registered owner

TENDER FORM - A
Technical Bid

1	Name of the Hotel	
2	Address of the Hotel	
3	Name of Owner of the Hotel (in capital letters)	
4	Specimen signature of the Owner/authorized signatory.	
5	Telephone number of Owner/ authorized signatory / Firm/agency	
6	Registration for Ownership (Photo Copy to be attached)	
7	GST registration (Photo copy to be attached)	
8	TIN/ PAN (Photo Copy to be Attached)	
9	Draft number and date of the Processing Fee of Rs.1,000/-	
10	Draft number and date of the EMD of Rs.5,000/-	
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 by /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

Sl.No	Requirement	Rate(inclusive of Taxes)
1	Single bedded Non AC room	
2	Single bedded AC room	
3	Double Bedded Non AC room	
4	Double Bedded AC room	
5	Triple bedded Non AC room	
6	Triple bedded AC room	
7	Dormitory NON AC - Per Bed/ Day	
8	Dormitory AC - Per Bed/ Day	
9	Meeting Hall Charges – Including all logistics	

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

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

TENDER DOCUMENT - C
EMPANELMENT FOR PROVIDING COMPUTER CONSUMABLES
& OFFICE STATIONARY

- Sealed tenders/bids are hereby invited for authorised Supplier regarding empanelment for providing computer consumables & office stationary 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.
- The tender documents can be downloaded from the district website from 01.02.2020 to 12.02.2020.
- The last date of submission of the bid is 12.02.2020 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 STATIONARY 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 **13.02.2020 at 4 PM** 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 Hotels/Hotelier should fulfill following qualifications:

- Registration for GST & Up to date return till last quarter.
- 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. 1000/- 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

TENDER FORM - A
Technical Bid

1	Name of the Supplier	
2	Address of the Supplier	
3	Name of authorized Signatory (in capital letters)	
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.1,000/-	
9	Draft number and date of the EMD of Rs.5,000/-	
10	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 Cartridge 328 (Original)	
2	Canon Laserjet cartridge 328 (Compatible)	
3	HP Laserjet cartridge 88A (Original)	
4	HP Laserjet cartridge 12A (Original)	
5	HP Laserjet cartridge 88A (Compatible)	
6	HP Laserjet cartridge 12A (Compatible)	
7	Refilling of HP Laserjet cartridge 88A	
8	Refilling of HP Laserjet cartridge 12A	
9	Refilling of Canon Laserjet cartridge 328	
10	Cartridge for Photocopier (Canon Image Runner 2004 N – Original)	
11	Pendrive (HP/Scanjet/Transcend) 8 GB	
12	Pen drive (HP/Scanjet/Transcend) 16 GB	
13	UPS (Luminous/Umax/Equivalent).	
14	UPS Battery (Luminous/Umax/Equivalent).	
15	External Hard Disk (Seaget/WD/ Equivenent) (1 TB)	
16	Parts required for refilling of cartridge 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	
2	Plain Paper (A4)	Pkt	JK brand(Green)- 70 GSM	
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/page marker	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	Gum Bottle 200ml	bott	Mention company name	
22	Cello Tape (big)	No	Transparent	
23	Cello tape (small)	No	Transparent	
24	Cello Tape (big)	No	Colour	
25	Cello tape (small)	No	Colour	
27	Envelop (4" x 8")	No	White/color	
28	Envelop (4" x 11")	No	White/color	
29	Envelop (A4)	No	Plain/Cloth coating with printing	
30	Stamp Pad	no	Ashoka/Supreme/Camel/Equivalent	
31	Marker	No	Mention Brand	
32	Highlighter	No	Mention Brand	
33	Correction Pen	No	Camlin/ best quality brand	
34	Pen (Roller Ball)	No	Uniball/Pilot/Phoenix/Equivalent	
35	Pen Ball Point	No	Cello/Flair/Reynolds/Equivalent	
36	Pen Gel	No	Trimax/Cello/Flair/Equivalent	
37	Conference Pad (15x21 cm) (20 pgs)	No	N.G/Shipra/Equivalent	
38	Spiral pad(50 sheets - 21 x 15 cm)	No	N.G/Shipra/Equivalent	
39	Spiral pad no. 33	No	N.G/Shipra/Equivalent	
40	Spiral pad no. 66	No	N.G/Shipra/Equivalent	
41	Plastic Folder - Normal	No	N.G/Solo/Word One	
42	Plastic Folder solo (101)	No	N.G/Solo/Word One/Equivalent	
43	Scissor (Stainless Steel 16 cms)	No	Kebica/Saya/SPI/Equivalent	
44	Calculator(12digit)	No	Casio/Citizen/Equivalent	
45	Pen stand	No	Kebica/Solo/equivalent	
46	Silver duct tape	No	HGT/Tesa/equivalent	

Sl.No	Item	Unit	Specification	Amount (Rs.) (Inclusive of Tax, Transportation)
47	Pencil Eraser (Non-Dust)	No	Natraj/Apsara/Equivalent	
48	Pencil Sharpener	No	Natraj/Apsara/Equivalent	
49	Permanent Marker	No	Luxor/Reynolds/Pik/Equivalent	
50	Paper Punch Double No.280	No	Kangaro/Max/Rapid/Equivalent	
51	Paper Punch Double No.800	No	Kangaro/Max/Rapid/Equivalent	
52	Paper Punch (Single Hole)	No	Kangaro/Max/Rapid/Equivalent	
53	Register -2 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
54	Register -4 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
55	Register -6 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
56	Register -8 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
57	Scale - Plastic (long-12")	No	Castle/Aeromax/Equivalent	
58	Sketch Pen	No	Luxor/Reynolds/Equivalent	
59	White Board Marker	No	Luxor/Reynolds/Equivalent	
60	Drawing sheet	No	colour	
61	Drawing sheet	No	white	

Financial bid – For General Store Items

Sl. No.	Item	Unit	Specification	Amount (Rs.) (Inclusive of Tax, Transportation)
1	Towel (big)	no	Bombay Dyeing/Sudarshan/Century/Equivalent	
2	Towel (Small)	no	Bombay Dyeing/Sudarshan/Century/Equivalent	
3	LED bulb	no	Mention wt.(quote for different watt in separate row)	
4	Mosquito Repellant Machine	no	All Out/Good Night	
5	Mosquito Repellent Liquid refill	no	All Out/Good Night	
6	Battery (AAA)	no	Dura Cell/Eveready	
7	Battery (Pencil)	no	Dura Cell/Eveready	
8	Cup & Saucer	no	Fine bone china/Royal Queen/ Sea Shell	
9	Dust Bin (Plastic)	no	Wonder/Royal Touch/Equivalent	
9	Duster white(24"x24")	no	J.K/P.K/Equivalent	
10	Plate (full)	no	Fine bone china/Royal Queen/ Sea Shell	
11	Plate (quarter)	no	Fine bone china/Royal Queen/ Sea Shell	
12	Phenyle (Dark)	Ltr.	Doctor/patanjali/equivalent	
13	Phenyle(white)	Ltr.	Doctor/patanjali/equivalent	
14	Room freshener	no	Air Wick/Premium/Godrej	
15	White Board 3' x 2'	no	Citizen/JP/ Equivalent	
16	White Board 5' x 3'	no	Citizen/JP/ Equivalent	
17	Room freshener	no	Air Wick/Premium/Godrej	
18	Hand wash bottle	200ml	Dettol/Savlon/Life bouy	
19	Hand wash refill pouch	1ltr	Dettol/Savlon/Life bouy	

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

