

**TENDER-B
EMPANELMENT FOR
PROVIDING COMPUTER
CONSUMABLES
& OFFICE STATIONERY**

Tender Ref. No: 2868/DPMU/NHM/2023 Dated: 04.08.2023

TENDER DOCUMENT
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.
- The tender documents can be downloaded from the district website from 05.08.2023 to 28.08.2023 till 5.00 PM .
- The last date of submission of the bidder is 28.08.2023 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 superscribed 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 _____ 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.
- The bidders shall have to furnish a bid document cost of **Rs.3, 360/-** (non-refundable) in the shape of a **Banker’s cheques / Demand Draft** in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada. In the absence of the bid document cost, the technical proposal of the bidder shall be rejected. **The bid document cost should be put in the Technical Proposal (Cover A) envelop.**
- 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.
- The bidder along with the technical proposal shall have to furnish Earnest Money Deposit (EMD) amounting to **Rs. 10,000/-** (refundable) in the shape of Banker’s

cheques / Demand Draft in favour of **ZSS Non. NRHM, Nuapada** payable at Nuapada. The EMD will return to the unsuccessful bidder after completion of tender procedure.

- The successful bidders have to deposit Rs.20000/- (refundable) as security deposit and execute an agreement with CDM & PHO. If successful bidders want the EMD amount Rs.10,000/- may be adjusted against the security deposit and successful bidders have to deposit the rest amount of Rs.10,000/- only.
- The items should be delivered within 15 days from the date of receipt of the purchase order.
- If the successful bidder/ bidders fail to supply the entire quantity within the stipulated period, liquidated damage @ of the following % of the relevant contract value, **per week of delays** after the stipulated time shall be calculated :1% for 1st week, 2% for 2nd week, 3% for 3rd week, 4% for 4th week, 6% for 5th week & 8% for 6th week. Default beyond 6th week shall amount to cancellation of work order/contract. The defaulting firm shall not be allowed to participate in the next tender for any item under NHM. EMD & Security Deposit deposited by the defaulting firm shall be forfeited.
- This consignment has to be delivered at office of the CDM & PHO cum DMD / Any other CHCs/PHCs as decided by the CDM & PHO cum DMD and the same will be communicated in purchase order. No extra charges for transportation will be paid in case of delivery at CHCs/PHCs.
- The organization will have to submit an **Affidavit** (*On original Stamp Paper of Rs.20 value*) with the following clauses:-
 - ◆ It has not been blacklisted by any Government Organization
 - ◆ The organization does not have any legal suit / criminal case pending against it for violation of PF /ESI/MW Act or any other law.
 - ◆ The CDM & PHO, Nuapada will have no liability regarding transportation, loading and unloading of material and all the material ordered shall be delivered at the designated place in good condition. The defective or damaged printed material if any will be replaced by the Organization.
 - ◆ That the organization agrees to abide by all terms & conditions of tender
 - ◆ Items will be supplied as per tender specification if there is any deviation found, necessary legal action will be taken against me and my firm will be blacklisted for 3 years for participating in any tender.
 - ◆ The organization will quote prices inclusive of all taxes
- 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 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 30 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 with latest return.
- Registration for PAN
- Photocopies of work orders executed Minimum 5 order in last 3 years FY **2020-21,2021-22 and 2022-23.**

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. 3360/- in the shape of Demand Draft
- EMD of Rs. 10,000/- through D.D.
- Photo Copy of GST Registration certificate in the name of registered owner with latest return.
- Photo Copy of PAN certificate in the name of registered owner
- Affidavit (as mentioned in clause 1 General Term & Condition). Any deviation in wording may liable to be rejection of BID.
- Photocopies of work orders executed Minimum 5 order in last 3 years FY **2020-21,2021-22 and 2022-23.**

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.3360/-	
9	Draft number and date of the EMD of Rs.10,000/-	
10	Affidavit of declaration (as mentioned in clause 1 General Term & Condition)	
11	Photocopies of work orders executed Minimum 5 order in last 3 years FY 2020-21,2021-22 and 2022-23	
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 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 – 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 1370 A (Original)	
6	HP LaserJet Cartridge 1370 A (Compatible)	
7	HP LaserJet cartridge 88A (Compatible)	
8	HP LaserJet cartridge 12A (Compatible)	
9	Refilling of HP LaserJet cartridge 88A	
10	Refilling of HP LaserJet cartridge 12A	
11	Refilling of Canon LaserJet cartridge 328	
12	Refilling of HP LaserJet Cartridge 1370 A	
13	Cartridge for Photocopier (Canon Image Runner 2004 N – Original)	
14	Cartridge for Photocopier (Canon Image Runner 2004 N – Compatible)	
15	Epson ink 003 (all color)(Rate to be quoted for individual color)	
16	HP Ink for HP 115 Ink Tank Printer (all color))(Rate to be quoted for individual color)	
17	UPS Battery (Luminous/Umax/Equivalent).	
	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 or equivalent	
2	Plain Paper (A4)	Pkt	JK brand(Green)- 70 GSM or equivalent	
3	Plain Paper (legal)	Pkt	JK brand(Green)- 70 GSM or equivalent	
4	Lever Arch file	No	Best Quality	
5	Guard file with hole	No	Best Quality	
6	Adhesive Flag	No	Corporate/Oddy/Equivalent	
7	Tag	packet	Best quality	
8	Guard File	No	Mention company name	
9	Stapler 10	No	Kangaro/Max/Chrome/Equivalent	
10	Stapler 20	No	Kangaro/Max/Chrome/Equivalent	
11	Stapler 45D	No	Kangaro/Max/Chrome/Equivalent	
12	Stapler pin -10	Pkt	Kangaro/Max/Chrome/Equivalent	
13	Stapler pin -20	Pkt	Kangaro/Max/Chrome/Equivalent	
14	Stapler Pin 45D	Pkt	Kangaro/Max/Chrome/Equivalent	
15	Gum Tube	No	Mention company name	
16	Envelop (4" x 8") with printed office address and logo	No	White/color with printing	
17	Envelop (4" x 11") with printed office address and logo	No	White/color with printing	
18	Envelop (A4) with printed office address and logo	No	Plain with printing	
19	Stamp Pad	No	Ashoka/Supreme/Camel/Equivalent	
20	Marker for white board	No	Mention Brand	
21	Highlighter	No	Mention Brand	
22	Correction Pen	No	best quality brand	
23	Pen (Roller Ball) of Rs.50	No	Uniball/Pilot/Phoenix/Equivalent	
24	Pen Gel	No	Trimax/Cello/Flair/Equivalent	
25	Conference Pad (15x21 cm) (20 pgs)	No	N.G/Shipra/Equivalent	
26	Spiral pad (50 sheets - 21 x 15 cm)	No	N.G/Shipra/Equivalent	
27	Plastic Folder - Normal	No	N.G/Solo/Word One	
28	Calculator(12digit)	No	Casio/Citizen/Equivalent	

Sl.No	Item	Unit	Specification	Amount (Rs.) (Inclusive of Tax, Transportation)
29	Pencil Eraser (Non-Dust)	No	Natraj/Apsara/Equivalent	
30	Pencil Sharpener	No	Natraj/Apsara/Equivalent	
31	Permanent Marker	No	Luxor/Reynolds/Pik/Equivalent	
32	Paper Punch Double No.280	No	Kangaro/Max/Rapid/Equivalent	
33	Paper Punch Double No.800	No	Kangaro/Max/Rapid/Equivalent	
34	Paper Punch (Single Hole)	No	Kangaro/Max/Rapid/Equivalent	
35	Register -2 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
36	Register -4 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
37	Register -6 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
38	Register -8 quire	No	Neelgagan/Shpra/Swastik/Equivalent	
39	Sketch Pen	No	Luxor/Reynolds/Equivalent	
40	Pencil	No	Natraj/Apsara/Equivalent	
41	White Board 3' x 2'	No	Citizen/JP/ Equivalent	
42	White Board 5' x 3'	No	Citizen/JP/ Equivalent	
43	Photocopy training materials, color-B&W	Per page	A4 size 70 GSM, Single side minimum order 30 pages (rate should be quoted per page)	
44	Photocopy training materials, color-B&W	Per page	A4 size 70 GSM, both side minimum order 30 pages (rate should be quoted per page)	
45	Photocopy training materials color-multicolor	Per page	A4 size 70 GSM, Single side minimum order 30 pages (rate should be quoted per page)	
46	Photocopy training materials, color-multicolor	Per page	A4 size 70 GSM, both side minimum order 30 pages (rate should be quoted per page)	
47	Training Material with in Rs.50/- budget	Per Unit	One Unit contains one Spiral Note book, single line ,100 pages both side, size 24 X 18 cm and one Pen of MRP Rs.10.00	
48	Training Material with in Rs.100/- budget	Per Unit	One Unit contains one executive type spiral Note Book single line ,160 pages both side , size 14.8 X 21.6 cm and one Pen of MRP Rs.20.00	
49	Spiral Note Book 100 pages	Per Pc	Spiral Note book, single line ,100 pages both side, size 24 X 18 cm	
50	Spiral Note Book 160 pages executive type	Per Pc	Executive type spiral Note Book single line ,160 pages both side , size 14.8 X 21.6 cm	
51	Writing Pen of MRP Rs.10.00	Per Pc	Any Brand	
52	Writing Pen of MRP Rs.20.00	Per Pc	Any Brand	