

**TENDER-B  
TENDER DOCUMENT  
EMPANELMENT FOR SUPPLY OF  
STATIONARY ITEMS**

Tender Ref. No: 3057/DPMU/NHM/2024    Date:24.09.2024

**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.ODISHA.GOV.IN](http://WWW.NUAPADA.ODISHA.GOV.IN).
- The tender documents can be downloaded from the district website from 24/09/2024 to 18/10/2024 till 5.00 PM .
- The last date of submission of the bid is 18/10/2024 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 **19/10/2024 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/ notice at its own discretion without assigning any reason thereof.

**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 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.2, 240/-** (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.15000/-(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.5,000/- only.
- The items should be delivered as and when required as per requirement of the department subject to maximum 15 days from the date of receipt of the purchase order.
- 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 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.

#### **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.

#### **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 **2021-22, 2022-23 and 2023-24 relating to supply of contingency & Computer Consumables.**

#### **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. 10,000/- through D.D.
- Photo Copy of GST Registration certificate in the name of registered owner with latest return (**1<sup>st</sup> quarter 2024-25**).
- 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 **2021-22, 2022-23 and 2023-24 relating to supply of contingency & Computer Consumables.**

**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/agencies	
6	GST registration & up to 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.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 <b>2021-22, 2022-23 and 2023-24</b>	
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 – For Computer Consumable**

Sl. No.	Item	Amount (Rs.) (Inclusive of Tax, Transportation)
1	Canon LaserJet cartridge 328 (Compatible)	
2	HP LaserJet Cartridge 1370 A (Compatible)	
3	HP LaserJet cartridge 88A (Compatible)	
4	HP LaserJet cartridge 12A (Compatible)	
5	Refilling of HP LaserJet cartridge 88A	
6	Refilling of HP LaserJet cartridge 12A	
7	Refilling of Canon LaserJet cartridge 328	
8	Refilling of HP LaserJet Cartridge 1370 A	
9	Cartridge for Photocopier (Canon Image Runner 2004 N – Original)	
10	Epson ink 003 (all color)(Rate to be quoted for individual color)	
11	HP Ink for HP 115 Ink Tank Printer (all color) )(Rate to be quoted for individual color)	
12	UPS Battery (Luminous/Umax/Equivalent).	
13	Brother B-021 original toner cartridge	

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	Lever Arch file	No	Best Quality	
3	A4 Size Cobra File	No	Best Quality	
4	File Tag (8-inch size)	One Bundle	Best quality (Rate to be quoted for 100 pcs in a bundle)	
5	Page Marker (Four Colour)	Per packet	Reputed Brand	
6	Stapler 10	No	Kangaroo/Max/Chrome/Equivalent	
7	Stapler 45D	No	Kangaroo/Max/Chrome/Equivalent	
8	Stapler pin -10	Pkt	Kangaroo/Max/Chrome/Equivalent	
9	Stapler Pin 45D	Pkt	Kangaroo/Max/Chrome/Equivalent	
10	Gum Tube (20 MI)	No	Mention company name	
11	Stamp Pad (11cmX7cm)	No	Ashoka/Supreme/Camel/Equivalent	
12	Marker for white board	No	Mention Brand	
13	Highlighter	No	Mention Brand	
14	Correction Pen	No	best quality brand	
15	Conference Pad (15x21 cm) (20 pgs)	No	N.G/Shipra/Equivalent	
16	Plastic Folder - Normal	No	N.G/Solo/Word One	
17	Calculator(12digit)	No	Casio/Citizen/Equivalent	
18	Pencil Eraser (Non-Dust)	No	Natraj/Apsara/Equivalent	
19	Pencil Sharpener	No	Natraj/Apsara/Equivalent	
20	Permanent Marker	No	Luxor/Reynolds/Pik/Equivalent	
21	Paper Punch Double No.280	No	Kangaroo/Max/Rapid/Equivalent	
22	Paper Punch (Single Hole)	No	Kangaroo/Max/Rapid/Equivalent	
23	Pencil	No	Natraj/Apsara/Equivalent	
24	Photocopy training materials, color-B&W	Per page	A4 size 70 GSM, Single side minimum order 30 pages <b>(rate should be quoted per page)</b>	
25	Photocopy training materials, color-B&W	Per page	A4 size 70 GSM, both side minimum order 30 pages <b>(rate should be quoted per page)</b>	
26	Photocopy training materials color-multicolor	Per page	A4 size 70 GSM, Single side minimum order 30 pages <b>(rate should be quoted per page)</b>	
27	Photocopy training materials, color-multicolor	Per page	A4 size 70 GSM, both side minimum order 30 pages <b>(rate should be quoted per page)</b>	
28	Training Material with in Rs.50/- budget	Per Unit	One Unit contains one Spiral Note book, single line ,80 pages both side, size 14 X 22 cm and one Pen of MRP Rs.10.00	
29	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 X 21.6 cm and one Pen of MRP Rs.20.00	
30	Spiral Note Book 80 pages	Per Pc	Spiral Note book, single line ,80 pages both side, size 14 X 22 cm	

Sl. No.	Item	Unit	Specification	Amount (Rs.) (Inclusive of Tax, Transportation)
31	Spiral Note Book 160 pages executive type	Per Pc	Executive type spiral Note Book single line ,160 pages both Side, size 14 X 21.6 cm	
32	Writing Pen of MRP Rs.10.00	Per Pc	Reputed Brand	
33	Writing Pen of MRP Rs.20.00	Per Pc	Reputed Brand	
34	Quick Heal Antivirus (10 user)	Per Box	Validity of One Year	
35	Quick Heal Antivirus (3 user)	Per Box	Validity of One Year	
36	Room Freshener (200 M.L or More)	Per Unit	Reputed Brand	
37	Table Cloth 4X3 feet	Per Unit	Reputed Brand	
38	Table cloth 6X4 ft.	Per Unit	Reputed Brand	

- The bidder is required to mention Specification & brand of Product Quoted clearly in the specification Column. If quoting multiple brand please add separate row for quoting multiple brand.

Place:

Date:

(Signature and seal of the authorized signatory)

**Seal**