

TENDER-B

EMPANELMENT FOR PROVIDING COMPUTER CONSUMABLES & OFFICE STATIONERY

Tender Ref. No:901 /DPMU/NHM/2026 Date:20/03/2026

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.
- The tender documents can be downloaded from the district website from **23.03.2026 to 23.04.2026**.
- The last date of submission of the bidder is **23.03.2026 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 24.04.2026 at **12 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/- (Non-refundable) in the shape of Demand Draft drawn on any Bank in favour of **ZSS Non NRHM A/c payable at Nuapada.**
- EMD of Rs. 5,000/- through D.D.(refundable) drawn on any Bank in favour of **ZSS Non NRHM A/c payable at Nuapada** Photo Copy of GST Registration certificate in the name of registered owner
- Photo Copy of PAN certificate in the name of registered owner
- Declaration (Annexure-A)

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 – A

Financial bid – For Computer Consumable

Sl. No.	Item	MRP of the item	Rate quoted (In 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	Cartridge for Photocopier (Canon Image Runner 2004 N – Original)		
8	Epson Colour ink (black 003)		
9	Epson Colour ink (Combo)		
10	HP Laser jet cartridge 110 A compatible		
11	HP LaserJet cartridge 137 A compatible		
12	HP INK 315 (combo)		
13	HP Ink 315 (Black)		
14	Brother B201 cartridge		
15	Brother B201 Drum unit		
16	Key Board USB Type Wired		
17	Mouse USB Type Wired		

If bidder quoting multiple brand for one item please insert separate row below the item name and mention make and model of the items.

Place:

Date:

(Signature and seal of the authorized signatory)

Seal

TENDER FORM - B
Financial bid – For Stationeries and contingencies

Si.No	Name of the Item	Unit	Specification	MRP of the Item	Rate quoted including and transportation
01	Plain Paper (A4)	Pkt	75 GSM or equivalent		
02	Plain Paper (A4)	Pkt	70 GSM or equivalent		
03	Lever Arch file	No	Best Quality		
04	Guard file with hole	No	Best Quality		
05	Adhesive Flag	No	Corporate/Oddy/Equivalent		
06	Tag (6 to 8 inch)	One bundle	Best quality		
07	Guard File	No	Mention company name		
08	File Board	No	Mention company name		
09	Stapler 10	No	Kangaro/Max/Chrome/Equivalent		
10	Stapler 45D	No	Kangaro/Max/Chrome/Equivalent		
11	Stapler pin -10	Pkt	Kangaro/Max/Chrome/Equivalent		
12	Stapler Pin 45D	Pkt	Kangaro/Max/Chrome/Equivalent		
13	Gum Tube of MRP 10.00	No	Mention company name		
14	Envelop (4" x 9")	No	Plain White Colour with printing		
15	Envelop (4" x 9")	No	Laminated White Colour with printing		
1516	Envelop (5" x 11")	No	Plain White Colour with printing		
17	Envelop (5" x 11")		Laminated White Colour with printing		
16	Envelop (A4)	No	Plain White Colour with printing		
18	Stamp Pad (110 Mm X 69 MM)	no	Ashoka/Supreme/Camel/Equivalent		
19	Marker white board	No	Mention Brand		
20	Highlighter	No	Mention Brand		
21	Correction Pen	No	Camlin/ best quality brand		
22	Conference Pad (15x21 cm) (20 pgs)	No	N.G/Shipra/Equivalent		
23	Spiral pad (80 sheets or 160 pages both side, size - 21 x 15 cm)	No	N.G/Shipra/Equivalent		
24	Scissor (Stainless Steel 16 cms)	No	Kebica/Saya/SPI/Equivalent		
25	Calculator(12digit)	No	Casio/Citizen/Equivalent		
26	Pencil Eraser (Non-Dust)	No	Natraj/Apsara/Equivalent		
27	Pencil Sharpener	No	Natraj/Apsara/Equivalent		
28	Permanent Marker	No	Luxor/Reynolds/Pik/Equivalent		
29	Paper Punch Double No.280	No	Kangaro/Max/Rapid/Equivalent		
30	Paper Punch Double No.800	No	Kangaro/Max/Rapid/Equivalent		
31	Paper Punch (Single Hole)	No	Kangaro/Max/Rapid/Equivalent		
32	Register – King Size (72 pages)	No	Neel Gagan/Shipra/Swastik/Equivalent		

33	Register – King Size (92 pages)	No	Neel Gagan/Shipra/Swastik/Equivalent		
34	Register – King Size (140 pages)	No	Neel Gagan/Shipra/Swastik/Equivalent		
35	Register – King Size (180pages)	No	Neel Gagan/Shipra/Swastik/Equivalent		
36	White Board Marker	No	Luxor/Reynolds/Equivalent		
37	Pen MRP 10.00	No	Reputed Brand		
38	Pen MRP 20.00	No	Reputed Brand		
39	Spiral pad executive type (80 sheets or 160 pages both sides, A5 Size)	No	Reputed Brand		
40	Sharpener	No	Natraj/Apsara/Equivalent		
41	Pen MRP 50.00	No	Reputed Brand		
42	Register – King Size (276 pages)	No	Neel Gagan/Shipra/Swastik/Equivalent		
43	Register – King Size (384 pages)	No	Neel Gagan/Shipra/Swastik/Equivalent		
44	A3 Size Envelop	No	White/Color		
45	Jute Bag	No	Any Colour		
46	Spiral pad (40 sheets or 80 pages both side, A5 Size) MRP within Rs.40.00	No	Reputed Brand		

Signature and seal of the authorized signatory

DECLARATION

(To be submitted in Rs.20/- Non Judicial Stamp paper Filled before the Notary)

I / We _____ do hereby declare that I / We have not been **de-recognized / black listed** by the Tender inviting authority or by any state Govt. or Central Govt. organization for supply of Not of Standard Quality Items / non-supply.

I / We agreed that the Tender Inviting Authority can forfeit the Earnest Money Deposit and blacklist me / us for a period of 3 years if, any information furnished by me / us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

Seal & Signature of the Notary