



O/O CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER
DISTRICT PROGRAMME MANAGEMENT UNIT
NATIONAL HEALTH MISSION
BALASORE
e-mail- dpmubal@gmail.com

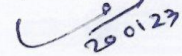


Sealed Tenders are invited by the CDM & PHO cum District Mission Director, NHM, Balasore from the established and reputed Agencies /Suppliers for the following purpose.

Supply of Office Stationary.

Interested bidders may send their complete bids separately for each category in double cover system (Technical & Financial) super scribing the Teder Notification No: ~~1017~~ and date ~~20.01.23~~ on the top of the Bid envelop and addressing clearly to the CDM&PHO, Balasore. Pin:756001. Bidders are advised to visit the district web site www.baleswar.nic.in for detailed tender requirements. Last date for receipt of Tender is ~~03.02.23~~ latest by 5.30 PM only through **Speed post/Regd Post and the bids so received will be opened on 04.02.23 at 11.30 am. in the official chamber of the CDM&PHO, Balasore.** The bidders are advised to keep in touch with the district website for addendum or corrigendum if at all required till the last date. No publication in the newspaper will be made for the same. Incomplete and late receipt bids will be summarily rejected. The undersigned reserves the right to cancel all or any of the bids without assigning any reason thereof.

-Sd-


26/01/23

**CDM & PHO cum District Mission Director
NHM Balasore.**

Terms & Conditions for Supply Of Office Stationeries

The CDM & PHO cum District Mission Director, NHM, Balasore intends to select experienced Supplier/Dealer of Office Stationeries to provide stationary items required for Official use for various programmes under NHM through Tender process. Hence established and reputed business firms may apply with all requisites to the undersigned for participation in the tender process. Interested bidders may submit their bids in the prescribed format only.

Technical & Financial Evaluation of the Tender Documents would be evaluated by District Purchase Committee duly constituted by the CDM&PHO-cum-District Mission Director, NHM, Balasore. The bidders qualified in the technical bid assessment process will be eligible for Financial bid assessment process.

1	Cost of the Tender processing charge.	Rs.1,000/- (non-refundable) in the form of Demand Draft in favor of "NHM, Balasore -Security Deposit A/C". To be submitted along with the Tender document.
2	EMD	Rs.5,000/- (Rupees Five Thousand only) (Refundable) in shape of Demand Draft in favor of "NHM, Balasore -Security Deposit A/C".
3	Tender Document	Bidders are advised to download the details of the tender process and requirements from the District website www.baleswar.nic.in
4	Last date of submission of sealed tender document.	03.02.23 , 5.30 PM
5	Mode of Bid Submission	Only through Registered Post/Speed Post .
6	Date of opening of tender	04.02.23 at 11.30 A.M. at office of the CDM & PHO cum District Mission Director, NHM, Balasore.
7	Eligibility of the Bidder	a. The Bidder must be registered under GST. b. The bidder must have experience in supply /trading of office stationeries. Copy of Supply Order during (20-21) & (21-22) to any reputed organization. c. The Bidder to submit a Self declaration that he has been involved or engaged in the same type of Business/trading for last 3-4 years. d. Copy of Income Tax Return for the F.Y - (20-21) & (21-22) e. EMD & Tender processing cost in shape of DDs must be attached in the technical bid.

8. A bidder is permitted to submit only one bid for each category.
9. As the said tender process is double bid system (Technical & Financial), the bidders are advised to submit their bids in a Single Big Size Envelope containing two envelopes (i) one for "Technical Bid" (ii) another for "Financial Bid" . Envelope for Technical and Financial bid should be separately sealed.
10. The Single Big Size Envelope should be duly sealed and super-scribed as Tender for "**OFFICE STATIONERY**" with Tender Notification No:..... & Date:
11. The Single Big Size Envelope should be addressed to The CDM & PHO cum District Mission Director, NHM, Balasore, PIN 756001, Odisha.
12. The Sealed Tenders should be sent through **registered post / Speed Post only** to the aforementioned address.
13. Sealed Tenders received after the due date and time shall not be entertained. Postal delays shall not be the responsibility of the Department.
14. Tender without an EMD and Tender processing cost shall be rejected.
15. The incomplete tender in any manner is rejected and will not be taken in to consideration for the tender process.
16. The EMD of the successful Bidder shall be deposited in the Account of NHM, Balasore as Performance security deposit. This will be retained as a Performance security deposit till the completion of the agreement period or the date of cancellation of agreement whichever is earlier. Refund of EMD/Performance Security shall not carry any Interest Component.
17. The EMD of unsuccessful bidders shall be returned within 30 days after the finalization of the Tender, subject to the submission of a written application in the said context from the unsuccessful bidder addressing to the District Mission Director, NHM, Balasore.
18. The District Authority, in view of unsatisfactory Service or Non compliance of the T&C of the tender document will terminate the agreement without assigning any reasons to the Supplier. The Supplier will not be entitled to any compensation whatsoever in respect of such termination.
19. On being declared and approved as the L 1 Bidder, an offer letter will be sent to the said L 1 Bidder seeking the acceptance of the same within three days of issue of the offer letter.


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For any reason whatsoever it may be, if the said bidder is neither willing to accept the offer nor submit any reply within the said three days period, then it will be considered as non acceptance of the offer in his part and consequent upon which the EMD submitted by him will be forfeited.

20. Eligible but unsuccessful bidder (L2/L3/L4) may be empanelled and called upon during such situation considered appropriate by the CDM&PHO, Balasore, to supply the approved items decided at the approved L1 rate, if agreed upon.

21. Initially the L1 bidder will be allowed to supply the items as per the requirement in the approved price only for a period of one year from the date of its approval. Due to any extraordinary or emergency circumstances the period of approval may be extended for another one year only with an agreed upon consent by both parties.

22. No compromise will be made with respect to the quantity, quality & specification of the supplied materials. If subsequently any deviation is found in the supplied materials, the same will be replaced at the cost of the supplier within the specified timeline.

23. No advance payment is allowed for the materials to be supplied. The supplier will submit the bill/invoice favouring to the CDM&PHO, Balasore and the same will be processed and the payment will be released after successful completion of supply in all respect.

24. For any dispute, the decision of the district authority is final.

25. The contract if any shall be governed by the laws in force in India. In the event of any dispute arising out of the Tender, such dispute would be subject to the Jurisdiction of Balasore District only.

ANNEXURE-A

DECLARATION

(To be submitted with Technical Bid)

I / We the Proprietor/partner/ do declare that I / We have carefully read all the terms of reference of tender of the CDM & PHO cum District Mission Director, NHM, Balasore, Odisha for **"Supply of Office Stationery"** under NHM, Balasore. The approved rate will remain valid for a period of one year from the date of approval. I will abide with all the terms & conditions set forth in the Tender Reference no. _____

I/We do hereby declare, I/We have not been de-barred / black listed by any State Govt. / Govt. of India / Govt. Organization / Govt. Health Institutions for any such act or action or non compliance to any instruction.

I/We agree 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 .

I/We do hereby declare that I / we will deliver my work as per the terms, conditions & specifications of the tender document and work orders.

Signature of the bidder/Proprietor/Partner :

Date :

Name & Address of the Bidder

TECHNICAL BID
(FOR SUPPLY OFFICE STATIONERY)

1	Name of the Establishment/Bidder	
2	Address of the Establishment/Bidder	
3	Name of the Proprietor/Owner of the Establishment	
4	Contact No & E-mail ID	
6	GST Registration.	
7	PAN No:	
8	The bidder must have experience in supply / trading of office stationeries.	Copy of Supply Order during (20-21) & (21-22) from any reputed organization.
9	The Bidder to submit a Self declaration that he has been involved or engaged in the same type of Business/ trading for last 3-4 years.	Self declaration in original to be submitted by the Bidder with seal & signature.
10	Declaration in prescribed Format (Annex-A) to be furnished.	From a Notary in a Non judicial Stamp Paper of Rs.20/- to be submitted .
11	Copy of Income Tax Return for the F.Y - (20-21) & (21-22)	Photocopy to be submitted
12	EMD	Rs. 5,000/- (refundable) in the form of Demand Draft in favor of "NHM, Balasore-Security Deposit A/C". To be submitted along with the Technical Bid.
13	Cost of the Tender Processing Fee	Rs. 1,000/- (non-refundable) in the form of Demand Draft in favour of "NHM, Balasore-Security Deposit A/C". To be submitted along with the Technical Bid.

Photo Copies of documents to be submitted in support of the above information with due signature of the bidder.

Signature of the Bidder

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Chief Dist. Medical & Public Health Officer
Balasore

FINANCIAL BID (PAGE No.-7 to 12)

SI No	Items	Specification	Unit rate	Rate of GST	Total Rate With GST
01	Photocopier (Branded)				
i	Name of the Brand	70 GSM	Rate per Box having 10 Packets for 10 Boxes		
ii	Name of the Brand	75 GSM	Do		
02	Photocopier (Non-Branded)				
i	Name of the Non Brand	70 GSM	Do		
ii	Name of the Non Brand	75 GSM	Do		
03	Adhesive Tape Roll	Transparent Pack of			
	Do	24 mm-1"=90 Mtr.			
	Do	48 mm-2"=90 Mtr.			
	Do	72 mm-3"=90 Mtr.			
04	Adhesive Tape Roll	Brown-72 mm-3"=90 Mtr.			
05	Alpin	One Box (value Pack)			
06	Arch File				
i	Do	Executive			
ii	Do	Normal			

Signature of the bidder

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Chief Dist. Medical & Public Health Officer
Balasore

Sl No	Items	Specification	Unit rate	Rate of GST	Total Rate With GST
07	Cover File	Four side folding with tie Ribbon. Full Cloth			
08	Fly Leaf	Colour-Brown Pack of 100 Pcs			
09	Folder File	Paper thickness-350 GSM with cloth at inner fold.			
i	Do	RFC 36			
ii	Do	RFC 63			
10	Ball Point Pen	0.7 mm -Blue Ink/Red ink/Black ink Single Pack			
11	Ball Point Pen	Use & Through Blue Ink/Red ink/Black ink pack of 5 nos			
12	Calculator	Branded Business-12 Digit –Solar cell with battery			
13	Catridge Refilling	Brand Names			
i	Brother	DCP-L2520D & HL-L2321D			
ii	SHARP	AR-5620N & AR-6020DV			
iii	HP	M233DW & M1136MFP			

Signature of the Bidder

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 20/01/23

Chief Dist. Medical & Public Health Officer
Balasore

Sl No	Items	Specification	Unit rate	Rate of GST	Total Rate With GST
14	New Catridge	Brand Name			
i	Brother	DCP-L2520D & HL-L2321D			
ii	SHARP	AR-5620N & AR-6020DV			
iii	HP	M233DW & M1136MFP			
iv	Computer Mouse	Branded			
v	Computer Key Board	Branded			
vi	UPS-1000 VA	Branded			
15	CD Marker	Different Colour Per Pc			
16	Double Punch	Branded –One Unit			
17	Single Punch	Branded –One Unit			
18	Drawing Sheet	Multicolour Thickness- 220 GSM-Pack of 10 sheets.			
19	Eraser	Pack of 5 nos			
20	Envelop with inside cloth.	Brown size-A4			
21	Brown Envelop	Brown size- Half of A4 Size			
22	File Flag with self adhesive	4 Flurocent colours – Size(25 mmX 75 mm)- 160 prompts			
23	Highlighter	Multicolour Flurocent			
24	Liquid Gum bottle	150 ml			

Signature of the Bidder


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Sl No	Items	Specification	Unit rate	Rate of GST	Total Rate With GST
25	Liquid Gum Tube	20 ml			
26	Pendrive	Per Pc			
i	64GB	Branded			
ii	128GB	Branded			
iii	64GB	Non-Branded			
iv	128GB	Non-Branded			
27	Paper cutting Scissor	One no SS with plastic handle			
28	Paper Clip	Pack of 10 nos			
i	Do	32 mm			
ii	Do	51 mm			
29	Pencil	HB Pack of 10 nos			
30	Phudani	Per Pc			
31	Plastik Pan Stand	Per Pc			
32	Register	Inside Page are Rolling .No of pages must be mentioned in the Cover of the Register.			
i	6 No.				
ii	8 No.				
iii	10 No.				
iv	12 No.				
V	14 No.				
Vi	16 No.				

Signature of the Bidder

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[Handwritten Signature]
20/12/23

Chief Dist. Medical & Public Health Officer
Balasore

SI No	Items	Specification	Unit rate	Rate of GST	Total Rate With GST
Vii	18 No.				
vii	20 No.				
33	Sharpner	Pack of 5 nos			
34	Stainless Steel Scale	30 cm/12 inch good quality S.S			
35	Sketch Pen	Multicolour pack of 10 nos			
36	Stamp Pad	Single ink			
37	Stamp Pad Ink				
38	Stapler	Branded -Big			
39	Stapler	Branded -Small			
40	Staple Pin	Branded -Small one packet (20x50) pins			
41	Staple Pin	Branded -Big one packet (20x50) pins			
42	Tag	Two side pin One Bundle with 50 nos- 8" White/Good Quality			
43	White Correction Fluid Pen	Branded pen			
44	White Board Marker				

Signature of the Bidder

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Chief Dist. Medical & Public Health Officer
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Sl No	Items	Specification	Unit rate	Rate of GST	Total Rate With GST
45	Writing pad	Paper thickness- 70 GSM –Rolling Page(Size-18 X 24) Cm.			
i	35 leafs	Conference Pad			
ii	70 leafs	Conference Pad			
46	Writing Pad-Note Book Series (Spiral)	Paper thickness- 70 GSM –Rolling Page (Size-14 X 21.6) Cm. Durable water proof poly cover premium quality			
i	100 leafs				
ii	160 leafs				
47	Plastic Water Bottle	1 ltr.			
48	Jute Carry Bag	Material Jute with haddl & zipper (Size-35 x 40 cm) Fancy Print-Pack of 10			

Signature of the bidder


20/01/23