

OFFICE OF THE SUPERINTENDENT, FAKIR MOHAN MEDICAL COLLEGE AND HOSPITAL, BALASORE.

Ph.No:06782240153

E-mail-supdt.fmmchb@gmail.com

Letter No 232/S/FMMCHB

Date 20/01/2025

**OFFICE OF THE SUPERINTENDENT, FMMCH, BALASORE**

**TENDER DOCUMENT FOR SUPPLY OF OFFICE STATIONARY & CONSUMABLES**

FOR Fakir Mohan Medical College & Hospital, BALASORE, FOR A PERIOD OF ONE YEAR.

DATE OF COMMENCEMENT OF BID DOCUMENT :- DT. 20 / 01 / 2025

LAST DATE & TIME OF RECEIPT OF BID DOCUMENT :- DT. 05 / 02 / 2025 / 5 PM

DATE AND TIME OF OPENING OF COVER –A (TECHNICAL BID ):- Dt.06 / 02 / 2025 , 11 Am

DATE OF OPENING OF COVER –B (FINANCIAL BID ) :- Dt.06 / 02 / 2025 , 11 Am

ADDRESS FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS :-OFFICE OF THE SUPERINTENDENT, FMMCH, REMUNA, BALASORE, 756019, ODISHA.

**TEL NO. : NO.06782240153**

**E-mail : supdt.fmmchb@gmail.com**

PLACE OF OPENING OF BID DOCUMENTS :- O/O SUPERINTENDENT FMMCH, REMUNA, BALASORE

  
20/1/25  
**Superintendent,  
FMMCH, Balasore**

## GENERAL INFORMATION

1. Tenders should be submitted in two separate sealed envelopes. The cover enclosing the technical bid should be superscribed (A) & the cover enclosing the Financial bid should be superscribed (B). The envelope containing the tender document both envelopes (A) & (B), with required fees should be superscribed clearly as "Tender for OFFICE STATIONARY & CONSUMABLES for FMMCH, Balasore " with tender No. and date, Bidders name & mob no. & email id. on the front of the envelope. Sealed tenders, addressed to the O/O the Superintendent, FMMCH, Balasore should reach the Office of the Superintendent FMMCH, Balasore by **Date 05/02/2025** (up to 5pm) through speed post/regd. Post/ couriers only. Tenders received after due date, time and in any other mode other than mentioned above will be rejected.
2. The sealed tenders submitted by the bidders will be opened at the O/O SUPERINTENDENT FMMCH ,REMUNA Balasore. The Bidder, or their duly authorized representative will be allowed to be present during the opening of the tender.
3. Rate should be quoted in Indian Currency only, excluding GST figures against each items as the payment will be made in Indian currency only. The bidder shall not quote rate for any item other than the item specified in the list.
4. The Tax (GST) will be claimed as per the guidelines given by the Finance Dept. GOVT.OF.INDIA/ODISHA from time to time.
5. Each page of the bid document shall be **duly numbered, signed** by the bidder. **Bids without signature** of the bidder will be rejected.
6. In case the brand of any item is specified by the bidder, then the purchaser should get the item as specified. No interchange will be entertained.
7. The tender documents should be clearly written /typed without any correction, interpolation and overwriting. Each page of the tender paper should have the dated signature of the bidder.
8. If any information or document furnished by the bidder is found to be misleading /incorrect at any stage, their tender will not be accepted.
9. The quantum of procurement will be made on requirement basis.
10. The authority reserve the right to accept /reject all the bids or any part thereof without assigning any reason thereof.
11. The bidders have to submit a declaration in the form of affidavit as per **annexure- 2**.
12. **The L1 bidders who cannot supply/ or have partial supply of the ordered quantities in due time, the deposited EMD Money will be forfeited. The same Agency/ Firm should not be allowed to participate in the FMMCH Tender for 3 years consecutively .**

### A. TENDER PROCESSING FEE AND EMD

1. The bidder should deposit the EMD of Rs. 10,000/- (refundable) in State Bank of India, Balasore Main Branch **SBI Acc No.- 43479812395, IFSC No.- SBIN0010128** and submit the deposit challan or online Transfer slip along with Bid for verification.
2. Rs 2000/- towards processing of tender fee (non refundable) in shape of Treasury challan head of Account- **0210-01-800-0097-02082-000- other receipt medical & health service.**

The EMD of the non responsive bidders will be returned after completion /finalization of the tender process and that of the bidders only after completion of the tender period.

  
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## ELIGIBILITY CRITERIA

Wholesalers/Distributors/suppliers/manufacturers/retailers are eligible to participate in the tender provided they have:-

1. Valid wholesale/retail/Distributor license from the competent authority mandatory. Valid means 'valid till the date of opening of **cover(A)** (Technical bid ) & should be re validated for the tender period.
2. Proof of three years (3 yr) supply to any GOVT. Hospital /PUS/Corporate Sector Hospital along with satisfactory performance report from the purchaser. The copy of the purchase order is to be enclosed as such proof.
3. Bidders submit the Annual turnover of Rs 10 lakhs or more in each year of last three preceding year
4. Bidders should have valid registration under GST & IT.
5. Bidders are requested not to quote products of those manufacturing unit who has been blacklisted /Irregular supply /Partial supply, either by the tender inviting authority or by any state Govt. or Central Govt. organization.

### C. Documents to be submitted with the Technical BID (COVER- A)

- A. Tender processing fee of Rs 2000/- (NON REFUNDABLE ) in shape of Treasury challan.
- B. Earnest Money Deposit (EMD ), Rs 10,000/- in form of deposit challan or online Transfer slip.
- C. Copy of Valid Wholesale /Distributor/ Retail authorizations .
- D. Copy of valid PAN CARD & GST registration certificate.
- E. Copy of last three years I.T Return.
- F. Detail Name , Address , Telephone No., Mobile No. , E-mail id of the bidder /contact person.
- G. All the pages shall be duly signed and sealed by the bidder.

### D. PRICE BID /FINANCIAL BID(COVER – B )

The tender format giving the quoted rate for consumable should be submitted in sealed covers here after called **COVER (B)** (PRICE BID). The bidders has to submit sealed price bid.

1. The tender format (price schedule) in the prescribed format (as per ANNEXURE- 1 ) in hard copy must be submitted in the bid. The price of the item should be quoted inclusive of insurance /packing/forwarding /freight (door delivery) but exclusive of GST if any .The rate should be quoted for each item both in figures and words with legibility. In case of difference in words and figures, words will be taken into consideration for evaluation.
2. Alternative bid for any item is not acceptable and the item for which multiple bid /rates quoted by the bidder will not be taken into consideration for evaluation.
3. The quoted rate should be final and shall not be subjected to any escalation during the validity of the tender period.
4. The bidder should submit /furnish a certificate in the tender to the effect that the **price quoted by them is not more than the open market price** or also under GeM Rate Contract where such rate exists. However, in circumstances when the price decreases during the contract period, the approved supplier should ethically intimate the same to the purchasing authority. In such circumstance the lower/decreased price shall be paid

  
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## REJECTION OF THE BIDDER

The tender paper will be rejected if any of the following documents are wanting /not found with the tender bid .

- a. Non submission of relevant documents as mentioned in Clause –C
- b. Sealed price bid (s)/quoted rate with signature & seal in each page.
- c. Bidder applying multiple Bid.

## F. EVALUATION

1. Tenders will be evaluated as per the requirement of bid and the price bid will be opened ,only for the bidders who qualify in the document evaluation as per Technical bid.
2. The cost of the unit items excluding Tax/GST will be evaluated.
3. The lowest price quoted for each item in every category should be selected as L1 and the bidder quoting such price shall be awarded contract for supplying that particular item.

## **Term & conditions:-**

### A. Supply & Delivery

1. All supply should be completed within 15 days from the date of the issue of the purchase order.
2. Delivery should be made at FMMCH store Balasore.
3. In case the L1 bidder fails to supply the order quantities within the stipulated time /period ,the purchaser reserves the right to purchase the said items from any eligible bidder at L1 approved rate / L2 Rate. The differential amount between L2 & L1 should be deduct from approved L1 Bidders EMD MONEY.
4. The approve rate and supplier will be valid for **one year or till finalization of the next tender whichever is later.**
5. All legal disputes, if any relating to purchase etc, are subject to jurisdiction in the court of law situated at Balasore, Odisha.

### B. PAYMENT

100% Payment shall be made after submission of stock entry certificate(s) from the concerned authority and as per the availability of fund. Under no circumstances the supply should be interrupted as regards to payment.

### C. PENALTY

If any product after use is found to be NOT OF STANDARD QUALITY/NOT AS PER THE PARAMETER, such item will be declared as NOT OF SATISFACTORY QUALITY on the basis of the report of the authority .The said product shall be freezed. The supplier has to replace fresh stock as per the purchased quantity and take back the freezed stock at his own cost .

In case the supplier fails to replace the stocks the performance security i;e EMD Money will be forfeited . No further purchase order will be placed to the firm /supplier for the item(s) and the firm will be debarred from participating in any tender (for that time ) floated in future for three years.

  
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ANNEXURE-1

**PRICE SCHEDULE FOR OFFICE STATIONARY & CONSUMABLES**

SL. NO.	SL. NO. AS PER TENDER	NAME OF THE ITEM	SPECIFICATION/ UNIT	EACH RATE (IN FIGURE)	EACH RATE (IN WORD)	GST %

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30/1/15  
Superintendent,  
FMMCH, Balasore

**ANNEXURE – 2**

**DECLARATION FORM**

I/WE \_\_\_\_\_ having My /our \_\_\_\_\_  
Office at \_\_\_\_\_ do declare that I /We have carefully read all the term and  
condition of tender of the \_\_\_\_\_ Odisha for the supply of \_\_\_\_\_. I  
WILL ABIDE WITH ALL THE TERM AND CONDITIONS SET FORTH IN THE TENDER PAPER REFERENCE  
no: \_\_\_\_\_

I/We do hereby declare I/We have not been de- recognized/blacklisted by any state Govt. Union Territory  
/Govt. of India/Govt. Organization/Govt. Health Institution for supply of Not of STANDARD QUALITY (nsq)  
ITEMS/PART-SUPPLY/NON-SUPPLY.

I /we do hereby declare that the rates quoted by me/us are neither more than the maximum retail Price  
nor DGSD rate contract and Gem Contract.

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

I/We further declare that I/We possess valid dealer for **OFFICE STATIONARY & CONSUMABLES** and  
license bearing NO \_\_\_\_\_ Valid up to \_\_\_\_\_/regd. supplier with sale tax and vat clearance.  
I/We \_\_\_\_\_ do hereby declare that I/We will supply the \_\_\_\_\_ as  
per the term and conditions & specifications of the tender document. I /We further declare that my /our EMD  
and or Security Deposit will be forfeited if I / We fail to supply any order item after getting order from the  
purchaser. I / We further declare that we will supply the ordered items manufactured only by the  
manufacturers as mentioned in the bid document

Signature of the bidder

Date

Name and address of the firm :

Affidavit before Executive Magistrate

  
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**ANNEXURE-3**

**ANNUAL TURN OVER STATEMENT**

The Annual Turnover of M/S \_\_\_\_\_

Who is a wholesaler/distributor/manufacturer for the last three years are given below and certified that the statement is true and correct .

SL. NO	YEAR	TURNOVER IN RUPEES	REMARK
1	2021-2022		
2	2022-2023		
3	2023-2024		

DATE:

Signature of the auditor/Chartered Accountant

Place:

Name in capital

Registration No

Seal

NB:

1. This certificate should be supported by figures in PL Accountant & Income Tax Return.
2. Distributor has to submit own as well as turnover of the principal manufacturer /super stockiest whose products they are quoting.

  
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**ANNEXURE-4**

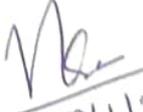
**CHECK LIST**

Sl. No.	Details of the bidder		
1	Name of the Bidder		
2	Bidder Type (Please Tick)	Manufacture	Other
3	Address with Phone No. & email ID		
4	Contract Person:		
5	Mobile No. / Landline No.		
6	Email ID		

**DOCUMENTS SUBMITTED**

Sl. No.	Document details	Submitted (Yes/No)	If Yes Page No.	Remarks if any
1	Tender Processing fees details: Challan (Treasury)No.: Date: Amount:			
2	EMD Details: Challan/ slip No.: Date: Amount:			
3	Valid license:			
4	Annual Turnover statement:			
5	IT return statement / Tax clearance certificate			
6	Proof of supply Govt. order or PUS			
7	Copy of PAN Card			
8	Copy of GST registration certificate			

**N.B: Bidder has to sign and seal with sequentially numbered (both bids)**

  
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ORDER LIST OF OFFICE STATIONARY & CONSUMABLE ITEMS FOR THE YEAR 2024-25 OF FMMCH, BALASORE

	ITEM NAME	PACK SIZE	EACH RATE
1	A4 SIZE XEROX PAPER (75 G.S.M) (J.K/ HP/ REFLEXION)	1PKT	
2	A4 SIZE XEROX PAPER (70 G.S.M) (J.K/ HP/ REFLEXION)	1PKT	
3	ALPIN (50 GRM)	1PKT	
4	BALL PEN (MEDIUM)	1PC	
5	BUDKIN	1PC	
6	BROWN ADHESIVE TAPE 48 MM X 100 M	1PC	
7	CELLO TAPE TRANSPARENT 3 INCH	1PC	
8	CELLO TAPE TRANSPARENT 2 INCH	1PC	
9	CELLO TAPE TRANSPARENT 1 INCH	1PC	
10	CARBON- SIZE (297X 420) MM (1 REAM)	1PKT	
11	COLOUR FLAG	1PKT	
12	CALCULATOR -BIG (CASIO)	1PC	
13	CALCULATOR -MEDIUM (CASIO)	1PC	
14	ERASER	1PC	
15	EXAMINATION BOARD	1PC	
16	GUM/ BOTTLE ( 700ML) SYNTHETIC	1PC	
17	GUM/TUBE (100GM) SYNTHETIC	1PC	
18	HIGHLIGHTER (GREEN & ORANGE)	1PC	
19	MARKER PEN PERMANENT BLACK	1PC	
20	MARKER PEN PERMANENT BLACK THIN TIP	1PC	
21	MARKER PEN ERASABLE (RED,BLACK,BLUE,GREEN )	1PC	
22	MARKER INK PERMANENT BLACK 50 ML	1PC	
23	MARKER INK ERASABLE -50 ML (RED,BLACK,BLUE,GREEN )	1PC	
24	MEASURING SCALE (SS) ONE FOOT	1PC	
25	PAPER WEIGHT	1PC	
26	PEN STAND	1PC	
27	PENCIL CUTTER	1PC	
28	PENCIL PER PKT (10PC) HB	1PKT	
29	PUNCHING MACHINE - DOUBLE	1PC	
30	PUNCHING MACHINE -SINGLE	1PC	
31	REGISTER (1000 PAGES)	1PC	
32	REGISTER (400 PAGES)	1PC	
33	REGISTER (200 PAGES)	1PC	
34	STAMP PAD INK (50 ML) BLUE	1PC	
35	STAMP PAD INK (50 ML) RED	1PC	
36	STAMP PAD SMALL BLUE	1PC	
37	STAMP PAD SMALL RED	1PC	
38	STAPLER PIN (BIG)	1PC	
39	STAPLER PIN (MEDIUM)	1PC	

*NR*  
20/1/25

	ITEM NAME	PACK SIZE	EACH RATE
41	STAPLER PIN (SMALL)	1PC	
42	STAPLER (BIG)	1PC	
42	STAPLER (MEDIUM)	1PC	
43	STAPLER (SMALL)	1PC	
44	SEALING WAX	10 NOS./BOX	
45	TAG (WHITE LONG)	1BNDL	
46	USE & THROW BALL PEN (BLUE & RED)	1PKT	
47	WHITE BOARD DUSTER	1PC	
48	WHITE CHALK (NON-DUST)	1PKT	
49	WHITENER CORRECTION PEN	1PC	
50	RING BINDER FILE	1PC	
51	BOARD FILE	1PC	
52	COVER FILE WITH THICK PAPER BOARD	1PC	
53	FLAT FILE	1PC	
54	FLYLEAF LAMINATED	1PC	
55	GUARD FILE	1PC	
56	LIVER ARCH FILE ( CONTAINS 04 NOS, PER PKT.)	1PKT	
57	LIVER ARCH FILE (PLASTIC COATED) ( CONTAINS 04 NOS, PER PKT.)	1 PKT	
58	STICK FILE	1PC	
59	JUTE FOLDER FILE	1PC	
60	PLASTIC CLIP FILE GOOD QUALITY	1 PC	
61	PLASTIC FOLDER FILE	1PC	
62	POLY COATED FLY LEAF WITH SPRING GOOD QUALITY	1PC	
63	ENVELOPE WHITE (11"X16")	1PKT	
64	ENVELOPE WHITE (12"X5")	1PKT	
65	ENVELOPE WHITE (10"X4")	1PKT	
66	ENVELOPE A4 SIZE WHITE	1PC	
67	ENVELOPE A4 SIZE BROWN	1PC	
68	ENVELOPE BROWN (11"X16")	1PKT	
69	ENVELOPE BROWN (12"X5")	1PKT	
70	ENVELOPE WITH CLOTH LINING 10" X 14"	EACH	
71	ENVELOPE WITH CLOTH LINING 11" X 5"	EACH	
72	ENVELOPE WITH CLOTH LINING 12" X 10"	EACH	
73	HAND SEWING NEEDLE	1PKT	
74	SEWING THREAD	1BNDL	
75	SUTULI	1KG	
76	THREAD BALL	1PC	
77	WRITING PAD 1/6 TH SIZE- 20 PAGES	1PC	
78	WRITING PAD 1/6 TH SIZE- 40 PAGES	1PC	
79	SPIRAL NOTE PAD 1/6 TH SIZE- 40 PAGES	1PC	

*Handwritten signature*  
29/11/23