



Office of the CDMO & District Mission Director, Cuttack
Department of Health & Family Welfare,
Government of Odisha.



Adv..No 10157

Date: 3/8/18

TENDER CALL NOTICE FOR PROCUREMENT OF STATIONARY ITEMS/SUPPLY OF FOOD

Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of miscellaneous stationary items/ supply of food to **CDM&PHO Cum District Mission Director, Cuttack** for a period of one year on a annual rate contact basis. Details regarding the printing of various items as per need and terms & conditions may be downloaded from the website www.cuttack.nic.in . The tender should reach the office of the undersigned by 21 /08/2018 (till 12.00 PM). The Tender will be opened at 3.00 PM on 21 / 08/2018. The sample copy and prototype can be collected from O/o CDM&PHO Cuttack during office hour. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

sd/-
Chief District Medical &PHO
cum District Mission Director
Cuttack


03/08/18
Chief District Medical & PHO
Cum-District Mission Director, Cuttack

PROCUREMENT OF MISCELTANEOUS STATIONARY ITEMS ON ANNUAT RATE CONTRACT

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of miscellaneous stationary items to **CDM&PHO Cum District Mission Director, Cuttack** for a period of one year on a annual rate contact basis.
2. 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: <http://cuttack.nic.in>
3. The tender will have to be submitted in two parts i.e. technical bid (Cover-A) and price bid (Cover-B). The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelops should be put into another outer envelop superscribed as "Tender for Supply of Miscellaneous Stationary items on Annual Rate Contract Basis to NHM in reference to advt. No- **10157(A) dtd.03/08/2018**".

The tenders should be addressed to :

**The CDM&PHO Cum District Mission Director,
Old secretariat , Cantonment Road
Buxi Bazar, Cuttack-753001 Odisha.**

4. The last date & time of submission of tender is 21/08/2018, 12.00 PM. The tender shall be opened on same date at 3.00 PM. at the office chamber of **CDM&PHO Cum District Mission Director, Cuttack** in the presence of tenders or their authorized representative who may wish to be present. It is requested that tender indicating the rate for different items be furnished in the specified formats as mentioned in the tender,

Terms & conditions

It may be noted that rates shall be quoted against the brand of items mentioned below at Tender Format - Cover B (Price Bid) at Annexure-I & II. Rates should not be more than MRP, Bidders who qualify technically [as per submission of relevant valid documents as asked to be submitted in Technical Bid - Cover A - Part 1, fulfilling all the terms & condition of the tender document, their Price Bid (Cover B - Part 2) shall only be opened.

1. The firm should have valid GST, PAN
2. The firm should have audited annual turnover of Rs. **10 Lakhs** in any of the last one financial **years 2017-18** (if audited): Should submit the audited balance sheet P&L Account statement (any of the last financial years) duly signed by a Chartered accountant.

Tender must be accompanied by Tender document Cost of Rs.525/- (Non refundable) and EMD of Rs. **10,000/-** in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favour of **the CDM&PHO Cum District Mission Director, Cuttack payable at Cuttack**, Tenders not accompanied by tender document cost & EMD will not be considered, EMD of unsuccessful tenderers will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.

3. The firm will have to submit an Affidavit (On original Stamp Paper of relevant value) in the technical bid with the following clauses :-
 - a) Our organization has not been blacklisted by any Government Organization.
 - b) Our organization does not have any legal suit / criminal case pending against it for violation of VAT/ST/CST/ GST Act or any other law.

- c) **The CDM&PHO-cum- District Mission Directorate, Cuttack** will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
- d) Our organization agrees to abide by all terms & conditions of tender.
- e) Our organization will quote prices inclusive of all taxes,
4. In the technical bid the firm will also have to submit the photocopies of PAN, up to date GST filling copy certificate and Audited balance sheet P&L Account statement (any of the last financial years) duly signed by a Chartered Accountant.
5. Only those firms/ Agencies should participate in the tender who are willing to supply all the items (may not be for all brands against each item) mentioned in the Annexure I & II. Firms/Agencies who don't quote the rates for all items (may not be for all brands against each item) as per the format mentioned in Annexure I & II are liable to be rejected. The bidders should not quote any other brand which are not mentioned in the list of items mentioned at Annexure I & II.
6. The supplier selected shall have the responsibility to supply the stationary items mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of Mission Directorate, National Health Mission, Odisha.
7. This rate will be applicable for purchase of the stationary items for one year on an annual rate contract basis.
8. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
9. The supply of items shall be made immediately (within a day) after placement of supply order at the Office of the **CDM&PHO-cum- District Mission Directorate, Cuttack old secretariat , Cantonment Road, Boxibazar Cuttack 753001** and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
10. The approved supplier shall have to furnish a performance security of **Rs.10,000/-** in the shape of demand draft in favour of CDMO Cuttack payable at cuttack which will be retained till successful completion of the rate contract period, However, **the EMD of Rs.10,000/-** submitted by the approved bidder at the time of bid submission may be converted to Performance Security and in that case the approved bidder does not have to submit any additional performance security.
11. In case of failure on part of the approved supplier to supply the items mentioned (at Annexure -I & II as per supply order within stipulated period, the **CDM&PHO-cum- District Mission Directorate, Cuttack** shall have the liable to purchase those items from other sources and the approved supplier shall be liable to pay the excess amount which this Directorate may have to incur being the different of actual amount of purchase minus the amount as per approved rates. Accordingly the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
12. For any dispute, decision of **CDM&PHO-cum- District Mission Directorate, Cuttack** shall be final
13. All legal disputes are subject to the jurisdiction of **Cuttack** court only.
14. The **CDM&PHO-cum- District Mission Directorate, Cuttack** reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason,

sd/-

**CDM&PHO Cum District Mission Director,
Cuttack**

FORMATS: Part-I

(To be submitted in Technical Bid Envelop)

(The documents has to be arranged serially as per the order mentioned below)

1	Name of the Organization	
2	Address of the organization	
3	Name of authorized signatory (in capital letters)	
4	Authorization and specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	GST Registration no	(Photo copy to be attached)
7	VAT clearance certificate (Photocopy of Up to date VAT Clearance certificate)	(Photo copy to be attached)
8	PAN (Photocopy of PAN)	(Photo copy to be attached)
9	Draft number and date of the Security Deposit(EMD)	(Draft to be submitted)
10	Annual Turnover (Audited balance sheet and P&L Account Duly signed by Chartered accountant (any of the last financial year)	(Photo copy to be attached)
11	Affidavit of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against it for violation of ST/VAT/CST/GST act or any other law and agrees to abide by all terms & conditions of the tender. (Yes/ No)	Affidavit in original stamp paper certified by Notary with clauses as mentioned in clause no. 4 of the terms & conditions)
12	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (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/forged information in the above statement at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

Place

Date

Seal

TENDER FORMAT
Part -II
(Price Bid - Cover B
(to be furnished in Cover B-Price Bid)
Annexure-I (Office Stationary items)

sl. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive of all taxes	BRAND - II	Rate(Rs.) inc inclusive of all taxes	BRAND- III	Rate(Rs.) inclusive of all taxes
1	ALPIN 100 gm	BELL		GORILLA		BEST	
2	ALPIN MAGNETIC BOX	OMEGA		BELL		CELLO	
3	ARCH FILE CARD BOARD with Liver (1a"x10")	SWETA		STAR		Shiva	
4	ARCH FILE PLASTIC 2-D Ring Binger (25 MM)	FILE MAX		TRIO		SAYA	
5	BINDERCLIP 15 mm	ODDY		CORPOMTE		BAMBALIO	
6	BINDERCLIP '19 mm	ODDY		CORPOMTE		BAMBALIO	
7	BINDERCLIP 25 mm	ODDY		CORPOMTE		BAMBALIO	
	BINDERCLIP 51 mm	ODDY		CORPOMTE		BAMBALIO	
8	WHITE BOARD MARKER	REYNOLDS		CELLO		CAMEL	
9	BOARD PIN (Plastic top)	VIKRANT		GORILLA		ODDY	
10	BROWN TAPE (for PACKING) 2 " and 50 mtr	ISO MARK		ISO MARK		ISO MARK	
11	BUDKING	Best quality		Best quality		Best quality	
12	CALCULATOR '12 DIGIT with Warranty	CASIO		BISTEC		CLARO	
13	Cash Register Legal size (number wise)	Anupam		Ahswini		Navneet	
14	CD 100 Nos. PACK With porch	MOSER BEAR pro		SONY		P H ILIPS	
15	CD Album A4 Size 100 CD	Oddy					
16	CD JEWELL CASE 10 NOS PACK	MOSER BEAR		SONY		P H ILIPS	
17	CELLO TAPE 1' and 50 mtr	PREM IER		CELLO		Hi-Tech	
18	CELLO TAPE 2' and 50 mtr	PREM IER		CELLO		Hi-Tech	
19	COLOUR CARD POST CARD SIZE (Per'100 Card)	Best Quality		Best Quality		Best Quality	
20	COOLIN SPRAY 500 ML	P&G		HLL		Rekitbenkiser	
21	CD Mailer 20 nos. pack	Local		Local		Local	
22	COPIER PAPER Legal Size 70GSM (500 Sheets)	IK		JK		BILT	
23	COPIER PAPER A4 75 GSM - 500 Sheets	IK		JK		BILT	
24	Correction Fluid with Diluter	KORES		CAMLIN		L uxor	
25	CORRECTION PEN	LUXORE		KORES		Camlin	
26	COVER FILE POLY COATED	ASHOKA		swosti		LOTUS	
27	PENCIL CUTTER	NATRAJ		CELLO		APSARA	
28	CELLO TAPE DISPENSER	CELLO		OMEGA		KORES	

29	DRAWING SHEET full size	JK		IMAGE		Modi	
30	DVD -R (100 Nos. Pack) (DVD-R, 16X/4.7 GB) with porch	MOSER BEAR pro		SONY		PHILIPS	
31	DVD RW (10 Nos (Jewel case Pack)	MOSER BEAR pro		SONY		Local	
32	ENGAGEMENT STAND (12"x8.5") Size (Acrylic Fiber Transparent)	Omega		CELLO		PHILIPS	
33	Rubber ERASER 33mm x 17mmx 10mm	NATRAJ		CELLO		APSARA	
34	Paper Flag (self adhesive)- Colored (Four Colors) Size 1"X3 " (50x4 colors)	Oddy		Camlin		Trio	
35	Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"X3 " (50x4 colors)	Oddy		Camlin		Trio	
36	FLIP CHART (25 Sheets , 25 mm Grid rule)	Oddy		Best quality		Local	
37	Plastic Bottom Folder (Full Scape) with single bottom	SAYA		KEA		My clear	
38	Plastic Folder (Full Scape) Clear Bag	SAYA (Natraj) (sY33e)		KEA			
39	Folder Executive (Full Scape)	KEA (KW40211)		FALCON (7536N)		KOLOR N INE	
40	Executive Folder Leather Finish	KEA - KW 503		SAYA		KOLOR N INE	
41	L FOLDER A4	SAYA		KEA		Worldone	
42	GUM tube 50 ml.	KORES		Fevi gum		FEVICOL	
43	GUM STICK 15gm	ODDY		FEVISTIC		CAMEL	
44	HIGHLIGHTER	FABER CASTELL		CELLO		LUXOR	
45	JAMES CLIP PLASTIC COATED (100 CLIPS)	ZEN		ODDY		BEST	
46	Mounting Tape (Double side foam tape) 24mm	Oddy		Cello			
47	File Packing Cloth Markin (red) per I Mtr						
48	PAPER CUTTER MRP 10/-	NATRAJ		CLARO		KORES	
49	PAPER TRAY PLASTIC (Full Scape)	M-PLATIC		CELLO		SUPREME	
50	PAPER WEIGHT glass (square Shape)	LOCAL					
51	PAPER WEIGHT Fiber (square Shape)	LOCAL					
52	PEN (MRP- 5/-)	Reynold		CELLO		LINC	
53	PEN(Use&Trough)	L INC		Elkos		Rider	
54	PEN MRP 10/-.	Reynold		CELLO		LINC	
55	PEN MRP30/-	Reynold		CELLO		LINC	

56	Pen MRP 60/-	Reynold		CELLO		LINC	
57	PENCIL	NATRAJ		Faber casel		APSARA	
58	PUNCHING MACHINE DOUBLE	KANGARO		KORES			
59	PUNCHING MACHINE DOUBLE Heave duty	KANGARO		KORES			
60	PUNCHING MACHINE SINGLE	KANGARO		KORES			
61	ROOM AIR FRESHNER (Spray) 125 gm /234 ml	Ra		Ambipure		Midas care	
62	Rubber ring elastic 100 gm Pkt2"						
63	Register (Rulled) number wise	Anupam		Navneet		Sweta	
64	SCALE STEEL 12" THIKNESS NOT LESS THAN 1MM	NATRAJ		CELLO			
65	SCISSORS 12" Plastic Handle	DE XIAN		GORILLA		GODREJ	
66	SCISSORS 6" Plastic Handle	DE XIAN		GORILLA		GODREJ	
67	SKETCH PEN (Pkt. of 10)	LUXORE		FABER CASETL		CAMEL	
68	STAMP PAD 8 CMx12CM	KORES		CAMEL		FABER CASETL	
69	STAMP PAD INK'100mL	KORES		CAMEL		FABER CASETL	
70	STAPPLER PIN MEDIUM 24/6	KANGARO		KORES			
71	STAPPLER PIN SMALL NO- '10'1M	KANGARO		KORES			
72	STAPPLER PIN BIG 26/10	KANGARO		KORES			
73	STAPPLER HEAVY DUTY	KANGARO		KORES			
74	STAPPLER MIDIUUM HD45	KANGARO		KORES			
75	STAPPLER SMALL 10M	KANGARO		KORES			
76	STIKY PAD (3" x3")	ODDY		TRIO			
77	STIKY PAD (4" x4")	ODDY		TRIO			
78	STOCK REGISTER 360 Pages (Legal size)	Anupam		Ashwini		Eag le	
79	TAG (50 Nos.) 5.5 inch white thread	Local		Local		Local	
80	Writing Pad 5 subject , Pages 300 size 14x21.6 CM Spiral	Bilt		Luxor		Other	
81	Writing pad 160 pages 70 GSM spiral size '14y21.6 CM single ruled	Bilt		Luxor		Other	
82	Writing PAD SPTRAL 1/6 (100pages)	Bilt		Luxor		Other	
83	WRITING PAD GENEML 70 GSM 40 PAGES	PRINTED					
84	HARD BOARD FILE WITH LACE						

Pl. mention the % of GST included in the above price:

Food notice no-10157(B)

Sl No	Item	Rate per plate (Inclusive of all tax and catering charges)
1	Rice, Dal fry, Mix curry, Paneer/mushroom,Papad ,Salad/Curd/Raita,Fry	
2	Rice, Dal fry, Mix curry,Papad ,Salad/Curd/Raita,Fry	
3	Rice, Dal fry Mix veg curry,Papad ,Salad/Curd/Raita, Fry , Chicken	
4	Rice, Dal fry, Mix veg curry ,Papad ,Salad/Curd/Raita,Fry , Mutton	
5	Rice, Dal fry, Mix Veg curry,Papad ,Salad/Curd/Raita, Fry , Fish	

Terms & Conditions:-

1. The food should be delivered and served at the venue desired by the undersigned in the supply order.
2. Payment will be effected within 10 days on successful delivery through ONLINE transfer.
3. The price should be quoted inclusive of all taxes & Catering charges on per plate basis.
4. Delivery of the materials shall be made by the supplier at their own cost & risk.
5. The intending Firm should furnish copies of PAN, up to date GST certificate, Food license
6. Preference will be given to the bidder having experience in supplying food to govt. Offices for meeting , training & other purposes.
7. The CDM&PHO Cuttack, reserves the right to reject all or any tender without assigning any reason thereof.

Sd/-

**Chief District Medical Officer
cum District Mission Director
Cuttack**