

ZILLA SWASTHYA SAMITI, CUTTACK
TENDER CALL NOTICE

Sealed tenders are invited from eligible parties for supplying office stationery to the office of the undersigned. Interested bidder may submit offers in detail as per prescribed format. Details regarding application format, terms and conditions may be downloaded from <https://cuttack.odisha.gov.in>. The bid in the prescribed format along with all relevant documents should reach to the office of the undersigned on or before 11.11.2025 within 2 P.M through Regd. Post / Speed Post / Courier only. The tender will open at 4.00 P.M on 11.11.2025. The bidders or their authorized representative may present in the opening on scheduled date and time. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

Sd/-

CDM & PHO cum-District Mission Director
District Health Mission, Cuttack

TERMS AND CONDITIONS FOR SUPPLY OF OFFICE STATIONERY

Following documents should be submitted by the bidder.

1. The firm should have valid PAN.
2. The firm should have valid GST with appropriate HSN to deal such business.
3. Bank account in the trade name.
4. Copy of GSTIN return file for Q1 and Q2 of F.Y – 2025-26.
5. Copy of income tax return file for the financial year 2024-2025.
6. The firm should submit an EMD of **Rs.5,000/-** in shape of DD in favour of ZSS Deposit Account Cuttack payable at Cuttack.
7. Valid Address Proof of registered office/production unit/franchise in CMC area.
8. The firm should submit notarised affidavit in non-judicial stamp paper that imposition of black listing by any State/Central Govt. authority is not valid as on date of bid opening.

TERMS AND CONDITIONS

1. The bidder shall submit the original tender document with seal and signature on each page within the stipulated period as a token of acceptance of terms & conditions. Bidders who have not submitted required documents with the bid are automatically disqualified and no claim will be entertained. The bid not submitted as per given format will be rejected.
2. The firm shall supply the items within stipulated time on door delivery basis. The quoted price for all the items must be inclusive of GST and transportation.
3. The selected firm will enter into agreement with the CDM & PHO, Cuttack for supply of stationery items for a period of one year from the date of signing of contract and may be extended against satisfactory performance. The price, specification and quality must not be deviated within the contract period.
4. After completion of the programme the supplier / agency should submit the bill in duplicate along with a copy of work order/requisition slip within 3 days.
5. The recommended sample with lowest price will be selected as L1. The sample should be marked with bidder name and serial no. of the price bid. The other bidders will be empanelled if agreed to supply as per price and specification of L1 bidder. The firm should submit the sample (2 nos.) of each category wise quoted items.
6. The bidding documents complete in all respect should reach to the O/o. - CDM&PHO Cuttack (District Programme Management Unit.), Cantonment Road, Buxi Bazar, Cuttack - 753001 by 2.00 P.M of 11.11.2025 through Speed Post / Regd. Post / Courier only and super scribed as "**BID DOCUMENTS FOR SUPPLY OF OFFICE STATIONERY**". The authority has no liability regarding postal delay. The bid will be opened on 11.11.2025 at 4.00 P.M in the office chamber of the undersigned.
7. The firm will be black listed for any deviation of above terms and conditions found during the contract period.
8. CDM&PHO, Cuttack reserves the right to consider/reject any such proposal without assigning any reason thereof.

TECHNICAL DETAILS

| Sl. No. | Particulars | Descriptions |
|----------------|--|---------------------|
| 1 | Name of the Bidder | |
| 2 | Detail Registered Address of bidder | |
| 3 | Name of the Authorised Signatory | |
| 4 | Contact No. of the signatory | |
| 5 | PAN Detail (Proof to be attached) | |
| 6 | GST Detail (Proof to be attached) | |
| 7 | E.M.D Detail | |
| 8 | Bank details of the Bidder (Attach cancelled cheque) | |
| 9 | Copy of GSTIN return file for Q1 and Q2 of F.Y – 2025-26. | |
| 10 | Copy of income tax return file for the financial year 2024-2025. | |
| 11 | Notarised affidavit in non-judicial stamp paper (Attach original notarised affidavit) | |
| 12 | Whether all the documents submitted are signed by the authorized signatory of the firm (Yes/ No) | |

Signature of the bidder



PRICE BID FORMAT

| Sl. | Particulars of Items | Branded item with MRP | | | Unbranded / Local item with MRP | | | Unbranded / Local item without MRP | | |
|-----|---|-----------------------|----------------------|---------------|---------------------------------|----------------------|---------------|------------------------------------|------------------------|---------------|
| | | Brand Name | Maximum Retail Price | Discount in % | Manufacturer Name | Maximum Retail Price | Discount in % | Manufacturer Name | Market Operating Price | Discount in % |
| 1 | Writing Pad (100 Sheets – Spiral Bound Plastic Cover) | | | | | | | | | |
| 2 | Writing Pad (40 Sheets – Spiral Bound Hard Board Cover) | | | | | | | | | |
| 3 | Writing Pad (20 Sheets – Plain Bound Paper Cover) | | | | | | | | | |
| 4 | Writing Pad (10 Sheets – Plain Bound Paper Cover) | | | | | | | | | |
| 5 | Gel Pen (Executive Type) | | | | | | | | | |
| 6 | Ball Point Pen (Refilled) | | | | | | | | | |
| 7 | Ball Point Pen (Use & Throw) | | | | | | | | | |
| 8 | Pencil | | | | | | | | | |
| 9 | Eraser | | | | | | | | | |
| 10 | Pencil Cutter | | | | | | | | | |
| 11 | I-Card Pouch with lanyard | | | | | | | | | |
| 12 | White Board Marker | | | | | | | | | |
| 13 | Writing Board (Plastic) | | | | | | | | | |
| 14 | Document Folder (Envelope Type Paper) | | | | | | | | | |
| 15 | Document Folder (Envelope Type Jute) | | | | | | | | | |
| 16 | Document Folder (Envelope Type Plastic) | | | | | | | | | |
| 17 | Document Folder (Zipper Type Rexine) | | | | | | | | | |
| 18 | Document Folder (L - Type Plastic) | | | | | | | | | |
| 19 | Training Bag (12" X 10" - Jute) | | | | | | | | | |
| 20 | Training Bag (12" X 10" - Rexine) | | | | | | | | | |
| 21 | Paper (A4 Size – 70 GSM) | | | | | | | | | |
| 22 | Arch File (3" - Card Board Type) | | | | | | | | | |
| 23 | Arch File (3" - Rexine Cover Type) | | | | | | | | | |
| 24 | Spring File (Card Board Type) | | | | | | | | | |

Note : Submit 2 nos. sample of each category wise quoted items.

Signature of the bidder