



Odisha State Health & Family Welfare Society

Dept. of Health & Family Welfare, Govt. of Odisha

Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012

Phone/Fax: 0674- 2392479/80/88



Advt.No.29/21

Date: 4.12.2021

TENDER CALL NOTICE FOR SUPPLY OF OFFICE STATIONERY

Sealed tenders are invited from registered suppliers / agencies (with GST registration having GSTIN) for supply of office stationery to Mission Directorate, NHM for a period of one year on an annual rate contract basis. Details regarding the items, terms & conditions and formats for submission of tender may be downloaded from the website: www.nhmodisha.gov.in (Under link: "Tender"). The tenders should reach the office of the undersigned by **28.12.2021 till 3 P.M.** The tenders will be opened at **4 PM** on **28.12.2021**. The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof.

**Sd/-
Mission Director
NHM, Odisha**

PROCUREMENT OF MISCELLANEOUS STATIONERY ITEMS ON ANNUAL RATE CONTRACT

1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of miscellaneous stationery items to Mission Directorate, NHM for a period of one year on a annual rate contract 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 our website: www.nhmodisha.gov.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 envelopes should be put into another outer envelop superscribed as **"Tender for Supply of Miscellaneous Stationery Items on Annual Rate Contract Basis to NHM in reference to advt. No-29/21 dtd. 4.12.2021"**.

The tenders should be addressed to:

The Mission Director,
National Health Mission,
SIHFW Annex Building, Nayapalli, Unit-8, Bhubaneswar-751 012,
Odisha.

The last date & time of submission of tender is **28th December 2021, 3 PM**. The tender shall be opened on **28th December 2021, 4 PM**. at the conference hall of Mission Directorate, NHM 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 GSTIN & PAN.
2. The firm should have **audited** annual turnover of **Rs. 10 Lakhs** of the last three financial years [2017-18, 2018-19 & 2019-20]:Should submit the **audited** balance sheet and P&L Account statement (of the last three financial years i.e. 2017-18, 2018-19 & 2019-20) duly signed by a Chartered accountant.
Tender must be accompanied by **Tender document Cost** of **Rs.1,120/-** (Non refundable) and **EMD of Rs. 20,000/-** in technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favor of Mission Director, NHM,

Odisha payable at Bhubaneswar. Tenders not accompanied by tender document cost and EMD (except local MSEs registered in Odisha) will not be considered. As per Finance Department office memorandum no. 21926 dtd. 12.8.2015, Local micro & small enterprises registered in Odisha (for the category of services for which this tender is invited) with the respective DIC, Khadi, Village, Cotton & Handicraft Industries, OSIC and NSIC while participating in tenders of Government Departments & Agencies under its control shall be exempted from payment of earnest money. Local MSEs having Udyog Aadhaar / Udyam registration shall also be eligible for the exemption 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 should have past experience in supply of stationery items to Govt. / Pvt. Organizations during the last three years. The firm has to furnish the work order / contract copies in support that.
4. The firm will have to submit an **Affidavit** (*On original Stamp Paper of Rs.20/-*) *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 GST or any other law.
 - c) The Mission Directorate, NHM 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.
5. In the technical bid the firm will also have to submit the photocopies of PAN, GST registration having GSTIN and Audited balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered Accountant.
6. 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. Item wise evaluation shall be made to arrive at the lowest bidder of that item(s).

7. The supplier selected shall have the responsibility to supply the Stationery 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.
8. This rate will be applicable for purchase of the Stationery items for **one year** from the date of signing of contract on an annual rate contract basis.
9. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
10. The supply of items shall be made within 3 days after placement of supply order at the Office of the Mission Directorate, National Health Mission (Annex building of SIHFW), Nayapally, Unit - VIII, Bhubaneswar, Odisha and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
11. The approved supplier shall have to furnish a performance security of Rs.20,000/- in the shape of demand draft in favour of Mission Director, NHM, Odisha payable at Bhubaneswar which will be retained till successful completion of the rate contract period. However, the EMD of Rs. 20,000/- 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. On conclusion of the bidding process, the local MSE bidder, if selected, shall be required to pay 25% of the value of performance security.
12. 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 Mission Director shall have the liberty 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.
13. For any dispute, decision of Mission Director, NHM shall be final.
14. All legal disputes are subject to the jurisdiction of Bhubaneswar court only.
15. The Mission Director, National Health Mission, Odisha reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

Sd/-
Mission Director
National Health Mission,
Odisha

TENDER FORMAT
Part -1
(Technical Bid) – Cover A
(to be furnished in Cover A-Technical Bid)

1	Name of the Organization	
2	Address of the Organization	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory	
5	Telephone number of authorized signatory / Organization	
6	GST registration acknowledgement	(Photo copy to be attached)
7	GSTIN (GST identification number)	
8	PAN	(Photo copy to be attached)
9	Draft number and date of the Tender Document Cost of Rs. 1,120/- (Non-Refundable)	(Draft to be submitted)
10	Draft number and date of the EMD of Rs. 20,000/-	(Draft to be submitted)
11	Annual Turnover (Audited balance sheet and P&L Account Duly signed by Chartered accountant (of the last three financial years i.e. 2017-18, 2018-19 & 2019-20)	(Photo copy to be attached)
12	Affidavit of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against it for violation of GST or any other law and agrees to abide by all terms & conditions of the tender.	(Affidavit in original stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clause no. 4 of the terms & conditions)
13	Past experience in supply of stationery items to Govt. / Pvt. Organizations during the last 3 years	(Furnish the photocopy of the work orders / contract copies of different Govt. / Pvt. Organizations during the last 3 years)
14	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 my /our knowledge. I / we understand that in case of any deviation in the above statement / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place:

Date:

Seal

TENDER FORMAT**Part -II****(Price Bid) – Cover B****(to be furnished in Cover B-Price Bid)****Annexure-I (Office Stationery Items)**

SL. No.	Name of the Items	BRAND- I	Rate (Rs.) inclusive GST	BRAND - II	Rate(Rs.) inclusive GST	BRAND- III	Rate(Rs.) inclusive GST
1	ALPIN 100 gm	BELL		GORILLA		BEST	
2	ALPIN MAGNETIC BOX	OMEGA		BELL		CELLO	
3	ARCH FILE CARD BOARD with Lever (14"x10")	SWETA		STAR		Shiva	
4	ARCH FILE PLASTIC 2-D Ring Binger (25 MM)	FILE MAX		TRIO		SAYA	
5	BINDER CLIP 19 mm	ODDY		CORPORATE		BAMBALIO	
6	BINDER CLIP 25 mm	ODDY		CORPORATE		BAMBALIO	
7	BINDER CLIP 41 mm	ODDY		CORPORATE		BAMBALIO	
8	BINDER CLIP 51 mm	ODDY		CORPORATE		BAMBALIO	
9	WHITE BOARD MARKER	REYNOLDS		CELLO		CAMEL	
10	BOARD PIN (Plastic top)	VIKRANT		GORILLA		ODDY	
11	Brown TAPE (for Packing) 2 " and 50 mtr	ISO MARK		ISO MARK		ISO MARK	
12	BUDKING	Best quality		Best quality		Best quality	
13	Calculator 12 Digit with Warranty	CASIO		BISTEC		CITIZEN	
14	Register (Account Book) C Ruled- 280 pages (Legal size)	Anupam		Ahswini		Navneet	
15	CD 100 NOS PACK With pouch	MOSER BEAR pro		SONY		PHILIPS	
16	CD Album A4 Size 100 CD	Oddy					
17	CD Jewell Case 10 NOS PACK	MOSER BEAR		SONY		PHILIPS	
18	CELLO TAPE 1" and 50 mtr	PREMIER		CELLO		Hi-Tech	
19	CELLO TAPE 2" and 50 mtr	PREMIER		CELLO		Hi-Tech	
20	Colour Card Post Card Size (Per 100 Card)	Best quality		Best quality		Best quality	
21	Cleaning Fluid Spray 500 ML (Glass & Household cleaner)	P & G		HLL		Colin (Rekit Benkiser)	
22	CD Mailer 20 nos. pack	Local		Local		Local	
23	COPIER PAPER Legal Size 70 GSM (500 Sheets)	IK		JK		BILT	
24	COPIER PAPER A4 75 GSM – 500 Sheets	IK		JK		BILT	

25	Correction Fluid with Diluter	KORES		CAMLIN		Luxor	
26	Correction Pen	LUXORE		KORES		Camlin	
27	Cover File Poly Coated	ASHOKA		SWOSTI		LOTUS	
28	Pencil Cutter	NATRAJ		CELLO		APSARA	
29	Cello tape Dispenser	CELLO		OMEGA		KORES	
30	Drawing Sheet full size	JK		IMAGE		Modi	
31	DVD -R (100 Nos. Pack) (DVD-R,16X/ 4.7 GB) with pouch	MOSER BEAR pro		SONY		PHILIPS	
32	DVD RW (10 Nos. Pack) (Jewel case Pack)	MOSER BEAR pro		SONY		Local	
33	Engagement Stand (12"x 8.5") Size (Acrylic Fiber Transparent)	Omega		CELLO		PHILIPS	
34	Rubber ERASER 33mm x 17mmx 10mm	NATRAJ		CELLO		APSARA	
35	Paper Flag (self adhesive)- Colored (Four Colors) Size 1"X3 " (50x4 colors)	Oddy		Camlin		Trio	
36	Plastic Flag (self adhesive) - Colored (Four Colors) Size 1"X3 " (50x4 colors)	Oddy		Camlin		Trio	
37	FLIP CHART (25 Sheets , 25 mm Grid rule)	Oddy		Best quality		Local	
38	Plastic Folder (Full Scape) with single bottom	KOLOR NINE KN-284F		KEA		SAYA	
39	Plastic Folder (Full Scape) Clear Bag with single bottom	KOLOR NINE KN-412F		KEA		SAYA (Natraj) (SY339)	
40	Plastic Folder Two Packet (Full Scape) with single bottom	KOLOR NINE KN-216F		KEA		SAYA	
41	Folder Executive (Full Scape)	KOLOR NINE		KEA (KW4021L)		FALCON (7536 N)	
42	Executive Folder Leather Finish	KOLOR NINE		KEA - KW 503		SAYA	
43	L FOLDER A4	Worldone		KEA		SAYA	
44	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)	ODDY					
45	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)	ODDY					
46	GUM tube 50 ml.	KORES		Fevigum		FEVICOL	

47	GUM Stick 15gm	ODDY		FEVISTIC		CAMEL	
48	Highlighter	FABER CASTELL		CELLO		LUXOR	
49	James Clip Plastic Coated (100 CLIPS)	ZEN		ODDY		BEST	
50	Letter Despatch / Receive Registers (80 Nos)	Anupam		Rajdhani		Sweta	
51	Mounting Tape (Double side foam tape) 24mm	Oddy		Cello			
52	File Packing Cloth (red) per 1 Mtr						
53	OHP Sheet A4 (100 Sheet Pack)	ODDY		TECNOBA			
54	Paper Cutter MRP 10/-	NATRAJ		CLARO		KORES	
55	Paper Tray Plastic (Full Scape)	M-PLATIC		CELLO		SUPREME	
56	Paper Weight glass (square Shape)	LOCAL					
57	Paper Weight Fiber (square Shape)	LOCAL					
58	Permanent Marker (OHP)	REYNOLDS		CELLO		FABER CASETL	
59	PEN (MRP- 5/-)	Reynold		CELLO		LINC	
60	PEN (Use & Throw)	LINC		Elkos		Rider	
61	PEN MRP 10/-	Reynold		CELLO		LINC	
62	PEN MRP 30/-	Reynold		CELLO		LINC	
63	Pen MRP 60/-	Reynold		CELLO		LINC	
64	Pencil	NATRAJ		Faber casel		APSARA	
65	Pencil Battery AAA	EVEREADY		Duracell		Nippo	
66	Pencil Battery AA	EVEREADY		Duracell		Nippo	
67	Peon Book	OXFORD		SWETA		Local	
68	Punching Machine Double	KANGARO		KORES			
69	Punching Machine Double Heave duty	KANGARO		KORES			
70	Punching Machine Single	KANGARO		KORES			
71	Room Air Freshner (Spray) 125 gm / 234 ml	Ria		Ambipure		Midas care	
72	Rubber ring elastic 100 gm Pkt 2"						
73	Register (Rulled) -12 Nos	Anupam		Krishna		Sweta	
74	Scale Steel 12" Thickness Not Less Than 1 MM	NATRAJ		CELLO			

75	Scissors 12" Plastic handle	DE XIAN		GORILLA		GODREJ	
76	Scissors 6" Plastic handle	DE XIAN		GORILLA		GODREJ	
77	Sketch Pen (Pkt. of 10)	LUXORE		FABER CASETL		CAMEL	
78	Stamp Pad 8 CMx12CM	KORES		CAMEL		FABER CASETL	
79	Stamp Pad INK 100mL	KORES		CAMEL		FABER CASETL	
80	Stapler Pin MEDIUM 24/6	KANGARO		KORES			
81	Stapler Pin SMALL NO-10 1M	KANGARO		KORES			
82	Stapler Pin BIG 26/10	KANGARO		KORES			
83	Stapler Heavy Duty	KANGARO		KORES			
84	Stapler Medium HD 45	KANGARO		KORES			
85	Stapler Small 10M	KANGARO		KORES			
86	Steno Khata 100 Pages	OXFORD		MBD			
87	Stiky Pad (3" x3")	ODDY		TRIO			
88	Stiky Pad (4" x4")	ODDY		TRIO			
89	STOCK REGISTER (New) 355 Pages (Legal size)	Anupam		Ashwini		Eagle	
90	TAG (50 Nos.) 5.5 inch white thread	Local		Local		Local	
91	Towel for Chair (88 x 175 cm.)	Bombay dying		Khadi		Local	
92	Towel for Hand (16"x24")	Bombay dying		Khadi		Local	
93	Visiting Card Holder - 120 cards with cover (11cmx19cm)	Trio		KEA		Saya	
94	Writing Pad 5 subject , Pages 300 size 14x21.6 cm. Spiral	Bilt		Luxor		Other	
95	Writing pad 160 pages 70 GSM spiral size 14x21.6 cm. single ruled	Bilt		Luxor		Other	
96	Writing pad 160 pages 70 GSM spiral size 25x17.6 cm. single ruled	Bilt		Luxor		Other	
97	Writing Pad 92 pages spiral size 14.8x21 cm single ruled	BILT		Luxor		SCOLAR	
98	Writing Pad General 70 GSM 40 PAGES - General						

99	Hard Board File with Lace						
100	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)						
101	Envelop 90 GSM Yellow Paper with single colour printing & inner side lamination (Size : 25 CM x 30 CM)						

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

Note : The bidder shall have to quote for **all Items** (may not be for all brands)

(Signature and seal of the authorized signatory)

Place:

Date:

ANNEXURE-II (Miscellaneous Stationery Items)

SL .	ITEMS	BRAND	Rate(Rs.) inclusive GST
1	Acid for Sanitary use (1 Lt. Bottle)	Local	
2	Broom (Alandhu Jhadu)	Local	
3	Broom big size (Phul Jhadu)	Local	
4	Broom big size (Khadika Jhadu)	Local	
5	Bucket 15 LT.	CELLO	
6	Calling Bell Cord Less with remote	Cona	
7	LED Bulb 9 Watt	Eveready/HPL/Syska	
8	LED Bulb 14 Watt	Eveready/HPL/Syska	
9	CFL Bulb 20 Watt	Philips/Bajaj/Havels	
10	CFL Lamp (18 watt) 4 pole	Havels / Philips/Bajaj	
11	Door Mat plastic Grass type (rate per sq.ft)	Doormat	
12	Four pole MCB Switch 100 amp	Legrad / Havels (4P C100)	
13	Double pole MCB Switch 16 amp	Legrad / Havels (2P C16)	
14	Double pole MCB Switch 32 amp	Legrad / Havels (2P C32)	
15	Double pole MCB Switch 63 amp	Legrad / Havels (2P C63)	
16	Double pole MCB Switch 100 amp	Legrad / Havels (2P C100)	
17	Single pole MCB Switch 100/125 amp	Legrad / Havels	
18	Single pole MCB Switch 63 amp	Legrad / Havels	
19	Dustbin 100 LT. with Swinging Cover (Plastic)	Local	
20	Dustbin 10 LT. (Plastic)	Local	
21	Dustbin 10 LT. with foot operated cover (Plastic)	Local	
22	Detergent Powder (per KG)	Henko/Nirma/Tide	
23	Extension Cord 5 Mtr with 5 sockets	Cona/Anchor	
24	Harpic 400 ml.	Reckitt Benckiser	
25	Holder (Plastic) for electric Bulb	Bajaj/Anchor	
26	Hit Spray 200ml	Godrej	
27	Liquid soap 500 ml (Bottle with spray)	Detol/Lifebouy/Savlon	
28	Liquid Hand Wash Refill Pouch (750 ml)	Detol/Lifebouy/Savlon	

29	Lock 7 Leavers with 3 Keys	Godrej	
30	Mosquito Repelling Liquid	Goodnight Active	
31	Mosquito Repelling Machine	Goodnight	
32	Napthalin Chocolate 200 gm.	Freshmoz / Odonil	
33	Room Freshener : Odonil /Freshmoz – 50 gm.	Freshmoz / Odonil	
34	Air Freshener: Glade Lemon Gel 70gm.	Johnson/Vanesa	
35	Phenyl (1 Lt Bottle)	Nimyle (White)	
36	Power Switch (D P) for AC 32 Amp	Cona/Anchor	
37	Sutuli Bondle (250gm) Jute	Local	
38	Towel for vehicle	Bombay Dying	
39	T5 LED Tube Light Set (18W, Standard Length- 4ft)	Syska/Eveready/Philips	
40	Tube Light 40 WATT - 4ft	Philips/Bajaj	
41	Tube Light Starter	Philips/Cona/Bajaj	
42	Tube Light Choke (Electronics)	Philips/Bajaj	
43	Water Bottle Plastic (1 Lt.) decorative coloured	MILTON (Pet)	
44	Floor Wiper with Stick (5 ')	Local	
45	Floor MOP (Pochha) with Stick (5 ')	Local	
46	Latin hand brush plastic	Local	
47	Basin Hand brush plastic	Local	

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

Note: The bidder shall have to quote for **all Items** (may not be for all brands).

(Signature and seal of the authorized signatory)

Place:

Date: