



Odisha State Health & Family Welfare Society

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

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

Phone/Fax: 0674- 2392479/80/88



Advt.No.11/23

Date: 13.6.2023

**TENDER CALL NOTICE FOR SUPPLY OF OFFICE STATIONERY  
(RE-TENDER)**

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](http://www.nhmodisha.gov.in) (under link: "Tender"). The tenders should reach the office of the undersigned by **23.6.2023 till 3 PM**. The tenders will be opened at **4 PM on 23.6.2023**. 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-11/23 dtd. 13.6.2023"**.

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 **23<sup>rd</sup> June 2023, 3 PM**. The tender shall be opened on **23<sup>rd</sup> June 2023, 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** in **each** of the **last three financial years** [2019-20, 2020-21 & 2021-22]:Should submit the **audited** balance sheet and P&L Account statement (of the last three financial years i.e. 2019-20, 2020-21 & 2021-22) duly signed by a Chartered accountant.

3. Tender must be accompanied by **Tender document Cost** of **Rs.1,120/-** (Non refundable) and **EMD of Rs. 15,000/- (in case quoted only for Annexure-I Items) and Rs.5,000/-(in case quoted only for Annexure-II items) Or Rs.20,000/-(in case quoted for both Annexure-I & Annexure-II Items)**, in the 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 & 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.
4. 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.
5. 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.
6. 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.
7. The firms/ Agencies shall quote for **either category of items** mentioned in the **Annexure I or II or for both the categories** by submitting the required EMDs as cited at Clause No. 3 above. 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).

8. 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.
9. 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**.
10. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
11. 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.
12. The approved supplier shall have to furnish a performance security of Rs.15,000/- (in case of Annexure –I Items) and Rs.5,000/- (in case of Annexure-II Items) 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(s) 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.
13. 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.
14. For any dispute, decision of Mission Director, NHM shall be final.
15. All legal disputes are subject to the jurisdiction of Bhubaneswar court only.
16. 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 <b>(in capital letters)</b>	
4	<b>Specimen signature</b> of the authorized signatory	
5	Pl. mention, whether quoted for <b>Annexure-I</b> OR <b>Annexure-II</b> Items OR for <b>both Annexure-I &amp; Annexure-II</b> Items	
6	Telephone number of authorized signatory / Organization	
7	GST registration acknowledgement	(Photo copy to be attached)
8	GSTIN (GST identification number)	
9	PAN	(Photo copy to be attached)
10	<b>Draft number</b> and date of the <b>Tender Document Cost</b> of <b>Rs. 1,120/-</b> (Non-Refundable)	(Draft to be submitted)
11	<b>Draft number</b> and date of the <b>EMD</b> of <b>Rs. 15,000/-</b> (in case of <b>Annexure-I</b> Items) and <b>Rs.5,000/-</b> (in case of <b>Annexure-II</b> Items)	(Draft to be submitted)
12	<b>Annual Turnover</b> (Audited balance sheet and P&L Account Duly signed by Chartered accountant (of the last three financial years i.e. 2019-20, 2020-21 & 2021-22)	(Photo copy to be attached)
13	<b>Affidavit</b> of declaration <b>certified by Notary</b> 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 <b>original stamp paper</b> of Rs.20/-) <b>certified by Notary</b> with clauses as mentioned in clause no. 4 of the terms & conditions)
14	<b>Past experience</b> in supply of stationery items to Govt. / Pvt. Organizations during the last 3 years	(Furnish the photocopy of the <b>work orders / contract copies</b> of different Govt. / Pvt. Organizations during the last 3 years)
15	Whether <b>all documents</b> are submitted and signed by the authorized signatory of the organization in <b>each page with seal</b> (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)**

<b>SL. No.</b>	<b>Name of the Items</b>	<b>BRAND- I</b>	<b>Rate (Rs.) inclusive GST</b>	<b>BRAND - II</b>	<b>Rate(Rs.) inclusive GST</b>	<b>BRAND- III</b>	<b>Rate(Rs.) inclusive GST</b>
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	CELLO TAPE 1" and 50 mtr	PREMIER		CELLO		Hi-Tech	
18	CELLO TAPE 2" and 50 mtr	PREMIER		CELLO		Hi-Tech	
19	Colour Card Post Card Size (Per 100 Card)	Best quality		Best quality		Best quality	
20	Cleaning Fluid Spray 500 ML (Glass & Household cleaner)	P & G		HLL		Colin (Rekit Benkiser)	
21	COPIER PAPER Legal Size 70 GSM (500 Sheets)	IK		JK		BILT	
22	COPIER PAPER A4 75 GSM – 500 Sheets	IK		JK		BILT	
23	COPIER PAPER A3 100 GSM – 500 Sheets	IK		JK		BILT	
24	TEXTURE PAPER A4 (21 x 29.7 cm) 100 GSM – 100 Sheets	Mayur		Craft Dev		Local	

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	Engagement Stand (12"x 8.5") 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 Folder (Full Scape) with single bottom	KOLOR NINE KN-284F		KEA		SAYA	
38	Plastic Folder (Full Scape) Clear Bag with single bottom	KOLOR NINE KN-412F		KEA		SAYA (Natraj) (SY339)	
39	Plastic Folder Two Packet (Full Scape) with single bottom	KOLOR NINE KN-216F		KEA		SAYA	
40	Folder Executive (Full Scape)	KOLOR NINE		KEA (KW4021L)		FALCON (7536 N)	
41	Executive Folder Leather Finish	KOLOR NINE		KEA - KW 503		SAYA	
42	L FOLDER A4	Worldone		Aerotix		SAYA	
43	Glossy Paper for Photo Printing A4 (20 Sheet 180 GSM)	ODDY					
44	Glossy Paper for Photo Printing A4 (20 Sheet 220 GSM)	ODDY					
45	GUM tube 50 ml.	KORES		Fevigum		FEVICOL	
46	GUM Stick 15gm	ODDY		FEVISTIC		CAMEL	
47	Highlighter	FABER CASTELL		CELLO		LUXOR	
48	James Clip Plastic Coated (100 CLIPS)	ZEN		ODDY		BEST	

49	Letter Despatch / Receive Registers ( 80 Nos )	Anupam		Rajdhani		Sweta	
50	Mounting Tape ( Double side foam tape) 24mm	Oddy		Cello			
51	File Packing Cloth ( red) per 1 Mtr						
52	File & Magazine Rack -Plastic (Set of 2) Size:12'' (H) x 11''(L) x 3.5''(W)	Solo (Set of 2)		TOKEZO (Set of 2)		Oddpod (Set of 2)	
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 (Use & Throw)	LINC		Elkos		Rider	
60	Pen MRP- 5/-	Reynold		CELLO		LINC	
61	Pen MRP 10/-	Reynold		CELLO		LINC	
62	Pen MRP 20/-	Reynold		CELLO		Classmate	
63	Pen MRP 30/-	Reynold		CELLO		LINC	
64	Pen MRP 50/-	Reynold		CELLO		LINC	
65	Pen MRP 60/-	Reynold		CELLO		FLAIR	
66	Pen MRP 70/-	Reynold		CELLO		UNOMAX	
67	Pen MRP 75/-	Reynold		CELLO		K-NINE	
68	Pen MRP 80/-	Reynold		CELLO		UNOMAX	
69	Pencil	NATRAJ		Faber casel		APSARA	
70	Pencil Battery AAA	EVEREADY		Duracell		Nippo	
71	Pencil Battery AA	EVEREADY		Duracell		Nippo	
72	Peon Book	OXFORD		SWETA		Local	
73	Punching Machine Double	KANGARO		KORES			
74	Punching Machine Double Heave duty	KANGARO		KORES			
75	Punching Machine Single	KANGARO		KORES			
76	Room Air Freshner (Spray) 125 gm / 234 ml	Ria		Ambipure		Midas care	
77	Rubber ring elastic 100 gm Pkt 2''						
78	Register (Rulled) -12 Nos	Anupam		Krishna		Sweta	



79	Scale Steel 12" Thickness Not Less Than 1 MM	NATRAJ		CELLO			
80	Scissors 12" Plastic handle	DE XIAN		GORILLA		GODREJ	
81	Scissors 6" Plastic handle	DE XIAN		GORILLA		GODREJ	
82	Sketch Pen (Pkt. of 10)	LUXORE		FABER CASETL		CAMEL	
83	Chisel Marker (Pkt. of 10)	Luxor		Aristo			
84	Stamp Pad 8 CMx12CM	KORES		CAMEL		FABER CASETL	
85	Stamp Pad INK 100mL	KORES		CAMEL		FABER CASETL	
86	Stapler Pin MEDIUM 24/6	KANGARO		KORES			
87	Stapler Pin SMALL NO-10 1M	KANGARO		KORES			
88	Stapler Pin BIG 26/10	KANGARO		KORES			
89	Stapler HD 23S24	KANGARO		KORES			
90	Stapler Medium HD 45	KANGARO		KORES			
91	Stapler Small 10M	KANGARO		KORES			
92	Steno Khata 100 Pages	OXFORD		MBD			
93	Stiky Pad ( 3" x3")	ODDY		TRIO			
94	Stiky Pad ( 4" x4")	ODDY		TRIO			
95	STOCK REGISTER (New) 355 Pages (Legal size)	Anupam		Ashwini		Eagle	
96	TAG ( 50 Nos.) 5.5 inch white thread	Local		Local		Local	
97	Towel for Chair (88 x 175 cm.)	Bombay dying		Khadi		Local	
98	Towel for Hand (16"x24")	Bombay dying		Khadi		Local	
99	Visiting Card Holder - 120 cards with cover (11cmx19cm)	Trio		KEA		Saya	
100	Writing Pad 5 subject , Pages 300 size 14x21.6 cm. Spiral	Bilt		Luxor		Other	
101	Writing pad 160 pages 70 GSM spiral size 14x21.6 cm. single ruled	Bilt		Luxor		Other	
102	Writing pad 160 pages 70 GSM spiral size 25x17.6 cm. single ruled	Bilt		Luxor		Other	
103	Writing Pad 92 pages spiral size 14.8x21 cm single ruled	BILT		Luxor		SCOLAR	

104	Writing Pad General 70 GSM 40 PAGES - General						
105	Hard Board File with Lace						
106	Envelop 90 GSM White Paper with single colour printing (Size:12.5 CM x 28 CM)						
107	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: \_\_\_\_\_**

**(Signature and seal of the authorized signatory)**

**Place:**

**Date:**

**ANNEXURE-II (Miscellaneous Stationery Items)**

<b>SL.</b>	<b>ITEMS</b>	<b>BRAND</b>	<b>Rate(Rs.) inclusive GST</b>
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	Calling Bell Cord Less with remote	Anchor	
8	Calling Bell Cord Less with remote	Havells	
9	LED Bulb 9 Watt	Eveready/HPL/Syska	
10	LED Bulb 14 Watt	Eveready/HPL/Syska	
11	Tissue Paper (Sheet Size-18cm x 20cm)-2ply	Paseo/Novel/Premier	
12	Tissue Paper (Sheet Size-27cm x 30cm)-1ply	Paseo/Novel/Premier	
13	Door Mat plastic Grass type (rate per sq.ft)	Local	
14	Door Mat Stick -4ft (rate per no.)	Local	
15	Four pole MCB Switch 100 amp	Legrad / Havels (4P C100)	
16	Double pole MCB Switch 16 amp	Legrad / Havels ( 2P C16)	
17	Double pole MCB Switch 32 amp	Legrad / Havels ( 2P C32)	
18	Double pole MCB Switch 63 amp	Legrad / Havels ( 2P C63)	
19	Double pole MCB Switch 100 amp	Legrad / Havels ( 2P C100)	
20	Single pole MCB Switch 100/125 amp	Legrad / Havels	
21	Single pole MCB Switch 63 amp	Legrad / Havels	
22	Dustbin 100 LT. with Swinging Cover (Plastic)	Local	
23	Dustbin 10 LT. (Plastic)	Local	
24	Dustbin 10 LT. with foot operated cover (Plastic)	Local	
25	Detergent Powder ( per KG)	Henko/Nirma/Tide	
26	Extension Cord 5 Mtr with 5 sockets	Cona/Anchor	
27	Harpic 400 ml.	Reckitt Benckiser	
28	Holder (Plastic) for electric Bulb	Bajaj/Ancher	
29	Hit Spray 200ml	Godrej	
30	Liquid soap 500 ml (Bottle with spray)	Detol/Lifebouy/Savlon	
31	Liquid Hand Wash Refill Pouch (750 ml)	Detol/Lifebouy/Savlon	
32	Lock 7 Leavers with 3 Keys	Godrej	
33	Mosquito Repelling Liquid	Goodnight Active	
34	Mosquito Repelling Machine	Goodnight	
35	Napthalin Chocolate 200 gm.	Freshmoz / Odonil	

36	Room Freshener : Odonil /Freshmoz – 50 gm.	Freshmoz / Odonil	
37	Air Freshener: Glade Lemon Gel 70gm.	Johnson/Vanesa	
38	Air Freshener: Power Pocket (Pkt. of 5)	Aer/freshomz	
39	Car freshener with Diffuser	Ambipur/aer	
40	Car freshener refill	Ambipur/aer	
41	Phenyl ( 1 Lt Bottle)	Nimyle (White)	
42	Power Switch (DP) for AC 32 Amp	Cona/Anchor	
43	Sutuli Bondle (250gm) Jute	Local	
44	Towel for vehicle	Bombay Dying	
45	T5 LED Tube Light Set (18W, Standard Length-4ft)	Syska/Eveready/Philips	
46	Tube Light 40 WATT - 4ft	Philips/Bajaj	
47	Tube Light Starter	Philips/Cona/Bajaj	
48	Tube Light Choke ( Electronics)	Philips/Bajaj	
49	Water Bottle Plastic (1 Lt.) decorative coloured	MILTON ( Pet)	
50	Floor Wiper with Stick ( 5 ')	Local	
51	Floor MOP ( Pochha) with Stick ( 5 ')	Local	
52	Lain hand brush plastic	Local	
53	Basin Hand brush plastic	Local	
54	Cling Film (Size:300mm x30 meter)	Ez Wrap/Jamboree	
55	Wall Mounted Soap Dispenser (Dimension :- 9.2 x 6.8 x 19.5 cm)	Bath Guru/ Bizaar	
56	Round Shape LED Surface Light (Warm White) 18 Watt, Size: 11.5L x 11.5W x 2.8H Centimeters	PHILIPS/Murphy/D'Mak	
57	Square Size LED Ceiling Light (Warm White) 30 Watt, Size: 28L x 28W x 2.8H Centimeters	PHILIPS/Murphy/D'Mak	
58	LED Street Light 50 Watt (Waterproof Full Metal Body) , Size:54L x 22Wx 11H Centimeters	PHILIPS/Murphy/D'Mak	
59	LED Street Light 100 Watt (Waterproof Full Metal Body) , Size:54L x 22Wx 11H Centimeters	PHILIPS/Murphy/D'Mak	
60	Biodegradable Garbage Bags (Black, Pack of 120) Size:17 x 19 Inch	Local	

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

**(Signature and seal of the authorized signatory)**

**Place:**

**Date:**