

**TENDER DOCUMENT FOR PROCUREMENT OF MISCELLANEOUS OFFICE STATIONARY AND
CONSUMABLE ITEMS ON ANNUAL RATE CONTRACT BASIS**

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1. Sealed tenders are invited from registered suppliers/agencies/authorized dealers for supply of office stationary item to C.D.M & P.H.O, Khordha for a period of one year.
2. Rates should be inclusive of all taxes, transportation & not to be more than MRP. The selection will be made on the basis of maximum discount given by the bidder.
3. This rate will be applicable for purchase of the above mentioned items for the period of one year which may be extended up to next tender with due consent from both the party.
4. The supplier selected shall have the responsibility to supply above mentioned items as per supply order on door delivery basis which is required for carrying out day to day official work of C.D.M & P.H.O, Khordha.
5. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract in the tender.
6. The firm should have PAN, GSTN with valid registration certificate.
7. The supply of items shall be made immediately (within a day) after placing the supply order in the Office of C.D.M & P.H.O, Khordha and supplier shall submit the bill for payment at the approved rate clearly mentioning MRP, Taxes and Discount in respect to the quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item on door delivery basis.
8. In case of failure on the part of the approved supplier to supply of the above mentioned items at Annexure –I as per supply order with stipulated period, the C.D.M & P.H.O, Khordha shall be at liberty to purchase the items at from other sources and the approved supplier shall be liable to pay the excess amount which this office have to incur being the different of actual amount of purchase minus the amount as per approved rates and difference as aforesaid shall be recoverable and adjustable against the security deposit amount.
9. Tender must be accompanied by earnest money of Rs.5,000/- (Compulsory) by way of demand draft, drawn on any Nationalized Bank in favour of ZSS Non-NRHM, Khurda payable at Khurda. Tenders not accompanied by earnest money 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.

10. Under no circumstance shall the successful bidder appoint any sub-contractor or sub-lease the contract. If it is found that the successful bidder has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
11. If any of the item is damaged or lost during transit the same should be replaced by the supplier within a reasonable period of time as prescribed by us to avoid delay.
12. If any of the item is damaged or not function properly before guarantee / warrantee period the same should be replaced by the supplier within a reasonable period of time as prescribed by us to avoid delay.
13. The rates should be inclusive of all tax and transportation etc. otherwise the offer will liable to be rejected.
14. The tender should reach in prescribed format to the "Chief District medical Officer, Khordha, AT/Po./Dist- Khordha, PIN-752055" through Speed Post/Regd. Post /Courier only by 31.08.2021 till (4.30 P.M). The Tender shall be opened at 12.00 noon on i.e. 01.09.2021 in the office chamber of C.D.M & P.H.O, Khordha in the presence of bidders or their authorized representative who may wish to be present. The envelope must super scribed with **"TENDER FOR OFFICE STATIONERIES"**
15. Pre Bid of the Tender will be held 17.08.2021 at 11.30 am to 12.30 PM in Office of the Chief District Medical & Public Health Officer, Khordha
16. All documents submitted must be signed by the authorized signatory of the organization.
17. If no suitable bidder will found the committee will finalise and relax the terms and conditions.
18. All legal disputes are subject to the jurisdiction of Khordha Court only.
19. The C.D.M & P.H.O, Khordha reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

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TENDER FORM

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	Shop Registration No. (Photo copy to be attached)	
7	GST Registration no. (Photo copy to be attached)	
8	PAN (Photo copy to be attached)	
9	Draft number and date of the Security Deposit of Rs 5,000/- submitted by the organization	
10	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.	
11	Whether all documents submitted signed by the authorized signatory of the organization (Yes/ No)	
12	Price discount given on MRP	

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.

Place :

(Signature and seal of the authorized signatory)

Date :

Seal

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