



ZILLA SWASTHYA SAMITI, KHORDHA
OFFICE OF THE CDMO-cum-DISTRICT MISSION DIRECTOR, KHORDHA



TENDER CALL NOTICE

Adv.No.06/2024

Date:23/10/2024

Sealed tenders are invited from registered agency for supply of various office stationeries to the office of C.D.M & P.H.O, Khordha for a period of one year on an annual rate contract basis.

The sealed quotation should reach at O/o CDM & PHO, Khordha in any working day by 21.11.2024 till 5.00 PM along with all required documents by Speed post/Regd post/Courier only by super scribing on the top of the envelop "**Providing of Stationary & Consumables items vide REF NO. 06/2024**". The tender will be opened on 22.11.2024 at 11.30 AM in the office of the undersigned in presence of the bidders/ authorised representative of the bidders. Details regarding items and terms & conditions may be downloaded from www.khordha.odisha.gov.in . The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Sd./-

CDM & Public health Officer,
Khordha


C.D.M. & P.H.O.
Khordha

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

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. Interested bidders may obtain details terms and conditions from the website for taking up this assignment. The interested bidder may download the tender documents from our website: www.khordha.odisha.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 envelope super scribed as "Tender for Supply of Miscellaneous Office Stationery and Consumables Items on Annual Rate Contract Basis to C.D.M & P.H.O, Khordha in reference to advt. No-06/2024 dtd.23.10.2024"
4. The tenders should be reached to the office of CDM & PHO, Khordha, 752055. The last date & time of submission of tender is 21.11.2024, 5.00 PM. The tender shall be opened on 22.11.2024, 11.30 AM. at the conference hall of C.D.M & P.H.O, Khordha in the presence of tenders or their authorized representative who may wish to be present

5. Terms & Conditions

It may be noted that Discount rate shall be quoted in terms of % against all types of office Stationary & Consumable items. Discount rate should be considered on 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. Discount Rate should be inclusive of all taxes, transportation and must be mentioned in terms of % (maximum upto 2 Decimal). Percentage (%) of discount rate should be considered on MRP.
2. This discount rate will be applicable for purchase of all types of office stationary & consumable items for the period of one year which may be extended up to next tender with due consent from both the party.
3. 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.


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4. 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.
5. The firm should have PAN, GSTN with valid registration certificate.
6. The supply of items shall be made immediately (within 2 days) 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.
7. In case of failure on the part of the approved supplier to supply of the stationary & consumable items 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.
8. The firm should have Income Tax Return filing acknowledgement for the F.Y 2021-22, 2022-23 & 2023-24
9. The firm should have Average Annual Turnover for the F.Y 2021-22, 2022-23 & 2023-24 is Rs.10,00,000/-
10. The bidding agency shall submit an undertaking regarding that the agency not have been blacklisted / debarred either by the tender inviting authority or by any State Govt. or Govt. of India organization. (To be furnished in non judicial stamp paper of worth Rs.20/- duly certified by Notary.
11. The bidder must have experienced in successful supply of office stationary & consumable items to any govt. Establishment in last three financial years i.e. from F.Y:2021-22 to 2023-24. Such order copies for the last 3 financial years must be enclosed.
12. Tender must be accompanied by earnest money of Rs.50,000/- & Tender Fees of Rs.1,000/- (Compulsory) by way of demand draft, drawn on any Nationalized Bank in favour of ZSS Non-NHM, Khordha payable at Khordha. Tenders not accompanied by earnest money & Tender Fees 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.


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13. 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.
14. 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.
15. 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.
16. The discount rates should be inclusive of all tax and transportation etc. otherwise the offer will liable to be rejected.
17. In case two bidders quote the same lowest rate of percentage, then the agency with the highest average annual turnover shall be awarded the contract.
18. The tender should reach in prescribed format to the "Chief District Medical & Public health Officer, Khordha, AT/Po./Dist- Khordha, PIN-752055" through Speed Post/Regd. Post /Courier only by 21.11.2024 till (5.00 P.M). The tender shall be opened at 11.300 AM on i.e. 22.11.2024 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"
19. Pre Bid of the Tender will be held 25.10.2024 at 11.30 am to 12.30 PM in Office of the Chief District Medical & Public Health Officer, Khordha
20. All documents submitted must be signed by the authorized signatory of the organization.
21. If no suitable bidder will found the committee will finalise and relax the terms and conditions.
22. All legal disputes are subject to the jurisdiction of Khordha Court only.
23. 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 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 no. (Photo copy to be attached) | |
| 7 | PAN (Photo copy to be attached) | |
| 8 | Draft number and date of the Security Deposit of Rs 50,000/- submitted by the organization | |
| 9 | Tender paper fees of Rs 1,000/- (One Thousand) Only in shape of DD. | |
| 10 | Turnover Certificate for the last 3 year (2021-22 to 2023-24) | |
| 11 | Income Tax Return filing acknowledgement for the F.Y 2021-22 to 2023-24 | |
| 12 | 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 in non judicial stamp paper of Rs.20/- | |
| 13 | Whether all documents submitted signed by the authorized signatory of the organization (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 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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TENDER FORMAT
Part -II
(Price Bid) - Cover B
(to be furnished in Cover B-Price Bid)

| SI No. | Type of Items | Percentage (%) of Discount on MRP (Maximum upto 2 Decimal) |
|--------|--------------------------|--|
| 1 | Office Stationary Items | |
| 2 | Office Consumables Items | |

Place :
Date :

(Signature and seal of the authorized signatory)
Seal



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