

PABITRA MOHAN PRADHAN MEDICAL COLLEGE & HOSPITAL
O/o- The Superintendent, PMP Medical College & Hospital, Talcher,
Angul.

TENDER CALL NOTICE

No: 962

Date: 19/12/2025

Sealed tender are invited from reputed Agencies or Firms for Supply of Office Stationery Items & Misc. Stationery Items under Govt. Medical College & Hospital, Talcher, Angul. Details regarding eligibility criteria, terms & conditions and the formats of submission of tender (Technical & Price bid) may be downloaded from the website i.e www.angul.odisha.gov.in & <http://pmpmch.odisha.gov.in> . The undersigned reserves the right to reject any or all the tenders without assigning any reason thereof. The proposed date of opening of bidding documents/ finalization of the same may change in case of any emergency/ exigency. The typographical error (if any) may be exempted.

Sd/-
Superintendent, PMP MCH, Talcher,
Angul

19/12/2025
Superintendent
PMP MC & Hospital, Talcher
Superintendent
PMP Medical College & Hospital,
Talcher



**TERMS, CONDITIONS & SPECIFICATION FOR
SUPPLY OF OFFICE STATIONERY ITEMS & MISC
STATIONARY ITEMS**

**FOR
PMP MCH, TALCHER, ANGUL
(HEALTH & F.W. DEPTT., GOVT. OF ODISHA)**

Bid Reference No. –SUPERINTENDNET, PMP MCH (962 / 19 .12.2025)

**TENDER DOCUMENT
FOR SUPPLY OF OFFICE STATIONERY & Miscellaneous ITEMS**

Bid document may be downloaded from Web site : www.angul.odisha.gov.in

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS : Dt. 12 Jan, 2026 till 5:00 PM

DATE & TIME OF OPENING OF TECHNICAL BID : Dt. 13 Jan, 2026 at 12.00 Noon

DATE OF OPENING OF FINANCIAL BID : Will be intimated after Finalization of Technical Bid.

PLACE OF OPENING OF BID DOCUMENTS AND ADDRESS FOR COMMUNICATION : O/o Superintendent, PMP MCH, Talcher, Angul

AND RECEIPT OF BID DOCUMENTS PMPMCH/District HQ Hospital At/Po/Dist- Angul PIN – 759122

Email id: superintendentpmpmch@gmail.com

OFFICE OF THE SUPERINTENDENT, PMP MCH, TALCHER, ANGUL



**TENDER DOCUMENTS FOR SUPPLY OF OFFICE STATIONERY &
MISCELLANEOUS STATIONARY ITEMS**

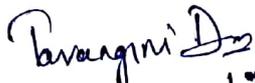
Terms & Conditions

1. Sealed Quotations are invited from interested reputed firms/ agencies having adequate experience in supply of office stationery items. The firm/ agency should have valid MSMEs, PAN No., GST registration certificate etc. as detailed mentioned in technical bid of Tender Form (part-1). Photo copy of all documents should be submitted along with bid documents.
2. The tender document should reach in prescribed format to the office of “**Superintendent, PMP Medical College, Talcher, Angul-759122**” (3rd Floor of Trauma Building, DHH Angul) only through Speed Post / Regd. Post / courier on or before dt. **12.01.2026 till 5.00 P.M.** The envelope must be super-scribed by “**TENDER DOCUMENTS FOR SUPPLY OF OFFICE STATIONERY ITEMS**”. The tender shall be opened on **Dt.13 .01.2026 at 12.00 Noon at O/o Superintendent, PMP MCH, Talcher, Angul (DHH, Angul)** in the presence of bidders or their authorized representative.
 - i. Interested bidders can obtain detailed terms and conditions from the website for taking up this assignment. The bidder can download the tender documents from district website www.angul.odisha.gov.in & <http://pmpmch.odisha.gov.in>
3. Bid will be submitted in two parts i.e. **Technical Bid (Cover – A)** and **Financial Bid (Cover – B)**. The bidders should give their technical and financial proposal separately in two envelopes and both should be put into third cover which should be super scribed as “**Tender Documents for Supply of Office Stationery & Miscellaneous Items For PMP Medical College & Hospital, Talcher, Angul**”.
4. The organization must ensure provision of service in Angul as and when required by the authority. The bidder has to keep a clause in affidavit that he agrees to ensure provision of service in Angul. Bidder is liable to be black listed with forfeiture of security deposit, if he/she fails to comply or makes deviation in providing service/ delivery of Office Stationery Items in time, if so, observed by the competent authority.
5. The bidder should not have any past record of poor performance. The bidder has to submit an affidavit in this regard. The agency who had not supplied materials against the purchase order earlier or executed work order after being finalized as L-1bidder in the process is not eligible to participate in the tender process. No further arguments in this matter will be entertained.
6. Bidder is required to submit tender documents in the sequence provided in **Technical Bid Cover – A** after assigning annexure nos. to the photo copy of documents submitted otherwise bid submitted will be rejected. Bids received with changes in the formats published will be liable to be rejected. **If any bidder changes the format of either Technical Bid (Cover – A) or Financial Bid (Cover – B) then his bid will be out rightly rejected without assigning any reason thereof.**
7. **Bidder has to quote single rate for a single item in the financial bid. If any bid found with multiple rates for single item, then it will be out rightly rejected without any further arguments.**
8. The organization should have experience in supply of office stationery items to any Govt./Pvt. organization in last three financial years (i.e. 2022-23, 2023-24 & 2024-25) and photo copies of work orders to be submitted along with technical bid documents.

9. The average annual turnover of the organization must not be less than Rs 5, 00,000/- (Rupees Five Lakhs Only) during last three financial years. (i.e. 2022-23, 2023-24 & 2024-25). A certificate duly filled by the Auditor/Chartered Accountant (as per annexure) must be submitted along with the tender document
10. Photocopy of GSTIN certificate & latest *GST return* should be submitted with tender documents.
11. Organization will have to submit photocopies of audit reports for last 3 financial years (i.e., for F.Y-2022-23, 2023-24 & 2024-25) along with IT return copies of said years.
12. Bidder will have to submit Demand Draft of Rs. 2,000/- (Rupees Two Thousand only) as tender paper cost (non-refundable) in favour of SUPERINTENDENT, PMP MEDICAL COLLEGE AND HOSPITAL along with bid document.
13. Bid documents must be accompanied with EMD of Rs 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft drawn on any Nationalized Bank in favour of SUPERINTENDENT, PMP MEDICAL COLLEGE AND HOSPITAL payable at Angul. Bid documents without EMD will be summarily rejected. EMD of unsuccessful bidders will be returned without interest on finalization of tender. EMD of successful bidder will be retained as Security Deposit & will be refunded without interest only after completion of one year from the date of finalization of tender. Security deposit is liable to be forfeited if bidder violates or fails to comply with the terms and conditions of the tender.
14. The firm having valid MSMEs registration certificate are exempted to deposit EMD. However, photocopies of registration certificate & exemption certificate must be submitted along with the technical bid. But after selection, the L1 bidder should submit Rs 10,000/- (Rupees Ten Thousand only) in shape of Demand Draft drawn on any Nationalized Bank in favour of SUPERINTENDENT, PMP MEDICAL COLLEGE AND HOSPITAL payable at Angul as security deposit.
15. The organization will have to submit a Single Affidavit (Rs.100/-) with following clauses: -
 - a. It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending against it for violation of Income Tax Act, GST or any other law of India.
 - b. That the organization agrees to abide by all terms & conditions of the tender.
 - c. That the organization agrees to ensure provision of service in Angul.
 - d. That the organization had never refused to supply any item after receipt of work order from this office for any reason.
16. All documents submitted must be signed by the authorized signatory of the organization with seal.
17. The organization will quote prices inclusive of all taxes & charges. The Superintendent, PMP MCH, Talcher, Angul will have no liability regarding transportation, loading, unloading of items and all items ordered shall be delivered at the designated place in good condition and fixing the material at institution level as per order. The defective or damaged items if any have to be replaced by the supplying agency. The delivery must be actual as per quantity ordered which will be verified after delivery and no process damage will be entertained.
18. The order for supply of items must be completed within 7 to 15 days after issue of work order.
19. If there is any contradiction between price quoted in figure and word, then price quoted in word shall prevail over price quoted in figure.



20. **Conditional bids are liable to be rejected.** In the event of acceptance, Superintendent, PMP MCH, Talcher, Angul decision will be final. Bids which are not as per required specifications will not be considered.
21. The Superintendent, PMP MCH, Talcher, Angul will not pay any advance payment to the organization. The organization will have to carry out the entire job on its own and the amount will be paid only after satisfactory supply of items at the destination site.
22. Selection of the item will be on the basis of quality of sample finalized by the committee members wherever applicable.
23. Bidders are not allowed to check bid documents of another bidder in any circumstances.
24. Under no circumstance, the organization shall not appoint any sub-contractor or sublease the contract. If it is found that the organization has violated these conditions the contract will be terminated forthwith without any notice and security deposited by the organization shall be forfeited.
25. **The rate approved will be valid for one year from the date of finalization of tender.** The successful bidder is required to supply materials as per requirements placed by any of the wings of Dean & Principal and Superintendent, PMP MCH, Talcher, Angul during the valid period of tender.
26. Only bidder himself or his authorized representative is allowed to remain present during opening of the tender. No authorized representative is allowed without proper authorization from bidder.
27. The Superintendent, PMP MCH, Talcher, Angul reserves the right to accept or reject all or any of the bid documents without assigning any reasons thereof.
28. All legal disputes are subject to the jurisdiction of Angul Court only.


Superintendent 17.12.2025
PMP MCH, Talcher, Angul

RFP FORMATS

SUPPLY OF OFFICE STATIONERY ITEMS & MISC STATIONARY ITEMS
IN
ANGUL DISTRICT

TECHNICAL BID

Cover – A
Technical Bid

SI No	Particulars	(Clearly mention complete details required, don't mention only yes / no or annexure no here)
1.	Name of the Organization	
2.	Address of the Organization	
3.	Name of the Authorized Signatory (In capital letter)	
4.	Authorization & Specimen signature of the authorized signatory	
5.	Telephone No/ Mobile No of the Authorized Signatory/ Organization.	
6.	MSMEs (<i>Attach photo copy of MSME registration certificate</i>)	
7.	PAN No of the organization / Proprietor / Managing Partner / Director of the organization (Attach photo copy of PAN Card)	
8.	GST registration certificate (Attach photo copy of registration certificate)	
9.	The organization must have experience in supply of office stationery items to any government in last three financial years i.e. 2022-23, 2023-24 & 2024-25. (Attach photo copies of work orders received from any Govt/PSU. organization).	
10.	Auditor/Chartered Accountant certificate in support of average annual turnover of Rs 5,00,000/- (Rupees Five Lakhs Only) or more during last three financial years i.e. 2022-23, 2023-24 & 2024-25 (Attach photo copy of CA certificate)	
11.	Audit reports for last 3 financial years (i.e., for F.Y-2022-23, 2023-24 & 2024-25) along with IT return copies of said years (Attach photo copies of Audit reports & IT return copies)	
12.	The organization will have to submit Single Affidavit in Rs 100/- non-judicial stamp paper with following clauses: - <ul style="list-style-type: none"> • It has not been blacklisted by any Government Organization. The organization does not have any legal suit / criminal case pending against it for violation of IT, Service tax, GST or any other law. • That the organization agrees to abide by all terms & conditions of tender. 	

B. D.
12/12/2024

	<ul style="list-style-type: none"> That the organization agrees to ensure provision of service in Angul. That the organization had never refused to supply any item after receipt of work order from this office for any reason 	
13.	Latest GST return copy (Photocopy to be attached)	
14.	Tender paper cost in shape of Demand Draft of Rs. 2,000/- (Rupees Two Thousand only)	Details of Demand Draft along with details of Drawee Bank
		Draft No:
		Name of the Bank:
		Branch address:
		Amount (Rs.):
15.	EMD in shape of Demand Draft of Rs.10,000/-(Rupees Ten Thousands only)	Details of Demand Draft along with details of Drawee Bank
		Draft No:
		Name of the Bank:
		Branch address:
		Amount (Rs.):
16.	Whether all documents submitted signed by the authorized signatory of the organization (Yes / No)	

DECLARATION

I / We hereby declare that, the terms and conditions, specification etc. given with the tender notice have been read carefully and it is 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 at any state, the Firm/Agency will be blacklisted and will not have any dealing with it in future.

Place :

Date :

Seal & Signature of authorized Signatory
Mobile No:



RFP FORMATS

SUPPLY OF OFFICE STATIONERY ITEMS & MISC STATIONARY ITEMS
IN
PMP MCH, TALCHER, ANGUL

FINANCIALBID

TENDERFORMAT

Part-II

(PriceBid)-CoverB

(to be furnished in Cover B-Price Bid)

Annexure-I(Office Stationery Items)

SL NO	NAME OF THE ITEM	BRAND Name	Rate(Rs.) (inclusive of all taxes & charges	% of GST
1	ALPIN 1.00gm			
2	ALPIN MAGNETIC BOX			
3	ARCH FILE CARD BOARD with Lever(14" *10")			
4	ARCH FILE PLASTIC 2-D Ring Binger(25MM)			
5	BINDER CLIP 19mm			
6	BINDER CLIP 25mm			
7	BINDER CLIP 41mm			
8	BINDER CLIP 51mm			
9	WHITE BOARD MARKER (per piece)			
10	BOARD PIN(Plastic top) (per packet)			
11	Brown TAPE(for Packing)2" and 50 mtr			
12	BODKIN			
13	Calculator 12 Digit with Warranty (per each)			
14	Register Ruled-(Legal size) (per no) (good quality paper)			
15	Adhesive TAPE 1" and 50mtr			
16	Adhesive TAPE 2" AND 50MTR			
17	Colour Card Post card Size (per 100 Card)			
18	Cleaning Fluid Spray 500ML (Glass & Household cleaner)			
19	COPIER PAPER A4 SIZE 70 GSM(500Sheets)			
20	COPIER PAPER Legal Size 70GSM(500Sheets)			
21	COPIER PAPER A4 75 GSM-500Sheets			
22	COPIER PAPER A3 100 GSM-500SHEETS			
23	White Paper (Per Rim)			
24	Correction Fluid with Diluter (per no)			
25	Correction Pen (per no)			
26	Cover File Poly Coated (per no)			
27	Pencil Cutter (per no)			
28	Adhesive tape Dispenser (per each)			
29	Drawing Sheet full size (per sheet)			
30	Engagement Stand (12"x8.5")Size (Acrylic Fiber Transparent)			

31	Rubber ERASER 33mmx17mmx10mm(per each)			
32	Paper Flag (self adhesive)-Colored (Four Colors)Size 1"X 3" (50x4 colors) (per packet)			
33	plastic Flag (self adhesive)-Colored (Four Colors) Size 1"X3"(50X4 colors) (per packet)			
34	Drawing sheet (per sheet)			
35	Plastic Folder (Full Scape)with single bottom double pocket(per each)			
36	Plastic Folder (Full Scape)Clear Bag with single bottom (per each)			
37	Plastic Folder Two Packet (Full Scape) with single Bottom (per each)			
38	Folder Executive (Full Scape)(per each)			
39	Executive Folder Leather Finish (per each)			
40	L FOLDER A4(each)			
41	Glossy Paper for Photo Printing A4 (20 Sheet 180GSM)			
42	Glossy Paper for Photo Printing A4 (50 Sheet 180GSM)			
43	GUM tube 50ml. (per tube)			
44	GUM Stick 15gm (per stick)			
45	Highlighter pen (per each)			
46	James Clip Plastic Coated (100 CLIPS) (per packet)			
47	Stock Register (Per no)			
48	Mounting Tape (Double side Foam tape)24mm			
49	File Packing Cloth(nylon)(red) per 1 Mtr			
50	File & Magazine Rack -Plastic (Set of 2)Size :12"(H)x11"(L) X 3.5"(W)			
51	OHP Sheet A4 (100 Sheet Pack)			
52	Paper Cutter MRP 12/-			
53	Paper Tray Plastic (full Scape)			
54	Paper Weight glass (square shape)			
55	Paper Weight Fiber (square Shape)			
56	Permanent Marker (OHP)15			
57	Pen (Use & Throw)			
58	Pen MRP - 5/-			
59	Pen MRP 10/-			
60	Pen MRP 20/-			
61	Pen MRP 60/-			

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62	Pen MRP 80/-			
63	Pencil (Per Packet)			
64	Color Pencil (Pee packet)			
65	Pencil Battery AAA (per each)			
66	Pencil Battery AA (per each)			
67	Peon Book (per each)			
68	Punching Machine Double (per machine)			
69	Punching Machine Double Heavy duty (per machine)			
70	Punching Machine Single (per each) (BLACK)			
71	Room Air Freshner (Spray) 125gm/234ml (per each)			
72	Rubber ring elastic 100gm Pkt2"			
73	Ledger (Accounts) per no			
74	Scale Steel 12" Thickness Not Less Than 1MM (per each)			
75	Scissors 1 2" Plastic handle (per each)			
76	Scissors 8" Plastic handle (per each)			
77	Sketch Pen (Pkt. Of 10)(per each)			
78	CD Marker (Pkt.of 10) (per each)			
79	Stamp Pad 8CM x 12CM (per each)			
80	Stamp Pad INK 100ML (per each)			
81	Stapler Pin Medium 24/6 (per each packet)			
82	Stapler Pin SMALL NO -101M (per each packet)			
83	Stapler pin BIG 26/10 (per each packet)			
84	Stapler HD 23S24 (per each)			
85	Stapler Medium HD45 (each packet)			
86	Stapler Small 10M (each packet)			
87	Steno Khata 100 Pages (each)			
88	Sticky Pad (4"x4") (each no)			
89	Cash Book (New) per no Pages (Legalsize)			
90	TAG (50Nos.)5.5 inch Thread (Nylon) (per bundle)			
91	Towel for Chair (88x175cm.) (per each)			
92	Towel for hand (16"x24") (per each)			
93	Writing Pad 5 subject, Pages 300 size 14x 21.6cm Spiral (per each)			
94	Writing Pad 160 pages 70 GSM spiralsize 14 x 21.6 cm single ruled (per each)			

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95	Writing pad 160 pages 70 GSM Spiral size 25x 17 .6 cm single ruled (per each)			
96	Writing Pad 92 pages spiral size 14.8 x 21cm single ruled (per each)			
97	Writing Pad General 70 GSM 40 PAGES - General (per each)			
98	Hard Board File with Lace (per each)			
99	Envelop 90GSM White Paper with single colour Printing (size :12.5CM x 28CM) (per 50 nos)			
100	Big Double Punching Machine			
101	Lock & Key (Medium)			
102	Lock & Key (Small)			
103	Lock & Key (Big)			
104	Steel Water Bottle (Milton-Hot & Cold)			
105	Crockery Set (Dinner Set) 6 Nos Plate Set			
106	Drinking Glass (6 Nos/set)			
107	Cup & Saucer Set (6 Nos/set)			
108	Notice Board (Per Sq/ ft)			
109	Door Mat (Grass rubber Design- Per Sq/ft good quality)			
110	Door & Window Screen (Per Sq/ft) including Road & Fitting			
111	White Marker Pen			
112	Plastic Box (8"x 4" Size)			
113	Wall Clock (14 inch Diameter Size)			
114	Pen Stand (Medium size)			
115	Exam Board (Plastic/card board) with stainless clip) (Size 12" X9")			
116	Paper Clip (Medium Size)			
117	ZIP Certificate File (50 Pages Document)			
118	Foot Operating Dustbin (30 L)			
119	Foot Operating Dustbin (20 L)			
120	Foot Operating Dustbin (15 L)			
121	Bond Paper (A4 Size 100 Pcs Pkt)			
122	Chalk White (100 pcs/pkt)			
123	Chalk Color (100 pcs/pkt)			
124	White Board Duster			
125	Black Board Duster			
126	White Board Duster (Magnetic)			
127	Pen Drive (64 GB)			
128	Pen Drive (128 GB)			

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129	Bucket (30 L)			
130	Mug (1.5 L)			
131	Hand Wash (650 ml)			
132	Soap (100 gm)			
133	Mosquito repelling Machine with Liquid			
134	Extension Cord 5 Mtr with 6 sockets			
135	Iron Chain (for Lock - 3ft)			
136	Rubber Slipper (7 Size)			
137	Rubber Slipper (8 Size)			
138	Rubber Slipper (9 Size)			
139	Rubber Slipper (10 Size)			
140	Plastic Water Bottle (Set of 6 Nos)			
141	Tray (Size 14"x10")			
142	Torch (Chargable) (Medium size)			
143	Torch (Battery) (Medium size)			
144	Mouse Pad			
145	Desk Organizer			
146	Steel Almirah (Standard Size 20 Gauge (78 x 36 x 19) With Locker			
147	Steel Almirah (Standard Size 20 Gauge (78 x 36 x 19) Without Locker			
148	Ruber Stamp (Per Pcs medium size)			
149	Double Side Tape			
150	Calling Bell Cord Less with remote			
151	Broom(Alandhu Jhadu)			
152	Broom big size(Phul Jhadu)			
153	Broom big size(KhadikaJhadu)			
154	Air Freshener: Power Pocket (Pkt. Of 5)			

(Signature and seal of the authorized signatory)

Place:

Date:

