

The Chief District Medical & Public Health Officer, Angul


**TENDER CALL NOTICE FOR
SUPPLY OF OFFICE
STATIONARY**

No: 728

Date: 12.6.2016

Sealed tenders are invited from Agencies/ vendors/suppliers for supply of Office stationary and Misc Items to DHH, 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. The undersigned reserves the rights to reject any or all the tenders without assigning any reason thereof. The proposed date of opening of bidding documents/finalisation of the same may change in case of any emergency/exigency. The typographical error (if any) may be exempted.

Sd/-
CDM & PHO, Angul


Chief District Medical &
Public Health Officer, Angul

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

**FOR
DHH, ANGUL**

Name of the District / Health Institution: Angul
(HEALTH & F.W. DEPTT., GOVT. OF ODISHA)

Bid Reference No. – C.D.M. & P.H.O. Angul (728/12.6.26)

**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. 09/7/26 till 5:00 PM

DATE & TIME OF OPENING OF TECHNICAL BID

: Will be intimated through
letter/massage

DATE OF OPENING OF FINANCIAL BID

: Will be intimated after
Finalization of Technical
Bid.

PLACE OF OPENING OF BID DOCUMENTS
AND

ADDRESS FOR COMMUNICATION
AND

RECEIPT OF BID DOCUMENTS

: O/o CDM & PHO, Angul

District HQ Hospital
At/Po/Dist- Angul
PIN – 759122

Mob: 9439981345

Email id: hdtangul@gmail.com

OFFICE OF THE CDM & PHO: ANGUL

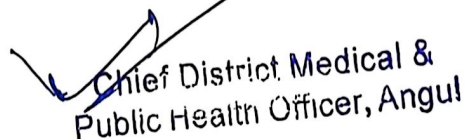

Chief District Medical &
Public Health Officer, Angul

**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 “**Chief District Medical & Public Health Officer, District Headquarter Hospital Campus, Angul-759122**” only through **Speed Post / Regd. Post / courier** on or before dt. **03 / 7 / 2026** till 5.00 P.M. The envelope must be super-scribed by “**TENDER DOCUMENTS FOR SUPPLY OF OFFICE STATIONERY & MISC ITEMS**”. The tender shall be opened in the presence of bidders or their authorized representative.
3. 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**. (Address of district website).
4. 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**”.
5. 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.
6. 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-1 bidder in the process is not eligible to participate in the tender process. No further arguments in this matter will be entertained.
7. 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.**
8. **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.**
9. The organization should have experience in supply of office stationery items to any Govt./PSU organisation 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.

10. The average annual turnover of the organization must not be less than **Rs 25, 00,000/- (Rupees Twenty 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
11. Photocopy of GSTIN certificate & latest **GST return** should be submitted with tender documents.
12. Organization will have to submit photocopies of IT return for last 3 financial years (i.e., for F.Y-2022-23, 2023-24 & 2024-25).
13. Bidder will have to submit Demand Draft of **Rs. 2,000/- (Rupees Two Thousand only)** as tender paper cost (non-refundable) in favour of **ROGI KALYAN SAMITI ,DHH, ANGUL** along with bid document.
14. 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 **ROGI KALYAN SAMITI ,DHH, ANGUL** 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.
15. 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 **ROGI KALYAN SAMITI ,DHH, ANGUL** payable at **Angul** as security deposit.
16. **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 has never refused to supply any item after receipt of a work order/purchase order from this office for any reason attributable to the organization and has always executed such orders at its own cost and responsibility as per the stipulated terms and conditions.
17. All documents submitted must be signed by the authorized signatory of the organization with seal.
18. The organization will quote prices inclusive of all taxes & charges. The CDM & PHO, 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.**
19. The order for supply of items must be completed within 7 to 15 days after issue of work order.
20. If there is any contradiction between price quoted in figure and word then price quoted in word shall prevail over price quoted in figure.
21. **Conditional bids are liable to be rejected.** In the event of acceptance, CDM & PHO, Angul decision will be final. Bids which are not as per required specifications will not be considered.


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22. The CDM & PHO, 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.
23. Selection of the item will be on the basis of quality of sample finalized by the committee members wherever applicable.
24. Bidders are not allowed to check bid documents of another bidder in any circumstances.
25. 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.
26. **The rate approved will be valid for one year from the date of finalization of tender.** The successful bidder is required to supply materials with own arrangement as per requirements placed by any of the wings of CDM & PHO, Angul during the valid period of tender.
27. Only bidder himself or his authorized representative with copy of authorization is allowed to remain present during opening of the tender. No authorized representative is allowed without proper authorization from bidder.
28. The CDM & PHO, Angul reserves the right to accept or reject all or any of the bid documents without assigning any reasons thereof.
29. All legal disputes are subject to the jurisdiction of Angul Court only.


Chief District Medical & Public Health Officer
Angul
Chief District Medical &
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RFP FORMATS

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

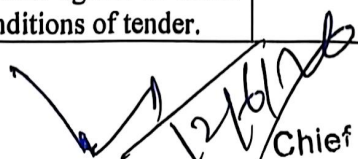
TECHNICAL BID

A handwritten signature in blue ink, followed by the date '12/26/26' written in the same ink.

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Cover – A
Technical Bid

Sl 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 Govt/PSU organization in last three financial years i.e. 2022-23, 2023-24 & 2024-25. (Attach photo copies of supply orders received from any Govt/PSU organization).	
10.	Auditor/Chartered Accountant certificate in support of average annual turnover of Rs 25,00,000/- (Rupees Twenty 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.	IT Return copies for the F.Y-2022-23, 2023-24 & 2024-25) (Attach photo copies of 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. 	


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	<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 :

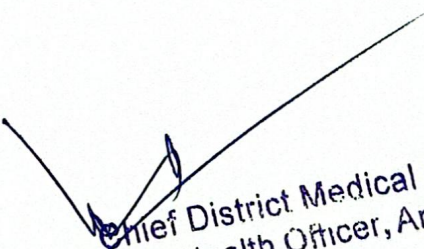
**Seal & Signature of authorized Signatory
Mobile No:**


**Chief District Medical &
Public Health Officer, Angul**

RFP FORMATS

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

FINANCIAL BID


Chief District Medical &
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TENDERFORMAT

Part-II

(PriceBid)-CoverB

(to be furnished in Cover B-Price Bid)

Annexure-I(Office Stationery Items)

SL. No.	Name of the items	BRAND Name	Rate(Rs.) (inclusive of all taxes & charges	% of GST
1.	ALPIN 1 00gm			
2.	ALPIN MAGNETIC BOX			
3.	ARCH FILE CARD BOARD withLever(14"x10")			
4.	ARCH FILE PLASTIC 2-D Ring Binger(25MM)			
5.	BINDER CLIP19mm			
6.	BINDER CLIP25mm			
7.	BINDER CLIP41 mm			
8.	BINDER CLIP51mm			
9.	WHITE BOARD MARKER (per piece)			
10.	BOARD PIN(Plastic top) (per packet)			
11.	Brown TAPE(for Packing)2" And 50 mtr			
12.	BUDKING			
13.	Calculator 12 Digit with Warranty (per each)			
14.	Register Ruled-(Legal size) (Per no) (good quality paper)			
15.	CD 100 NOS PACK With pouch			
16.	CD Album A4Size 100 CD			
17.	Adhesive TAPE1"and 50mtr			
18.	Adhesive TAPE 2"and 50mtr			
19.	Colour Card Post Card Size (Per 100 Card)			
20.	Cleaning Fluid Spray 500ML (Glass & Household cleaner)			
21.	COPIER PAPER A4Size70 GSM(500Sheets)			
22.	COPIER PAPER Legal Size70 GSM(500Sheets)			
23.	COPIER PAPER A4 75 GSM-500Sheets			
24.	COPIER PAPER A3 100 GSM-500Sheets			
25.	White paper (per Rim)			
26.	Correction Fluid with Diluter (per no)			
27.	Correction Pen (per no)			
28.	Cover File Poly Coated (per no)			
29.	Pencil Cutter (per no)			
30.	Adhesive tapeDispenser (per each)			
31.	Drawing Sheet full size (per sheet)			
32.	DVD-R(100Nos.Pack)(DVD-R,16X/4.7GB)with pouch			


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33.	Engagement Stand(12"x8.5") Size(Acrylic Fiber Transparent)			
34.	Rubber ERASER 33mmx17mmx10mm (per each)			
35.	Paper Flag (self adhesive)-Colored(Four Colors) Size 1"x3"(50x4colors) (per packet)			
36.	PlasticFlag (self adhesive) - Colored(FourColors)Size1"x3" (50x4 colors) (per packet)			
37.	Drawing sheet (per sheet)			
38.	Plastic Folder (FullScape)withsinglebott om double pocket (per each)			
39.	Plastic Folder (FullScape)Clear Bag with single bottom (per each)			
40.	Plastic Folder Two Packet (Full Scape) with single Bottom(per each)			
41.	Folder Executive (Full Scape) (per each)			
42.	Executive Folder Leather Finish (per each)			
43.	L FOLDER A4 (each)			
44.	Glossy Paper for Photo PrintingA4(20Sheet180GSM)			
45.	Glossy Paper for Photo PrintingA4(50Sheet180 GSM)			
46.	GUM tube 50ml. (per tube)			
47.	GUM Stick 15gm (per stick)			
48.	Highlighter (per each)			
49.	James Clip Plastic Coated(100 CLIPS) (per packet)			
50.	Stock Register (Per no)			
51.	Mounting Tape(Double side Foam tape)24mm			
52.	File Packing Cloth(n y l o n) (red) per1 Mtr			
53.	File & Magazine Rack- Plastic(Setof2)Size:12"(H)x11"(L) x3.5"(W)			
54.	OHP Sheet A4(100 Sheet Pack)			
55.	Paper CutterMRP10/-			
56.	Paper Tray Plastic(Full Scope)			
57.	Paper Weight glass (square Shape)			
58.	Paper Weight Fiber (square Shape)			
59.	Permanent Marker(OHP)			
60.	Pen(Use & Throw)			
61.	Pen MRP-5/-			
62.	Pen MRP 10/-			
63.	Pen MRP 20/-			
64.	Pen MRP 30/-			

65.	Pen MRP 50/-			
66.	Pen MRP 60/-			
67.	Pen MRP 70/-			
68.	Pen MRP 75/-			
69.	Pen MRP 80/-			
70.	Pencil (per packet)			
71.	Pencil Battery AAA (per each)			
72.	Pencil Battery AA (per each)			
73.	Peon Book (per each)			
74.	Punching Machine Double (per machine)			
75.	Punching Machine Double Heavy duty (per machine)			
76.	Punching Machine Single (per each) (Black)			
77.	Room Air Freshener(Spray) 125gm/234ml(per each)			
78.	Rubber ring elastic100gm Pkt2"			
79.	Ledger (Accounts) per no			
80.	Scale Steel12"Thickness Not LessThan1MM(per each)			
81.	Scissors 12" Plastic handle(per each)			
82.	Scissors-8" Plastic handle(per each)			
83.	Sketch Pen(Pkt.of10) (per each)			
84.	CD Marker(Pkt.of10) (per each)			
85.	Stamp Pad 8CMx12CM(per each)			
86.	Stamp Pad INK 100mL(per each)			
87.	StaplerPinMEDIUM24/6(per each packet)			
88.	Stapler Pin SMALL NO-101M(per each packet)			
89.	Stapler Pin BIG 26/10(per each packet)			
90.	Stapler HD 23S24 (per each)			
91.	Stapler Medium HD45 (each packet)			
92.	Stapler Small 10M (each packet)			
93.	Steno Khata100Pages (each)			
94.	Sticky Pad(3"x3")(each no)			
95.	Sticky Pad(4"x4") (each no)			
96.	Cash Book(New)per no Pages(Legal size)			
97.	TAG (50Nos.)5.5 inch Thread (Nylon) (per bundle)			
98.	Towel for Chair (88x175cm.)(per each)			
99.	Towel for Hand (16"x24") (per each)			
100.	Visiting Card Holder -120 cards with cover(11cmx19cm) (per each)			
101.	Writing Pad 5 subject, Pages 300 size14x21.6cm.Spiral (per each)			

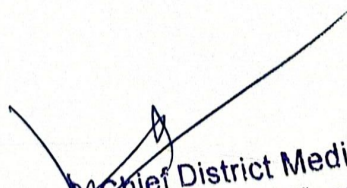
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102.	Writing pad160 pages70 GSM spiralsize14x21.6cm.single ruled (per each)			
103.	Writing pad160 pages70 GSM Spiral size25x17.6cm.single ruled(per each)			
104.	Writing Pad 92pages spiral size14.8x21cm single ruled (per each)			
105.	Writing Pad General 70 GSM 40 PAGES-General (per each)			
106.	Hard Board File with Lace (per each)			
107.	Envelop 90GSM White Paper with single colour printing (Size:12.5CMx28CM) (per 50 nos)			
108.	Envelop 90 GSM Yellow Paper with single colour printing &inner side lamination(Size:28 CMx40CM) (per 50 nos)			
109.	Exam Board (Plastic/card board) with stainless clip) (Size 12" X9")			
110.	Fly Leaf (thick) brown			
111.	Cartridge 12A and refilling cost			
112.	Cartridge 110 A and refilling cost			
113.	Cartridge 88 A and refilling cost			
114.	Antivirus - singer user/multi user (for one year/3 year)			
115.	50 mm Paper clips			
116.	Pen drive (32 GB/64GB/128GB)			
117.	External Hard Drive with back up plus (1 TB/2TB)			
118.	Cartridge FTN-2465 and refilling cost			
119.	HP ink GT 52/53 and refilling cost			
120.	Gem Clip (35 mm)			
121.	UPS (600 VA/ 1KW) for Computer			

(Signature and seal of the authorized signatory)

Place:

Date

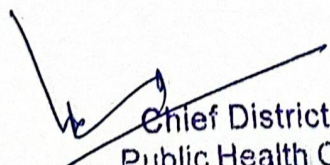

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ANNEXURE-II (Miscellaneous Stationery Items)

SL.	ITEMS (per each)	BRAND Name	Rate Quoted (inclusive of all taxes & charges)	% of GST
1	Acid for Sanitary use(1Lt. Bottle)			
2	Broom(Alandhu Jhadu)			
3	Broom big size(Phul Jhadu)			
4	Broom big size(Khadika)Jhadu)			
5	Bucket15LT.			
6	Calling Bell Cord Less with remote			
7	Calling Bell Cord Less without remote			
9	LED Bulb 9Watt			
10	LED Bulb 30 Watt			
11	Tissue Paper(SheetSize-18cmx20cm)-2ply			
12	Tissue Paper(SheetSize-27cmx30cm)-1ply			
13	Door Mat plastic Grass type (rate per sq.ft)			
14	Door Mat Stick (rate per no.)			
15	Four pole MCB witch 100 amp			
16	Double pole MCB Switch 16 amp			
17	Double pole MCB Switch 32 amp			
18	Double pole MCB Switch 63 amp			
19	Double pole MCB Switch 100 amp			
20	Single pole MCB Switch 100/125 amp			
21	Single pole MCB Switch 63 amp			
22	Dustbin 100 LT. with Swinging Cover (Plastic)			
23	Dustbin 10LT.(Plastic)			
24	Dustbin 10LT.with foot operated cover (Plastic)			
25	Detergent Powder (per 500gm/1000gm)			
26	Extension Cord 5 Mtr with 5sockets			
27	Harpic 400ml.			
28	Holder (Plastic)for electric Bulb			
29	Hit Spray 200ml			
30	Liquid soap 200ml (Bottle with spray)			
31	Liquid Hand Wash Refill Pouch(750ml)			
32	Lock 7 Leavers with 3 Keys			
33	Mosquito Repelling Liquid			
34	Mosquito Repelling Machine			
35	Naphthalene Chocolate 200gm.			

36	Room Freshener :-50gm.			
37	Air Freshener :Glade Lemon Gel 70gm.			
38	Air Freshener: Power Pocket(Pkt.of5)			
39	Wall fan (Medium size)			
40	Stand fan(pedestal) (Big)			
41	Phenyl(1LtBottle)			
42	Power Switch (DP) for AC 32 Amp			
43	Sutuli Bondle(250gm)Jute			
44	Towel for vehicle			
45	T5 LED Tube Light Set(36 W, Standard Length-4ft)			
46	T5LED Tube Light Set(18 W, Standard Length-4ft)			
47	Modular Switch (10/20/32)Amp			
48	Modular Socket (10/20/32)Amp			
49	Water Bottle Plastic(1Lt.)decorative coloured			
50	Floor Wiper with Stick(5')			
51	Floor MOP (Pochha) with Stick(5')			
52	Lain hand brush plastic			
53	Basin Hand brush plastic			
54	Cling Film (Size:300mmx30meter)			
55	Wall Mounted Soap Dispenser (Dimension:-9.2x6.8x19.5cm)			
56	Round Shape LED Surface Light (Warm White)18 Watt, Size: 11.5Lx11.5Wx2.8H Centimeters			
57	Square Size LED Ceiling Light (Warm White)30 Watt,Size:28Lx28Wx2.8H Centimeters			
58	LED Street Light 50 Watt (Water proof Full Metal Body),Size:54Lx22Wx11H Centimeters			
59	LED Street Light100Watt (Waterproof Full Metal Body),Size:54Lx22Wx11H Centimeters			
60	Bio-degradable Garbage Bags(Black,Packof120) Size:17x19Inch			
61	Ceiling fan (1400 mm)			
62	1.5/2.5/4/6 mm single copper wire per meter			
63	16/32 amp TOP			
64	Capacitor (2.5 μ F, 3.5 μ F, and 4.5 μ F)			
65	1.5/2.5/4/6 mm 3 core copper wire per meter			
66	Exhausted fan (900/1200/1400) mm			
67	Color coded bin(5 colors) 40 to 80 ltr/120 to 160Ltr (for details contact with the Office)			

(Signature and seal of the authorized signatory)


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