



O/O CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER  
DISTRICT PROGRAMME MANAGEMENT UNIT  
NATIONAL HEALTH MISSION  
NABARANGPUR  
e-mail- dhionab@gmail.com



Tender NO - 420 (C)

27.01.2021

Sealed tenders are invited from registered, reputed and experienced Agencies/Firms/ Individuals for providing the following requirements under four (04) categories . **A. Outsourcing of BMWM through Outsourcing Agency** , **B. Supply of Food**. **C. Supply of Office Stationaries**. **D. Engagement of Vehicles on hiring basis**. Interested bidders may send their complete bid in double cover system (Technical & Financial). Bidders may apply for all or any of the above categories in separate envelopes only. Combined bids will not be considered. Category of supply must be superscribed in the top of the Bid envelop and addressing clearly to the CDM&PHO, Nabarangpur. Detailed tender requirements may be downloaded from the District website [www.nabarangpur.nic.in](http://www.nabarangpur.nic.in). Last date of receipt of Tender Paper is **25/01/2021 latest by 5.30 PM** only through **Speed post/Regd Post/Courier** and the bids so received will be opened on **27.01.2021 at 11.30 am**. In the official chamber of the CDM&PHO, Nabarangpur. Incomplete and late receipt bids will be summarily rejected. The undersigned reserves the right to cancel all or any of the bids without assigning any reason thereof.

-Sd-

CDM & PHO cum District Mission Director  
NHM Nabarangpur

  
CHIEF DISTRICT MEDICAL &  
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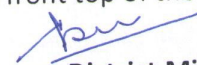
## TENDER NOTICE

Sealed Tenders in a Two Bid System is invited by the CDM & PHO cum District Mission Director, NHM, Nabarangpur from Registered & Authorized Firms/Suppliers for the "Supply of Office Stationeries".

Technical & Financial Evaluation of the Tender Documents would be evaluated by District Purchase Committee duly constituted by the CDM & PHO cum District Mission Director, NHM, Nabarangpur.

1	Cost of the Tender document	Rs. 500/- (non-refundable) in the form of Demand Draft in favor of "ZSS, Non NRHM, Nabarangpur". To be submitted along with the Tender document.
2	EMD	Rs. 2,000/- (Rupees Two thousand only) (Refundable) in the form of Demand Draft in favor of "ZSS, Non NRHM, Nabarangpur".
3	Tender Requirements (Term of Reference)	It can be downloaded from Nabarangpur District website <a href="http://www.nabarangpur.nic.in">www.nabarangpur.nic.in</a>
4	Last date of submission of sealed tender document	25/01/2021, 5.30 PM
6	Date of opening of tender	27/01/2021 at 11.30 A.M. at office of the CDM & PHO cum District Mission Director, NHM, Nabarangpur
7	Eligibility of the bidder	a. Must have a valid GST Number b. EMD & Tender paper DD must be attached c. A self declaration has to be submitted as per format attached .


All tenders must be duly sealed and addressed to the undersigned, having clearly super scribed "BID FOR "Supply of Office Stationeries" on the front top of the cover.

  
CDM & PHO cum District Mission Director  
NHM, Nabarangpur

  
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### TERMS OF REFERENCE (TOR)

1. Single Big Size Envelope containing two envelopes (i) one for "Technical Bid" (ii) another for "Financial Bid". Envelope for Technical and Financial bid should be separately sealed.
2. The Single Big Size Envelope should be duly sealed and super-scribed as Tender for supplying of "OFFICE STATIONERY".
3. The Single Big Size Envelope should be addressed to The CDM & PHO cum District Mission Director, NHM, Nabarangpur, PIN 764059, Odisha.
4. The Sealed Tenders should be sent only through registered post / Speed Post / Courier Services to the aforementioned address.
5. Sealed Tenders received after the due date and time shall not be entertained. Postal delays shall not be the responsibility of the Department.
6. Tender without an EMD and Tender cost shall be rejected.
7. Local and wholesalers will be given preference.
8. **The lowest bidder ( L-1) will be decided as per the highest/maximum rate of discount quoted on the MRP of the respective items. If tie occurs in the quoted rate of discount then point No:7 of this TOR will be considered.**
9. The EMD of the successful Tenderer shall be deposited in the Account of NHM, Nabarangpur as Performance security deposit. This will be retained as a Performance security deposit until the period of work / contract maybe found satisfactorily complete. The Performance Security Deposit may be refunded on receipt of a written application addressed to the District Mission Director, NHM, Nabarangpur. Refund of EMD shall not carry any Interest Component.
10. The EMD of the unsuccessful Tenderer will not be deposited in the Account of NHM, Nabarangpur. This EMD shall be returned back within 15 days after the finalization of the Tender, subject to the receipt of a written application addressed to the District Mission Director, NHM, Nabarangpur. Return of EMD shall not carry any Interest Component.
11. The District Purchase Committee, in view of unsatisfactory Service Provided or Poor Quality of Products / Items Provided or Noncompliance with the T&C of the tender document may be at liberty to terminate the bid without assigning any reasons to the bidder either wholly or in part. The bidder will not be entitled to any compensation whatsoever in respect of such termination.
12. If found that the Successful Bidder is incompetent to provide the Service requested, in such a situation, the proposal may be reviewed for award of the contract to the next qualifying bidder or go for a fresh bid depending on the circumstance. No form of compensation shall be payable in any form whatsoever to the forfeited firm. In case it is decided to go for the next qualifying bidder, negotiation maybe considered to bring down their price nearer to the originally Evaluated or Lowest bidder in consideration to the orders to be supplied.

  
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13. All the items are required to be door delivered without any extra charges except under some extraordinary/emergency cases.
14. The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the Tender, such dispute would be subjected to the **Jurisdiction of Nabarangpur District only.**

**TECHNICAL BID**

1	Name of the Bidder/Firm/Unit (in capital Letters)	
2	Name of the Proprietor/Partner	
3	Office Address	
4	Mobile Number & e-mail ID	
5	GSTN	
6	PAN of the Firm/Proprietor/Company etc.	
7	Bank Account No with IFSC	
8	Experience in the same business	
09	Demand Draft details of EMD of Rs. 2,000/-	In favour of ZSS( NON-NHM) Account, Nabarangpur.
10	Demand Draft details of Tender paper cost of Rs. 500/-	In favour of ZSS( NON-NHM) Account, Nabarangpur.

Note. Self attested photocopy of supported documents of all above information, Declaration along with DDs for EMD and Tender paper cost should be attached in the technical bid.

**Signature of the Bidder**

  
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**FINANCIAL BID for Supply of Stationery**


**SUPPLY OF OFFICE STATIONERY**

Sl No	Brand	Discount on MRP of Branded items			
		Bilt	JK	Image	Other
1	Xerox Paper(Copier)	.....%	.....%	.....%	.....%

Sl No	Brand	Alankar	Willman	Boss	Cello	Reynolds	Flair	Classmate	Other	Other
1	Pen	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
2	Pencil	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
3	Guard file, Big	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
4	Guard file, Small	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
5	Spiral Note Book	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
6	Note Book	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
7	Registers	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
8	Marker Pen	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
9	Chalk	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
10	File Paste it	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
11	Stapler	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
12	Stapler Pin	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%
13	Tag/Alpin/Runber band/Eraser/Scale	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%	.....%

Percentage of discount allowed on MRP of the above brand items to be quoted only.

Bidders  
Signature

  
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