

TENDER NOTICE- "C"

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. 1500/- (non-refundable) in the form of Demand Draft in favor of "ZSS, Non NRHM, Nabarangpur". To be submitted along with the Tender document.
2	Performance security	3% of the contract value of last year turnover in shape of Bank guarantee. only successful bidder will provide the same.
3	Tender Requirements (Term of Reference)	It can be downloaded from Nabarangpur District website www.nabarangpur.nic.in
4	Last date of submission of sealed tender document	30.12.21, 5.00 PM
6	Date of opening of tender	31.12.2021 at 11.30 A.M. at office of the CDM & PHO cum District Mission Director, NHM, Nabarangpur
7	Eligibility of the bidder	g. Must have a valid GST Number h. Tender paper cost DD must be attached i. 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

KSM

APR/21
31.12.2021

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 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 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 lowest rate quoted.**
9. 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.
10. 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.
11. 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.
12. All the items are required to be door delivered without any extra charges except under some extraordinary/emergency cases.
13. 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.**

Ks/m

NABARANGPUR
8/12/2021

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	
10	Demand Draft details of Tender paper cost of Rs. 1500/-	In favour of ZSS (NON-NHM) Account, Nabarangpur.

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

Signature of the Bidder

Ki/M

17/12/2021

FINANCIAL BID for Supply of Stationery

SUPPLY OF OFFICE STATIONERY

SI No	Brand				
1	Xerox Paper(Copier) per each packet				

SI No	Name of the items									
1	Pen per each									
2	Pencil per each									
3	Guard file, Big per each									
4	Guard file, Small per each									
5	Spiral Note Book per each									
6	Note Book per each									
7	Registers per each									
8	Marker Pen per each									
9	Chalk per each									
10	File Paste it per each									
11	Stapler per each									
12	Stapler Pin per each									
13	Tag/Alpin/Runnber band/Eraser/Scale per each									

Bidders Signature

[Handwritten signature]

M. Debeher
8-12-2021