

Tender Document for supply of Office Furniture, Meal & Micro cellular Rubber footwear and their Annexure

SI No	Name of the Item	Details of item along with Technical Specification/Eligibility Criteria/ Terms & conditions is available in annexure
01	Office stationery	Pls refer Annexure no: I, II, V& VI and Cover – B for finance bid
02	Supply of Lunch/Meal	Pls refer Annexure no: I, III, V & VI and Cover – B for finance bid
03	Micro cellular Rubber footwear	Pls refer Annexure no: I, IV, V & VI and Cover – B for finance bid

OFFICE OF THE CHIEF DISTRICT MEDICAL & PUBLIC HEALTH OFFICER,
DISTRICT PROGRAMME MANAGEMENT UNIT

AT/PO/DISTRICT: - BARGARH, 768 028, ODISHA
☎ (06646) 231763, Fax: (06646) 231763, E-mail: dpmubargarh2@gmail.com

Annexure –I

Terms and Conditions for supply of Office Stationery Items for use at District Head Quarter Hospital, Supply of Meal for different workshops / trainings for different wings of CDM&PHO, Bargarh and Supply of MCR footwear for National Leprosy Eradication programme (NLEP).

Tender Call Notice No: 53/NHM/BGH/2022-23 Dated: 23/12/2022

Sealed Quotations are invited from the interested firms / agencies / Distributor for supply of Office Stationery Items for use at District Head Quarter Hospital, Meal (Veg & Non-Veg) for meeting & workshops and MCR footwear for National Leprosy Eradication programme (NLEP).

List of Items mentioned in **Annexure- II to IV** for different wings of CDM & PHO Office, Bargarh as per specification detailed therein.

Items required	Office Stationery Items for use at District Head Quarter Hospital and Meal (Veg & Non-Veg) for meeting & workshops and MCR footwear for National Leprosy Eradication programme (NLEP) etc. <u>(Complete list of items along with specification are given in Annexure - "II to IV" separately attached).</u>
Quantity Required	Quantity mentioned at Annexure- II to IV. Quantity may vary according to requirements. Requirements can be placed at any time during the valid period of tender.
Validity of Tender	1 (one) year from the date of finalization of tender.
Last date for submission of Tender documents	Date: 09 -01-2023 Time 4:00 P.M Address: Office of the Chief District Medical & Public Health Officer, Bargarh, Old District Head Quarter Hospital, At/Po/Dist – Bargarh, PIN – 768028
Date, Time & Place of Opening of Tender	Date: 11-01-2023 Time: 11.30 A.M Place: DTU, DPMU, NHM, Bargarh
Documents required for participation in the tender process	a) Photocopy of GST registration certificate. b) Photocopy of PAN Card c) Photocopy of Registration of Agency / Organization in any other Act applicable. d) AADHAAR No of proprietor/Managing Partner/Director of the Organization. e) Photocopy of Partnership deed in case of firm. f) The bidder has to submit self-declaration (in the format given in Annexure – “V”) that the organization does not have any legal suit / criminal case pending against it for violation of GST Act or any other law and agrees to abide by all terms & conditions of the tender). g) Valid authorization certificates either from manufacturer or their authorized representatives such as Dealer/ Distributorship certificate. h) Self-declaration that organization agrees to abide by all terms & conditions of the tender. (In the format given in Annexure – “VI”) i) Tender paper cost - in form of Bank Draft drawn in favor of ZSS NON-NRHM Fund, Bargarh (Non –Refundable). • Rs. 500/- (Rupees Five hundred only) in case of Supply of Meals.

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	<ul style="list-style-type: none"> • In case of Office Stationery Items Tender paper cost is Rs. 500/- (Rupees five hundred only). j) Rs.10,000/- (Rupees Ten Thousand) in form of Bank Draft in favor of ZSS NON-NRHM Fund, Bargarh towards EMD. EMD will be refunded to the unsuccessful bidders after finalization of Tender Process. EMD of successful bidder will be kept as security for 1 year from the date of finalization of tender. <p><u>EMD is required only for supply of Meal and office stationery. EMD is not required for MCR Footwear Item.</u></p> <ul style="list-style-type: none"> k) In case of Meals, supplier should have valid Food License from competent authority. <p><u>The agency or organization, who was defaulter earlier for supply of any items, is disqualified for participating in the tender process.</u></p>
<p align="center">Submission of Bid Documents</p>	<p>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 Call Notice No:53/NHM/BGH”. The bidders qualified in the technical bid will be eligible to participate in financial bid. Tender documents should reach to the office of the undersigned either through Speed Post / Regd. Post & Courier only.</p>
<p align="center">Signing of Documents</p>	<p>All documents submitted must be signed by the authorized signatory of the organization.</p>
<p align="center">Price to be quoted</p>	<ol style="list-style-type: none"> 1. Price/Rate should be quoted for a single item/ per unit basis. 2. Price quoted should be inclusive of all taxes and transportation charges for delivery of the item. 3. No other cost in any form will be borne by the undersigned for delivery of the item except the rate approved in the tender. 4. Supplier has to supply the items as per requirements placed in the rate approved during the valid period of rate contract finalized in the tender otherwise security submitted will be forfeited.
<p align="center">Brochure / Photograph</p>	<p>In case of MCR Footwear items brochure/ Photograph of items should be attached</p>
<p align="center">Warranty/ Guarantee</p>	<p>Supplier should provide at least 1 (one) year warranty items supplied by him. Supplier will undertake any repairing work within the valid period of tender without any cost.</p>
<p align="center">Delivery</p>	<ol style="list-style-type: none"> 1. The suppliers shall ensure that the quality and quantity should be as per the supply order and rate approved in the tender. 2. The supply of items shall be made within the stipulated time mentioned in the supply order and supplier is required to submit the bill along with items for payment in the rate approved for the quantity supplied. The transportation of items is the sole responsibility of supplier and must deliver the item on door delivery basis. 3. The CDM& PHO, Bargarh has the authority to cancel/reject the supply order in case of delay/failure/ noncompliance to the specifications finalized in tender.
<p align="center">Breakage</p>	<p>Any breakage of glass item or any other material during transportation must be replaced by supplier within 7 days.</p>

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Terms of Payment	Payment will be released only after successful installation and physical verification along with user certificate regarding satisfactory working of equipment.
Consequences for non-compliance to the terms & Conditions after finalization of tender	<ol style="list-style-type: none">1. In case of non-compliance by the approved supplier i.e., L1 bidder, the order will be placed to next lowest bidder in L1 price and so on.2. Security of L1 bidder will be forfeited.
Other Terms & Conditions	<ol style="list-style-type: none">1. The person representing as a bidder should be properly authorized. Authorization letter is to be produced before participating in the tender process. Unauthorized person will not be allowed to participate in the tender process.2. If no suitable bidder found, committee may finalize the tender with suitable modifications and may relax any of the terms and conditions.3. The undersigned reserves the right to reject any or all the tender without assigning any reason thereof.4. For any dispute decision of Collector and District Magistrate, Bargarh shall be final.5. All disputes are subject to the jurisdiction of Bargarh court only.



**Chief District Medical & Public Health Officer
Bargarh**

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Annexure -II
Specification of Stationery Item

Sl. No.	Items	Name Of the Brand	Rate Quoted should be Per Unit basis	Proposed Quantity to be Procured throughout the year
1	Writing Note Pad (Spiral, 100 Pages)		1 Pc	1000 Nos
2	Writing note Pad (20 Pages, General, 70gsm) Medium		1 Pc	1000 Nos
3	Writing Pad (20 Pages, General, 70gsm) Conference		1 Pc	1000 Nos
4	Paper Folder (Double)		1 Pc	1000 Nos
5	Pen: -Body Color: Any -Made of Plastic -Transparent Body Type -Ink Color: Black/Blue, - (Pack of 10nos)		1 Packet (10 nos.)	100 Nos.
6	Photocopier Paper (A4, 70gsm)		1 Bundle	200 Bundles
7	Stock Register (Spiral, 100 pages)		Per each	150 Nos
8	Letter Receive Register (Spiral, 100 pages)		Per each	150 Nos
9	Register 100 Pages Legal size		Per each	200Nos
10	Register 40 Pages Legal size		Per each	200 Nos
11	Register 50 Pages Legal size		Per each	200 Nos
12	Marker Pen		1 Packet	100 Nos
13	SKETCH PEN (Pkt of 10)		1 Packet	100 Nos
14	High Lighter		1 Packet	100 Nos
15	GUM BOTTLE 100 ml,		Per each bollte	100 nos
16	ENVELOPE A3 Laminated (Brown) (for each)		Per each	1000 nos
17	ENVELOPE A4 Laminated (Brown) (for each)		Per each	1000 nos

Note: Rates are inclusive of all taxes and transportation charges.

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Annexure –III

Specification for Supply of Meals for Training & Work Shops

Sl No	Type of Meals	Unit of Measure	Proposed Quantity to be Procured throughout the year	Expected no of Trainings/ Workshops held throughout the year
	Veg Meal			
1	Rice	Per Meal	Average 60 to 80 meals per Training & Work Shops	100 nos
	Dal			
	PaneerChilli/Paneer Masala			
	Chips/Mix Veg			
	Khata/ Saga			
	Snacks/Tiffin - 1 Samosha-1 –Bara, 1- Sweet			
	Tea – 3 times			
	Non-Veg Meal - Fish			
2	Rice	Per Meal	Average 60 to 80 meals per Training & Work Shops	100 nos
	Dal			
	Fish			
	Chips/Curry			
	DahiBundi			
	Papad			
	Snacks/Tiffin - 1 Samosha-1 –Bara, 1- Sweet			
Tea – 3 times				
	Non-Veg Meal - Motton			
3	Rice	Per Meal	Average 60 to 80 meals per Training & Work Shops	100 nos
	Dal			
	Motton			
	Khata			
	AluBharta			
	Snacks/Tiffin - 1 Samosha-1 –Bara, 1- Sweet			
	Tea – 3 times			
	Non-Veg Meal - Chicken			
4	Rice	Per Meal	Average 60 to 80 meals per Training & Work Shops	100 nos
	Dal			
	Chicken			
	Khata			
	Chips/Curry			
	Snacks/Tiffin - 1 Samosha-1 –Bara, 1- Sweet			
	Tea – 3 times			
	Tiffin			
5	Samosha/VegitableChup	1	Average 60 to 80 Tiffins per Training & Work Shops	100 nos
	Bara	1		
	Sweet	1		

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Note: - Bidder should quote for a single item and single brand. Price of multiple brands is not acceptable. Bidder has to quote only well-known brand in the market. Price of the item should not exceed MRP (i.e maximum retail price)

Annexure -IV	
Specification for Supply of nearly 500 pairs of MCR footwear for National Leprosy Eradication Programme	
Sl No	Product Description
1	Inner sole should be made up of Micro cellular rubber (MCR) with shore strength of 18-20.
2	The outer sole should be cut out from rubber sheets (not tyre) worth rough outer surface having 60±2 shore strength.
3	Soft leather with inner lining of aster leather should be used for upper straps.No nail should be used.

Note: - Bidder should quote for a single item and single brand. Price of multiple brands is not acceptable. Bidder has to quote only well-known brand in the market. Price of the item should not exceed MRP (i.e maximum retail price)

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Should be submitted in the letter head of the organization

(Annexure No - V)

SELF DECLARATION

I Mr / Mrs _____ on behalf of
_____ (Firm/Agency/Distributer Name) declare that I / We are not
blacklisted by any Central / State Govt. / Public Sector undertaking in India. I have given consent that the
supply of above materials will be done in the stipulated time as per given specification. I confirm that the
information that I have provided above is true & correct.

Date:

Signature

Place:

Name

Designation:

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Should be submitted in the letter head of the organization

(Annexure No - VI)

SELF DECLARATION

I Mr / Mrs _____ on behalf of
_____ (Firm/Agency/Distributor Name) declare that I / We are agrees to
abide by all terms & conditions of the tender. I confirm that the information that I have provided above is true &
correct.

Date:

Signature

Place:

Name

Designation:

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(Technical Bid- Cover –A)

Sl No	Particulars	(Clearly mention data here) (Don't refer annexure here)	Page No
1.	Name of the Organization		1
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.	Email id of the organization		
7.	Photocopy of Registration of Agency / Organization		2
8.	PAN No of the organization / Proprietor / Managing Partner /Director of the Organization (Attach photo copy of PAN Card)		3
9.	AADHAR No of Proprietor /Managing Partner /Director of the Organization		4
10.	GST Registration No (Attach photo copy of registration certificate)		5
11.	In case of Meals, supplier should have valid Food License from competent authority		6
12.	Valid authorization certificates either from manufacturer or their authorized representatives such as Dealer/ Distributorship certificate.		7

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13.	<ul style="list-style-type: none"> Tender paper cost in shape of Demand Draft of Rs. 500/- (Rupees Five hundred only) 	Details of Demand Draft along with details of Drawee Bank	
		Draft No:	
		Name of the Bank :	
		Branch address:	
		Amount (Rs.):	
14.	Security Deposit in shape of Demand Draft of Rs.10,000/- (Rupees Ten Thousand only). Applicable only in case of Office Stationery and Supply of Meals.	Details of Demand Draft along with details of Drawee Bank	
		Draft No:	
		Name of the Bank:	
		Branch address:	
		Amount (Rs.):	
15.	Self-declaration that the Organization does not have any legal suit/ criminal case pending against it for violation of IT, Service tax Act or any other law in India (in the format given in Annexure – “V”).		8
16.	Self-declaration that organization agrees to abide by all terms & conditions of the tender. (In the format given in Annexure – “VI”).		9
17.	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.

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Place :
Date :

Seal & Signature of authorized Signatory.


23/11/22
C.D.M. & P.H.O
Bargarh