



OFFICE OF THE DEAN & PRINCIPAL JAJATI KESHARI MEDICAL COLLEGE & HOSPITAL, JAJPUR

Tender No. 04 /Estd/JKMCH/Jajpur/2024

Dt. 16-01-2024

TENDER CALL NOTICE FOR SUPPLY OF STATIONARY & SANITARY ITEMS

Sealed Tenders are invited from the registered firms in two bid system i.e. Technical and Financial bid separately for supply of stationary and sanitary items, so as to reach the O/o Dean & Principal, Jajati Keshari Medical College & Hospital, First Floor, O/o CDM&PHO, Jajpur, Jajpur Town, Dist- Jajpur, Odisha - 755001 **on or before 29-01-2024, 5 PM** by Regd. Post/speed post/courier only.

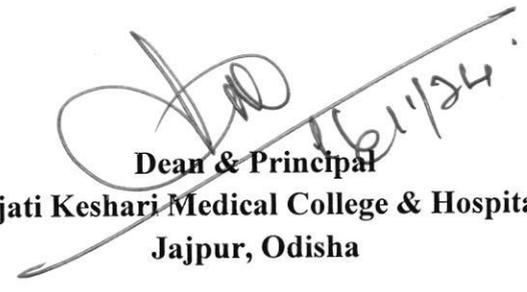
The details are available in the website: <https://dmetodisha.gov.in/> & <https://jajpur.nic.in/>. Interested Bidders can go through details in the website and submit tender documents accordingly. Incomplete tender documents in any respect shall not be entertained. The undersigned reserves the right to cancel the Tender in full or parts anytime without assigning any reason thereof.

Last date of submission of tender: 29-01-2024, 5:00 PM

Opening of Tender Bid: 30-01-2024 at 3:00PM

VENUE FOR OPENING OF TENDER BID/ADDRESS FOR COMMUNICATIONS:

O/o Dean & Principal, Jajati Keshari Medical College & Hospital, First Floor, O/o CDM&PHO, Jajpur, Jajpur Town, Dist- Jajpur, Odisha - 755001


Dean & Principal
Jajati Keshari Medical College & Hospital
Jajpur, Odisha

TERMS & CONDITIONS FOR SUPPLY OF STATIONARY & SANITARY ITEMS

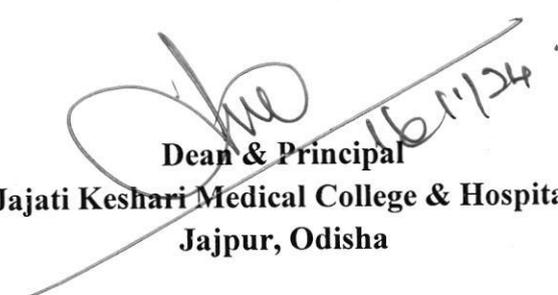
Name of the District/Health Institution: Dean & Principal, JKMCH, JAJPUR
(HEALTH & FW DEPT., GOVT OF ODISHA)

Bid Reference No4/Estd/JKMCH/Jajpur/2024

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS:29-01-2024 at 5:00 PM
DATE & TIME OF OPENING OF THE TENDER:30-01-2024 at 3:00 PM

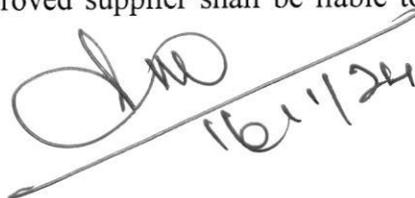
**PLACE OF OPENING OF BID DOCUMENTS AND ADDRESS FOR
COMMUNICATION AND RECEIPT OF BID DOCUMENTS**

O/o Dean & Principal, Jajati Keshari Medical College & Hospital, First Floor, O/o CDM&PHO, Jajpur,
Jajpur Town, Dist- Jajpur, Odisha - 755001


Dean & Principal
Jajati Keshari Medical College & Hospital
Jajpur, Odisha

**TERMS AND CONDITIONS FOR SUPPLY OF STATIONARY & SANITARY ITEMS FOR
JAJATI KESHARI MEDICAL COLLEGE & HOSPITAL, JAJPUR, ODISHA**

1. The bidders will download the tender from the **website: <https://dmetodisha.gov.in/>&<https://jajpur.nic.in/>** by submitting the bidding cost of Rs.3000/- (Rupees Three Thousand Only) and EMD Cost.Rs.10000/-/- (Rupees Ten Thousand Only) in shape of Demand Draft in favor of the Dean & Principal, Jajati Keshari Medical College, Jajpur, Payable at SBI, Main Branch, Jajpur Town, Odisha
2. The bidder papers will be rejected if the bidder changes any clause or Annexure of the bid documents downloaded from the website.
3. Sealed tenders will be received by date 29-01-24, up to 05:00PM in the office of the Dean & Principal, Jajati Keshari Medical College & Hospital, First Floor, O/o CDM&PHO, Jajpur, Jajpur Town, Dist- Jajpur, Odisha - 755001. Any bidding paper received after the due date and time will be rejected/returned to the sender unopened. The tender paper will be received through Speed Post/Regd. Post only. The Sealed bidding papers will be open on dated 30-01-24 at 3 PM in the office of the O/o Dean & Principal, Jajati Keshari Medical College & Hospital, First Floor, O/o CDM&PHO, Jajpur, Jajpur Town, Dist- Jajpur, Odisha – 755001.
4. The Dean & Principal, JKMCH, Jajpur shall have no responsibility for any delay /omission on part of the bidder and reserves the right to reject any or all the tenders without assigning any reason thereof.
5. The bidder(s) are to submit their bidding paper in separate sealed covered envelopes for Technical Bid and Price Bid by superscripting Cover 'A' (Technical Bid) and Cover 'B' (Price Bid) & both the sealed covers should be put into a third outer cover which should be superscripted as "Tender for Supply of Stationary & Sanitary Items - 2024-25" and EOI Reference No04/2024-25.
6. The sealed bidding papers will be opened by the Dean & Principal, Jajati Keshari Medical College & Hospital, Jajpur in the office Dean & Principal, Jajati Keshari Medical College & Hospital, First Floor, O/o CDM&PHO, Jajpur, Jajpur Town, Dist- Jajpur, Odisha - 755001. The bidder or their authorized representatives are allowed to be present during the opening of the technical bids, if they so like.
7. The rate quoted by the bidder should be inclusive of all taxes (GST/ET/Freight/insurance etc.).
8. Conditional tenders are liable to be rejected. All Disputes are subjected to Hon'ble Court of Jajpur, Odisha.
9. If the successful bidder/bidders fail to supply within the stipulated period of 7 days (seven days) from date of receipt of purchase order, liquidated damage @0.5% of the tender value per week of delay shall be deducted from the final payment. Maximum delay time acceptable is two weeks. If the bidder fails to supply within the maximum delay time his order stands cancelled automatically.
10. The bidders will have to present the tendered items for examination before an expert technical committee so constituted by the institute on a specified date and time. The purchase order will only be issued after receiving a satisfactory report from the technical committee.
11. The Authority will not make 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 completion of the job and submission of bill in that regards.
12. The supply of items shall be made immediately according to volume after placing the supply order in the office of the Dean & Principal, JKMCH, Jajpur and supplier shall submit the bill for payment at the approved rate in respect to quantity of items supplied. The transportation of items is sole responsibility of the supplier and must deliver the item to Storage Point in office of the Dean & Principal.
13. In case of failure on the part of the approved supplier to supply of the above mentioned items as per order with stipulated period, the Dean & Principal, JKMCH, Jajpur shall be at liberty to purchase above mentioned items from other sources and the approved supplier shall be liable to pay the excess amount


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which this office have to incur being the difference of actual amount of purchase minus the amount as per approved rates and difference aforesaid shall be recoverable and adjustable against the security deposit amount.

14. Under no circumstances shall the organization 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.
15. Rates quoted of items against this bidding notice shall remain valid up to 12 months after award of contract (annual rate contract basis). No request of increase in rates, if any, will be allowed or entertained during this period.
16. Bidders should submit the photocopy of valid GST Certificate with Clearance & PAN Card.
17. Receiving & Opening of bidding papers may be change if required by the undersigned which will be intimated in the DMET/ Website.
18. Bidders should not change the product/ item list as per the tender Sl. No.
19. Bidders should have three-year audit reports audited by any Chartered accountant and his turn over must be 10 Lakh (Ten Lakh) or above in each last three (3) financial year in Annexure - I.
20. Bidders must submit the Declaration Form duly signed by the bidder before Notary public / Executive Magistrate in Annexure - II.
21. Bidders must submit in the Format for List of item(s) Quoted for Price Bid in Cover - B.
22. The actual quantity may vary from zero to maximum quantity during the contract.


Dean & Principal 16/1/24
Jajati Keshari Medical College & Hospital,
Jajpur, Odisha

ANNEXURE-I

(To be furnished in the head of the auditor/ Chartered Accountant)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for Stationary & Sanitary items products of M/s..... who is a manufacturing unit/ Authorized supplier for the last..... years are given below and certified that the statement is true and correct.

Sl No.	Financial Year	Turnover in Lakhs (Rs.)
1	2020-21	
2	2021-22	
3	2022-23	
Annual turnover (for the above three years) in Lakh (Rs.).....		

Date:

Place:

Signature of the Auditor/Chartered Accountant

Name in capital:

Membership No:

Registration No. of Firm:

Note: To be issued in the letter head of the Auditor/ Chartered Accountant

ANNEXURE-II
DECLARATION FORM

I/We.....
having my/our office
..... do declare that I/We have carefully read all the terms & Conditions of tender of
the..... Odisha for the
supply of stationary & sanitary items. The approved rate will remain valid for a period of one year from
the date of approval. I will abide with **all the terms & conditions** set forth in the **Tender Reference no.**
.....

I/We do hereby declare I/We have not been de-recognized/black listed by any State Govt./
Union Territory/ Govt. of India / Govt. Organization/Govt. Health Institutions for supply of Not of
Standard Quality (NSQ) items/non-supply.

I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or
Security Deposit and blacklist me/us for a period of 5 years if, any information furnished by us proved to
be false at the time of inspection/verification and not complying with the Tender terms & conditions.

I/We further declare that I/We possess valid manufacturing license (s) bearing No.
(s)..... Valid up to
I/We..... do hereby declare that I/ we will
supply the as per the terms,
conditions & specification of the tender document.

Signature of the bidder
With seal & Date

Name & Address of the Firm:

Affidavit before Executive Magistrate/ Notary Public

Signature of Bidders
With Seal & Date


A handwritten signature in black ink, followed by a horizontal line and the date '16/1/24' written below it.

12/10/1911

TENDER FORMAT
SUPPLY OF STATIONARY & SANITARY ITEMS FOR JAJATI KESHARI MEDICAL
COLLEGE & HOSPITAL, JAJPUR, ODISHA2024-25

PART 1 – TECHNICAL BID (COVER A)

1	Name of the organization	
2	Registered Address (proof to be attached)	
3	Name of authorized signatory	
4	Specimen signature of authorized signatory	
5	Telephone number	
6	GST IN (GST Registration copy to be submitted)	
7	PAN (copy to be submitted)	
8	DD for tender document (non-refundable)	
9	DD for EMD	
10	Annual turnover of last 3 years (audited P/L account duly signed by CA) (copy to be submitted) – in Annexure I	
11	Affidavit of declaration certified by notary that the organization does not have any legal suit/criminal case/not blacklisted and agrees to abide by the terms & conditions of the tender – in Annexure II	
12	Past experience in supply of stationary and sanitation items in Govt./Pvt. organization during last 3 years(copy to be submitted)	
13	All documents submitted to be signed by the authorized signatory in each page with seal (Yes/No)	

I/We certify that the terms and conditions, specifications etc. given in the tender notice have been read carefully and acceptable to us and that the information furnished above is full and correct. We understand that in case of any deviation /submission of forged document etc. at any stage our firm will be black listed.

Signature of Bidders
With Seal & date


16/1/24

TENDER FORMAT
SUPPLY OF STATIONARY & SANITARY ITEMS FOR JAJATI KESHARI MEDICAL
COLLEGE & HOSPITAL, JAJPUR, ODISHA2024-25

PART 1 – PRICE BID (COVER B)

Stationary items:

Sl. No.	Name of the Item	Unit	Brand	Rate (Rs.) Excluding of GST	GST(%)
1	Copier Paper 70 GSM A4 Size	1 Pkt.(500 sheets)	JK/Bilt		
2	Copier Paper 75 GSM A4 Size 2	1 Pkt.(500 sheets)	JK/Bilt		
3	Copier Paper 70 GSM Legal Size 3	1 Pkt.(500 sheets)	JK/Bilt		
4	Sticker paper 120 GSM A4 size	1 Pkt.(500 sheets)	JK/Bilt		
5	Glossy paper 180 GSM A4 size	50 sheets	Kodak/Oddy		
6	Correction Fluid Pen	1 no.	Faber Castell/Reynolds		
7	High Lighter	1 no.	Faber Castell/ Reynolds		
8	Permanent Marker (Black)	1 no.	Reynolds/ Camel		
9	White Board Marker	1 no.	Reynolds/Camel		
11	Pulse Polio inedible Marker	1 no.	Kores/Luxor		
12	Punch Machine Single Point	1 no.	Kangaro/kores		
13	Punch Machine Double Point	1 no.	Kangaro/kores		
14	Stapler No.10	1 no.	Kangaro/kores		
15	Stamp pad	1 no.	Faber Castell / Kores		
16	Stapler Pin No.10	1 Pkt (20 boxes)	Kangaro/kores		
17	Stapler HP-10		Kangaro/kores		
18	Stapler Pin HP-10	1 Pkt (20 boxes)	Kangaro/kores		
19	Pencil (Platinum extra dark)	1 Pkt (10 pieces)	Natraj/ Apsara		
20	Eraser (Non dust)	1 no.	Natraj/Apsara		


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 Jajati Keshari Medical College
 and Hospital, Jajpur

21	Pencil Cutter (Long point Sharpener)	1 no.	Natraj/Apsara		
22	Scale 30 cm (Steel)	1 no.	Natraj/ Camel		
23	Tag (8Inch)	1 bundle	Kores/ Local		
24	Fly leaf printed with two eye lid(200 GSM Width 45 cm Height 35 cm)	1 no.	Ace/ Local		
25	Board Pin(transparent Colourful Push pin)	1 Pkt.	Kores/Local		
26	Alpin 100 gm	1 Box	Kores/ Local		
27	Flag (four Color)	1 no.	Odyal/Local		
28	Arch File Card Board (Big)	1 no.	Saya/Ace		
29	Leaf file	1 no.	Saya/Ace		
30	Pen Red/Black	5 no.(1 pkt)	Cello/Montex		
31	Pen Blue	5 no.(1 pkt)	Cello/Montex		
32	Pen stand with Day & Time	1 no	Kores/Local		
33	Plain Folder for Training	1 no.	Claro/Local		
34	Note Pad (30 Pages)	1 no.	Ace/ Other		
35	Note Pad (60 Pages)	1 no	Ace/ Other		
36	Pen for Training (Rs.10)	1 no.	Cello/Montex		
37	Pen for Training (Rs.5)	1 no.	Cello/Montex		
38	Gum (100 ml)	1 no.	Mohini/Camel		
39	Gum (250 ml)	1 no.	Mohini/Camel		
40	Glue stick	1 no.	Kores/Others		
41	Calculator 12 Digit	1 no.	Casio/Others		
42	Note Book 62 pages	1 no	Classmate Others /		
43	Note Book 90 pages	1 no.	Classmate/ Others		
44	Note Book 112 pages	1no	Classmate/ Others		
45	Note Book 180 pages	1 no.	Classmate/ Others		
47	Cash Register 14 no	1 no.	Lion/ Local		
48	Cash Register 18 no.	1 no.	Lion/ Local		
49	Cash Register 20 no.	1 no.	Lion/ Local		


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50	Cash Register 24 no.	1 no.	Lion/ Local		
51	Cash Register 30 no.	1 no.	Lion/ Local		
52	Ledger 100 Pages	1 no.	Lion/ Local		
53	Ledger 200 Pages	1 no.	Lion/ Local		
54	Ledger 300 Pages	1 no.	Lion/ Local		
55	Register 68 Pages	1 no.	Lion/Ace		
56	Register 92 Pages	1 no.	Lion/Ace		
57	Register 140 Pages	1 no.	Lion/Ace		
58	Register 160 Pages	1 no.	Lion/Ace		
59	Register 180 Pages	1 no.	Lion/Ace		
60	Register 276 Pages	1 no.	Lion/ Ace		
61	Register 372 Pages	1 no.	Lion/ Ace		
62	Register 476 Pages	1 no.	Lion/ Ace		
63	Register 572 Pages	1 no.	Lion/ Ace		
64	Envelope Brown (9x4 Size)	1 Pkt (100 nos.)	Local		
65	Envelope Brown (10x5 Size)	1 Pkt (100 nos.)	Local		
66	Envelope A4 Size Laminated	1 no.	Local		
67	File Packing Cloth (Red)	Per 1 Mtr.	Local		
68	Paper Weight Glass (Oval Shape)	1 no.	Local		
69	Scissor	12"	Kangaro/kores		
70	Scissor	6"	Kangaro/kores		
71	Color Card Post Card Size	Per 100 Cards	Local		
72	Cello Tape (1")	1 no	Premier/Local		
77	Chalk (Dustless)	1pkt(100pcs)	Kores/Local		
78	Four Folder	1 piece	Lotus/Ashoka/others		
79	Fly Leaf laminated	1 piece	Local		
80	L Folder	1 piece	Local		
81	SS Scale 12"	1 piece	Camel/		


 16/11/24
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 Jajati Keshari Medical College
 and Hospital, Jajpur

Sanitary items:

Sl. No.	Name of the Item	Unit	Brand	Rate (Rs.) Excluding of GST	GST(%)
82	Broom (Khadika Jhadu)	1 no.	Local		
83	Dustbin 10 Ltr.	1 no.	Cello/Local		
84	Harpic 400 ml	1 no.	Reckitt Benckiser		
85	Hand wash	1 no.	Dettol/ Lifebuoy		
86	Hand wash (Refill Pack)	1 no.	Dettol/ Lifebuoy		
87	Water Bottle Plastic (1ltr) Decorative	1 no.	Milton/Cello		
88	Odonil (50 gm)	1 no.	Local		
89	Mosquito liquid with Machine	1 no.	Good Night/All out		
90	Mosquito Liquid (Refill Pack)	1 no.	Good Night/All out		
91	Calling Bell Cord less with RF Remote	1 no.	Cona		
92	Sutuli Bondle (Jute)	250 gm.	Local		
93	Bucket(20lt capacity ISO certified)	1 no.	Ankur/Supreme/ Milton		
94	Mug (1lt capacity)	1 no.	Ankur/Supreme/ Milton		
95	Moping Brush(Steel hand ISO certified)	1 no.	Ankur/Supreme/ Milton/Gala		
96	Floor Wiper(Steel hand ISO certified)	1 no.	Ankur/Supreme/ Milton/Gala		
97	Window Screen(4x5ft)ISO certified	1no	Premier		
98	Door Screen(4x6.5ft)ISO certified	1 no.	Premier		
99	Shoe Stand(3Rack plastic)ISO certified	1 no.	Neelkamal/Supreme/ Milton/Gala		
100	Table cloth ISO certified	1 meter	premier		
101	Door mat(Holo ruber mat)		Neelkamal/Supreme/ Milton/Gala		
102	Glass Cleaner (500ml)	1 no.	Colin		
103	Phenyl ISO certified	1 ltr	Local		


 Jay Prakash Singh, Principal
 Jagan Keshari Medical College
 and Hospital, Jajpur

104	Hypochlorite solution (10%-5lt)	5lt.			
105	Bleaching Powder	5kg			
106	Floor Cleaner(Surface cleaner citrus)		Lizol		
107	Hub Cutter(Plastic 1lt. Capacity)	1lt.	AOV		
108	Wall Clock(Official 32x32cm)	1 no.	Ajanta		
109	Torch light (Plastic with Pointer AA)	1 no	Eveready		
110	Sleeper (Footwear) 7 Size with dotted	1 no	Paragon/Bata		
111	Sleeper (Footwear) 8 Size with dotted	1 no	Paragon/Bata		
112	Sleeper (Footwear) 9 Size with dotted	1 no	Paragon/Bata		
113	White Board (4x6) ft	1 no	Kores		
114	White Board (2x3) ft	1 no.	Kores		
115	Room Freshener	200 ml.			
116	Acid for Sanitary Use	1 ltr	Local		
117	Broom (Phul Jhadu)	1 no.	Local		
118	Broom (Alandhu Jhadu)	1 no.	Local		
119	Turkish Towel (Standard Office Towel Size)	1 piece	standard		
120	Hand Towel	1 piece	standard		

**Signature of Bidders
With Seal & date**


 06/12/24
 Dean & Principal
 Jajati Keshari Medical College
 and Hospital, Jajpur