



**OFFICE OF THE SUPERINTENDENT, MAHARAJA JAJATI KESHARI MEDICAL
COLLEGE & HOSPITAL, JAJPUR-755001**

At-Ankula, PO- Jajpur Town, Dist- Jajpur

E-Mail Id: supdtgmchjajpur@gmail.com

**TENDER FOR SUPPLY OF OFFICE STATIONARY ITEMS AND OTHER CONSUMABLES ON ANNUAL RATE
CONTRACT BASIS TO MAHARAJA JAJATI KESHARI MEDICAL COLLEGE & HOSPITAL, JAJPUR**

DATE OF COMMENCEMENT & DOWNLOADING OF THE BID DOCUMENT: From 08/10/2025

LAST DATE & TIME OF RECEIPT OF BID DOCUMENTS: Date-31/10/2025 till 5.00 PM

DATE & TIME OF OPENING OF TECHNICAL BID: Date-01/11/2025 (11.30AM)

DATE & TIME OF OPENING OF FINANCIAL BID: to be intimated later

PLACE OF OPENING OF BID DOCUMENTS AND ADDRESS

**FOR COMMUNICATION AND RECEIPT OF BID DOCUMENTS: O/o The Superintendent, MJKMCH, Jajpur
At – Ankula, Jajpur Town Dist-Jajpur
Odisha PIN- 755001**

M. S. Srinivasan
4.10.25
**Superintendent,
MJKMCH, JAJPUR
Superintendent
MJKMCH, Jajpur**

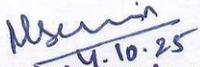
Terms and Conditions-

The tender will have to be submitted in two parts i.e. **technical bid (Cover-A)** and **price bid (Cover-B)**. The bidders should submit their technical and price bid separately in two envelopes clearly marked as technical bid & price bid and those two envelopes should be put into another outer envelop superscribed as "**Tender for Supply of Office Stationery Items and other consumables on Annual Rate Contract Basis to MJKMCH JAJPUR in reference to advt. No-..... dtd.....**". The tenders should be addressed to:
The Superintendent, Maharaja Jajati Keshari Medical College and Hospital Jajpur

The last date & time of submission of tender is **31/10/2025, 5 PM**. The tender shall be opened on **01/11/2025 at 11.30 AM** at the conference hall of Superintendent, MJKMCH JAJPUR in the presence of bidders or their authorized representative who may wish to be present.

It is requested that tender indicating the rate for different items be furnished in the specified formats as mentioned in the tender. It may be noted that rates shall be quoted against the items mentioned below at Tender Format – Cover B (Price Bid) at **Annexure-I & II. Rates should not be more than MRP**. Bidders who **qualify technically** [as per submission of relevant valid documents as asked to be submitted in Technical Bid – Cover A, fulfilling all the terms & condition of the tender document], their **Price Bid (Cover B)** shall **only** be opened.

1. The firm should have GSTIN & PAN.
2. The firm should have **audited** annual turnover of **Rs. 10 Lakhs** in **each** of the **last three financial years** [2021-22, 2022-23 & 2023-24,] Should submit the **audited** balance sheet and P&L Account statement (of the last three financial years i.e. 2021-22, 2022-23 & 2023-24) duly signed by a Chartered accountant.
3. Tender must be accompanied by **Tender document Cost of Rs.1,000/-** (Non refundable) and **EMD of Rs. 15,000/-** (in case quoted only for Annexure-I Items) and **Rs.5,000/-**(in case quoted only for Annexure-II items) Or **Rs.20,000/-**(in case quoted for both Annexure-I & Annexure-II Items) in the technical bid by way of demand draft, drawn on any Nationalized/ Scheduled Bank in favour of Superintendent, JKMCH JAJPUR, Odisha payable at Jajpur town. Tenders not accompanied by tender document cost & EMD will not be considered. EMD of unsuccessful bidders will be returned without interest on finalization of bid. EMD of successful tender will be retained & will be refunded on successful completion of the job without interest.
4. The firm should have past experience in supply of stationery items to Govt. / Pvt. Organizations during the last three years. The firm has to furnish the work order/ contract copies in support of that.


4.10.25
Superintendent
MJKMCH, Jaipur

5. The firm will have to submit an **Affidavit** (On original Stamp Paper of Rs.20/-) in the technical bid with the following clauses :-
- Our organization has not been blacklisted by any Government Organization
 - Our organization does not have any legal suit / criminal case pending against it for violation of GST or any other law.
 - The Superintendent, MJKMCH JAJPUR will have no liability regarding transportation, loading and unloading of material and all the material ordered for shall be delivered at the designated place in good condition. The defective or damaged material if any will be replaced by our Organization.
 - Our organization agrees to abide by all terms & conditions of tender
 - Our organization will quote prices inclusive of all taxes.
6. In the technical bid, the firm will also have to submit the photocopies of PAN,GST registration having GSTIN and Audited balance sheet P&L Account statement (of the last three financial years) duly signed by a Chartered Accountant.
7. The firms/ Agencies shall quote for either category of items mentioned in the Annexure I or II or for both the categories by submitting the required EMDs as cited at Clause No. 3 above. Item wise evaluation shall be made to arrive at the lowest bidder of that item(s). The maximum discount percentage on MRP will be taken into consideration for Annexure I items and Total price including GST will be taken into consideration for Items mentioned at Annexure II.
8. The supplier selected shall have the responsibility to supply the Stationery items mentioned at Annexure I & II as per supply order which is required for carrying out day to day official work of Superintendent, MJKMCH Jajpur, Odisha.
9. This rate will be applicable for purchase of the Stationery items for **one year** from the date of signing of contract on an **annual rate contract basis**.
10. The suppliers shall also ensure that the quality and quantity has to be as per the supply order and approved rate contract.
11. The supply of items shall be made within 3 days after placement of supply order at the Office of the Superintendent, MJKMCH Jajpur, Odisha and supplier shall submit the bill for payment at the approved rate in respect to the quantity of items supplied.
12. The approved supplier shall have to furnish a performance security of Rs.15,000/- (in case of Annexure –I Items) and Rs.5,000/- (in case of Annexure-II Items) in the shape of demand draft in favour of Superintendent, JKMCH-JAJPUR, Odisha payable at Jajpur Town which will be retained till successful completion of the rate contract period. However, the EMD(s) submitted by the approved bidder at the time of bid submission may be converted to Performance Security and in that case the approved bidder does not have to submit any additional performance security.

W. S. Sinha
4.10.25
Superintendent
MJKMCH, Jajpur

13. In case of failure on part of the approved supplier to supply the items mentioned at Annexure-I & II as per supply order within stipulated period, the Superintendent shall have the liberty to purchase those items from other sources and the approved supplier shall be liable to pay the excess amount which this office may have to incur being the difference of actual amount of purchase minus the amount as per approved rates. Accordingly the difference as aforesaid shall be recovered from the approved supplier from the performance security deposit amount.
14. For any dispute, decision of Superintendent, MJKMCH JAJPUR shall be final.
15. All legal disputes are subject to the jurisdiction of Jajpur court only.
16. The Superintendent, MJKMCH Jajpur, Odisha reserves its right to accept or reject any or all tenders or any part thereof without any liability to communicate any reason.

M. S. Sinha
4.10.25
Superintendent
MJKMCH Jajpur, Odisha
Superintendent
MJKMCH, Jajpur

TENDER FORMAT
Part -1
(Technical Bid) – Cover A
(to be furnished in Cover A-Technical Bid)

1	Name of the Organization	Page No.
2	Address of the Organization	
3	Name of authorized signatory (in capital letters)	
4	Specimen signature of the authorized signatory	
5	Pl. mention, whether quoted for Annexure-I or Annexure –II Items or for both Annexure-I & Annexure-II Items	
6	Contact number of authorized signatory/ Organization	
7	GST registration acknowledgement, if available	(Photo copy to be attached)
8	GSTIN (GST identification number)	(Photo copy to be attached)
9	PAN	(Photo copy to be attached)
10	Draft number and date of the Tender Document Cost of Rs. 1,000/- (Non-Refundable)	(Draft to be submitted)
11	Draft number and date of the EMD of Rs. 15,000/- (in case of Annexure-I Items) and Rs.5,000/- (in case of Annexure-II Items)	(Draft to be submitted)
12	Annual Turnover (Audited balance sheet and P&L Account Duly signed by Chartered accountant (of the last three financial years i.e. 2021-22, 2022-23 & 2023-24)	(As per clause 2)
13	Affidavit of declaration certified by Notary that the organization does not have any legal suit / criminal case pending against it for violation of GST or any other law and agrees to abide by all terms & conditions of the tender.	(Affidavit in original stamp paper of Rs.20/-) certified by Notary with clauses as mentioned in clause no. 5 of the terms & conditions)
14	Past experience in supply of stationery items to Govt. / Pvt. Organizations during the last 3 years	(Furnish the photocopy of the work orders / contract copies of different Govt. / Pvt. Organizations during the last 3 years)
15	Whether all documents are submitted and signed by the authorized signatory of the organization in each page with seal (Yes/ No)	

DECLARATION

I / we hereby certify that the terms and conditions, specification etc. given with the tender notice have been read carefully and 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 / furnishing of forged documents etc. at any stage, our Firm/Agency will be blacklisted and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place:

Date:

Seal

M. Jain
4.10.25
Superintendent
MJKMCH, Jainur

TENDER FORMAT
(Price Bid) – Cover B
(to be furnished in Cover B-Price Bid)
Annexure-I (Office Stationery Items)

SL. No.	Name of the Items	BRAND- I	BRAND - II	BRAND- III
1				
		Discount %----	Discount %-----	Discount %-----
2				
		Discount %----	Discount %-----	Discount %-----
3				
		Discount %----	Discount %-----	Discount %-----
4				
		Discount %----	Discount %-----	Discount %-----
5				
		Discount %----	Discount %-----	Discount %-----

(Signature and seal of the authorized signatory)

Place:

Date:

(Price Bid) – Cover B
(to be furnished in Cover B-Price Bid)
Annexure-II (Office Stationery Items)

SL.	ITEMS	BRAND	Rate(Rs.) inclusive GST
1			
2			
3			
4			

(Signature and seal of the authorized signatory)

Place:

Date:

M. J. K. M. C. H.
4.16.25
Superintendent
MJKMCH, Jajpur

List of items quoted

(To be furnished with Cover A -Technical bid)

Sl. No.	Sl No. of item as per item list in Annexure- I)	Item name	Specification

Signature of the bidder with seal and date

(To be furnished with Cover A -Technical bid)

Sl. No.	Sl No. of item as per item list in Annexure- II)	Item name	Specification

Signature of the bidder with seal and date

M. S. S. S.
4.10.25
Superintendent
MJKMCH, Jajpur

Performance Sheet

Sl No.	Address of the purchaser	Order No.	Order date	Value in Rs.	Tender reference No.	Page No. in the bid	Satisfactory supply of the order (proof)	Page no. in the bid)

Signature of the bidder with seal and date

M. J. K. M. C. H.
10.10.25
**Superintendent
MJKMCH, Jajpur**

UNDERTAKING

I/We ----- having my/ our office at -----
do hereby declare that I/We will supply the ordered items after becoming lowest responsive bidder as
per tender terms, conditions, specification (Bid Reference No.----- Dated-----)
and conditions as laid down in the purchase order.

We declare that the Tender inviting Authority can blacklist me/us for a period of 3 years if we
withdraw bid after opening of price bid and/or approval of rate contract or unable to supply ordered
items at approved rate within the stipulated period.

Signature of the Bidder :

Full Name :

Mobile No. :

Date :

M. S. Chandra
4.10.25
Superintendent
MJKMCH, Jajpur

SI No	Stationery	Brand								
		Bilt	JK	Image	Other					
1	Xerox Paper(Copier)- 75 GSM%%%%%%%%%
2	Pen	Reynolds	Classmates	Cello	Doms	Luxar	Nataraj	Flair	Montax	
	%%%%%%%%%
3	Pencil	Natraj	Apsara	Camlin	Faber	Goodwill	Doms			
	%%%%%%%%%
4	Guard file, Big	Alankar	Willman	Boss						
	%%%%%%%%%
5	Guard file, Small	Alankar	Willman	Boss						
	%%%%%%%%%
6	Spiral Note Book	Alankar	Doodle	Boss	Willman	Classmate	Luxar	Bilt		
	%%%%%%%%%
7	Note Book	Oxford	Classmates	Camlin	Navneet	Boss	Alankar	Willman		
	%%%%%%%%%
8	Registers	Alankar	Willman	Boss	Classmate	Navneet	Aswani			
	%%%%%%%%%
9	Marker Pen	Luxor	Camlin	Cello	Zeyar	Sharpie	Doms	Reynolds		
	%%%%%%%%%
10	Chalk	Apsara	Skoodle	Eagle	Siddhi	Kores	Gofii			
	%%%%%%%%%
11	File Paste it	Filemate								
	%%%%%%%%%
12	Stapler -24*6"	Kangaro	kores	miles						
	%%%%%%%%%
13	Stapler -10"	Kangaro	kores	miles						
	%%%%%%%%%
14	Stapler Pin	Kangaro	kores	miles						
	%%%%%%%%%
15	Tag									
	%%%%%%%%%
16	Alpin									
	%%%%%%%%%

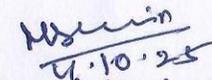

 Superintendent
 MJKMCH, Jajpur

Annexure I

17	Rubber band	Flexi	Ornate							
	%%%%%%%%%
18	Eraser	Doms	Apsara	Flair	Skoodle					
	%%%%%%%%%
19	Scale	Majestic	Vertex	Ajanta	Ikis	Omega	Hotchpotch			
	%%%%%%%%%
20	Stamp pad	fibre castle	Artline	Camlin	Kores	Kangaro				
	%%%%%%%%%
21	Folder-300 GSM	Alankar	Willman	Nikran	My cleare bag					
	%%%%%				
22	Puncher-Double	Kangaroo	Camel	Class Mate	Kores	Others				
23	Puncher-Single	Kangaroo	Camel	Class Mate	Kores	Others				
	%%%%					
24	Liquid gum Glue-200 ml	Camel	Kores	Fevigum	Fevicol	Others				
	%%%%					

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

Bidders Signature


 11.10.25
 Superintendent
 MJKMCH, Jajpur

Annexure -II

SI No.	Name of the Item	Specification
1	Folder(Plastic)	Button folder (Graphics)
2	Folder(Plastic)	Expanding Document Folder
3	Folder(Plastic)	Infile Document Folder
4	Folder(Plastic)	Infile Document Pockets
5	Folder(Plastic)	Zipper Closer Folder
6	Folder(Plastic)	Expanding twin pocket Double colour
7	Folder(Plastic)	Button Folder Transparent
8	Folder(Paper)	300 GSM Multi colour with Jacket Clip
9	Folder(Paper)	300 GSM Multi colour -Glossy Type with Clip
10	Folder(Paper)	220 GSM with Clip
11	Conference Pad/Writing Pad	6*8 inch.size- 60 Pages-80 GSM
12	Conference Pad/Writing Pad	6*8 inch.size- 50 Pages -80 GSM
13	Conference Pad/Writing Pad	6*8 inch.size-40 Pages -80 GSM
14	Conference Pad/Writing Pad	6*8 inch.size- 30 Pages-80 GSM
15	Conference Pad/Writing Pad	6*8 inch.size- 20 Pages -80 GSM
16	Conference Pad/Writing Pad	6*8 inch.size-10 Pages -80 GSM
17	Fly Leaf	300 GSM Cover Board with Cloth Binding and Clip.
18	Fly Leaf	220 GSM Cover Board with Cloth Binding and Clip.
19	Fly Leaf	100 GSM Cover Board with Cloth Binding and Clip.
20	Fevistik-	Large Size-100 gm
21	Fevistik	Medium Size-25 gm
22	Fevistik	Medium Size-15 gm
23	Fevistik	Small size-8 gm
24	White board Marker	Blue/Black/Red/Green-Pack of 10 Nos.
25	Pendrive-Metal	HP: 32 GB/64 GB/128 GB
26	Envelop-80 GSM	25/12cm, 27/12cm size
27	Envelop-100 GSM	25/12cm, 27/12cm size
28	Envelop-80 GSM/100 GSM	25/12&27/12 with Cotton cloth inside
29	Envelop-100 GSM	A4 & A3 with Cotton cloth inside
30	Calling Bell	
31	Mouse Pad	
32	Cup Plate Set	Ceramic Coated
33	Cup Plate Set	Plane China Matti
34	Plastic Bowel	Big, Small
35	Water Boittle(Steel)-1000 ml.	Milton, Cello, Borossil
36	Water Boittle(Copper)-1000 ml.	Milton, Cello, Borossil
37	Water Boittle(Fiber)-1000 ml.	Milton, Cello, Borossil
38	Thermo Flask(Steel)-1000 ml.	Milton, Cello, Borossil
39	Thermo Flask(Fibre)-1000 ml.	Milton, Cello, Borossil
40	Serving Tray-	Plastic multicoloured-Big Size
41	Serving Tray-	Plastic multicoloured-Small Size
42	Cotton Towel (for Executive Chair)	Raymond, Bombay dyeing.
43	Cotton Towel (2*1.5 ft)	Raymond, Bombay dyeing.

44	Glass (Drinking)	One set with 6 pcs.
45	Scissor-Medium Size	Stainless steel
46	Brown Tape	Medium, Large
47	White Tape	Medium , Large
48	Foot Operated Bin	15 Ltr Capacity-Plastic
49	Foot Operated Bin	30 Ltr Capacity-Plastic
50	Hand Wash (ISI Mark)	Detol, Savlon- 250 ml.
51	Toilet cleaner (ISI Mark)	500ml. 1 Ltr.(Preferably- Harpic)
52	Floor cLeaner(ISI Mark)	500ml. 1 Ltr.(Preferably- Lizol)
53	Surgical Mask	Cotton with 3 layer
54	Remote Battery	Per dozzen
55	Pencil Battery	Per dozzen
56	Room Freshner	150/200 ML.
57	Cleaning Brush-Fur type smooth	Computer & Keyboard wash
58	Napthaline Bulb	Multi colour per kg.
59	White Board	Per Sqft.
60	ARC File	Glossy Type cover

M. S. S. in
4.10.25
Superintendent
MJKMCH, Jajpur